London
Biodiversity
Partnership

working together for wildlife

Protocol for data entry on to the Biodiversity Action Reporting System

This guidance note has been developed to help Action Plan Leads through the process of uploading Action Plans on to the new monitoring and reporting system BARS. The new monitoring system was designed with the UK BAP format in mind and therefore it follows a different approach to action planning when compared to the London BAP. The following protocol should be followed in order to populate the system without losing the logic behind the London BAP format. This protocol does not substitute the help guide provided by the system. New BARS help sheets specific to LBAPs, National plans (HAPs and SAPs), and organisations are now available to download. Go to **BARS guides** section via the **BARS News** on the top navigation menu.

1- Adding your Action Plan members on to BARS

The PO will upload the contact details (name, organisation and e-mail address only) for all the members of action plan groups. The Action Plan Lead should be aware of the following when entering actions:

- o The Partnership' Project Officer will notify all users before adding their details on to the system.
- o When adding a member to an Action Plan, the Action Plan Lead should be aware of the level of access to that plan awarded to the user, BARS identify 2 levels: Action Plan Lead or Users with viewing rights.
- o Action Plan leads have complete viewing and editing rights to all the data for that action plan, including all plan targets and actions.
- o Users with viewing rights have viewing rights to the data for that action plan. However, they will only be able to view the actions they are linked to, and their ability to edit these actions will depend if they are an action lead or support.
- o For more details on the access levels for each category, use the help guide (by clicking on the help icon) on BARS entry application page at the top left of the screen.

2- Naming Action Plans

The London BAP contains several HAPs which cover more than one habitat type e.g. Parks, Squares & Amenity Grassland.   In such cases, the HAP will retain its name and it'll be linked to all UK BAP habitats being address by the HAP. For example, in the Parks, Squares & Amenity Grassland it'll be improved grassland, neutral grassland, urban- managed green spaces etc. This setting can be changed at any time by the HAP Lead.

3- London BAP Aims, Objectives, Targets and Actions

Unfortunately for us, BARS follows the UK BAP format and therefore it only recognises Targets and Actions with each Action Plan having a vision. To accommodate our format into the system please use the following criteria:

- o Ignore London BAP Aims.
- o Use London BAP Objectives as BARS Action Vision.
- o Use London BAP Targets as BARS Targets.
- o Use London BAP Actions as BARS Actions.

4- Coding of Targets & Actions

To distinguish between the different categories and make it easy for viewers to pull out actions in a logical order, we will have to give targets and actions a distinct letter and number code e.g.:

- o AG1.1 means Acid Grassland HAP, Target 1, Action 1
- o B4.5 means Bats SAP, Target 4, Action 5
- o SMG2.1 means Site Management Generic AP, Target 2, Action 1

5- Target dates

The end target date for all actions should be 31st of December as the London BAP follows calendar year implementation.   Please mark 'ongoing' actions as '**no end date'**.

6- Timetable for data entry

We hope to have the system completely populated by December 2005