**Project Databasing standards: BID-AF2015-0042-NAC:**
**Towards a Red List of the Globally Threatened Plants of Guinea**

All databasing for the project will comply with the Darwin Core Terms (DwC) and meet the minimum requirements for occurrence datasets for GBIF data standards. Data entry initially will be into the Excel template using DwC from GBIF (https://github.com/gbif/ipt/wiki/occurrenceData#templates) to enable the GBIF node in Guinea to upload efficiently via the IPT portal to GBIF France (see annex 2).

Data gathered will be stored in the RHIA database and backed up on the Royal Botanic Gardens Kew (RBG Kew) Africa Team database both of which are based on DwC. This should allow for effective integration of the datasets. Darwin Core Field terms can be found in Annex 1.

Red List assessments using the mobilised data will be written in compliance with the IUCN data standards (https://www.iucnredlist.org/resources/supporting-information-guidelines).

Training will take place on databasing for National Herbarium of Guinea (HNG) data compilers in the first three months of the project and data quality will be checked by RGB Kew.

All project partners agree to use these data standards when recording data for use during and after the life of the project to facilitate data sharing.

Annex 1: Darwin Core Field Terms

| Field | Description | DwC term |
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| **taxonID** | A 'taxonID' value may be any string, it is not required to be numeric. An accepted name should have a unique 'taxonID' value. A synonym (or similar name linked to a taxon) should ideally have an identifier in the 'taxonID' field.<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/taxonID* |
| **acceptedNameUsageID** | The field 'acceptedNameUsageID' should be used to link a synonym record to its corresponding accepted name (which will have a matching 'taxonID' value).<br>An accepted name should have an empty 'acceptedNameUsageID' field.<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/acceptedNameUsageID* |
| **parentNameUsageID** | The field 'parentNameUsageID' of the accepted name record for a taxon is used to refer to the 'taxonID' value of the parent taxon at the next higher taxonomic rank included in the checklist.<br>*If there is no parent included in the checklist, because the "top of the tree" has been reached, then this field should be empty to indicate this.*<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/parentNameUsageID* |
| **scientificName** | The scientific name of taxon with or without authorship information depending on the format of the source database.<br>Examples: "Coleoptera" , "Vespertilionidae", "Manis" , "Ctenomys sociabilis", "Ambystoma tigrinum diaboli", "Quercus agrifolia var.oxyadenia (Torr.)"<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/scientificName* |
| **scientificNameAuthorship** | If the authority is known and can be separated from the rest of the scientific name, the authority string should also be placed in the 'scientificNameAuthorship' field.<br>If authorship is included in the scientificName field, this field is optional. Example: "(Torr.) J.T. Howell", "(Martinovsk ) Tzvelev", "(Linnaeus 1768)"<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/scientificNameAuthorship* |
| **nameAccordingTo** | A citation representing the concept or sense in which the name is used.<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/nameAccordingTo* |
| **kingdom** | The full scientific name of the kingdom in which the taxon is classified. | *http://rs.tdwg.org/dwc/terms/kingdom* |

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| | Example: "Animalia", "Plantae"<br>*Data Type: string* | |
| **phylum** | The full scientific name of the phylum in which the taxon is classified.<br>Example: "Chordata" (phylum), "Bryophyta" (division)<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/phylum* |
| **class** | The full scientific name of the class in which the taxon is classified.<br>Example: "Mammalia", "Hepaticopsida"<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/class* |
| **order** | The full scientific name of the order in which the taxon is classified.<br>Example: "Carnivora", "Monocleales"<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/order* |
| **family** | The full scientific name of the family in which the taxon is classified.<br>Example: "Felidae", "Monocleaceae"<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/family* |
| **genus** | The full scientific name of the genus in which the taxon is classified.<br>Example: "Puma", "Monoclea"<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/genus* |
| **subgenus** | The full scientific name of the subgenus in which the taxon is classified. Values should include the genus to avoid homonym confusion.<br>Example: Puma (Puma); Loligo (Amerigo); Hieracium subgen. Pilosella<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/subgenus* |
| **specificEpithet** | 2nd word in a scientific name (species), es. Acer *saccharum*, saccharum is the specificEpithet.<br>Example: scientificName: Carex viridula subsp. brachyrrhyncha var. elatior (Schltdl.) Crins specificEpithet: viridula<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/specificEpithet* |
| **infraspecificEpithet** | Terminal word in a scientific name.<br>Example: scientificName: Carex viridula subsp. brachyrrhyncha var. elatior (Schltdl.) Crins infraspecificEpithet: elatior<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/infraspecificEpithet* |
| **verbatimTaxonRank** | The taxonomic rank of the most specific name in the scientificName. | *http://rs.tdwg.org/dwc/terms/verbatimTaxonRank* |

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| | Example: scientificName: Carex viridula subsp. brachyrrhyncha var. elatior (Schltdl.) Crins verbatimTaxonRank: var.<br>*Data Type: string* | |
| **taxonRank** | The taxonomic rank of the most specific name in the scientificName. Recommended best practice is to use a controlled vocabulary: http://rs.gbif.org/vocabulary/gbif/rank.xml.<br>Examples: "subspecies", "varietas", "forma", "species", "genus".<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/taxonRank* |
| **taxonomicStatus** | The status of the use of the scientificName as a label for a taxon. Controlled vocabulary:<br>"accepted", "invalid", "misapplied", "provisional", "synonym", "valid" "unknown" has also been suggested, but often an empty value is expected to indicate an unknown value.<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/taxonomicStatus* |
| **modified** | The most recent date-time on which the resource was changed.<br>It is recommended this format: "*YYYY-MM-DD*".<br>*Data Type: date* | *http://purl.org/dc/terms/modified* |
| **bibliographicCitation** | Citation information specified by the data publisher.<br>*Data Type: string* | *http://purl.org/dc/terms/bibliographicCitation* |
| **taxonRemarks** | Comments or notes about the taxon or name.<br>*Data Type: string* | *http://rs.tdwg.org/dwc/terms/taxonRemarks* |
| **scientificNameID** | Exclusively used to reference an external and resolvable identifier that returns nomenclatural (not taxonomic) details of a name. Use taxonID to refer to taxa. Use to explicitly refer to an external nomenclatural record.<br>Example: "urn:lsid:ipni.org:names:37829-1:1.3"<br>*Data Type: string* | |

Annex 2. Example of DwC field for GBIF occurrence data.

| occurrenceID | basisOfRecord | eventDate | kingdom | scientificName | taxonRank | decimalLatitude | decimalLongitude | geodeticDatum | countryCode | individualCount | organismQuantity | organismQuantityType |
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