NATIONAL BIODIVERSITY NETWORK ACTION PLAN

2016 - 2020

NBN
National Biodiversity Network

CONTENTS

This Action Plan has been prepared by members of the National Biodiversity Network Trust and organisations sharing data via the Network with coordination and facilitation by the Secretariat.

NBN ACTION PLAN

This National Biodiversity Network (NBN) Action Plan 2016-2020 sets out the commitment NBN Trust members and data partners will make to deliver the NBN Strategy 2015-2020. This plan describes the 95 actions that the NBN Secretariat and Network members have proposed are necessary to achieve the Network's vision, aims and objectives. The Network vision is that "Biological data collected and shared openly by Network members are central to the UK's learning and understanding of its biodiversity and are critical to all decision-making about nature and the environment". The 21 objectives of the NBN Strategy are listed in this document and for each, a number of actions are identified. For each action the relative priorities and the timescale over which the action should be undertaken are provided. A consultation process established the roles and responsibilities of NBN members in delivering these actions.

INTRODUCTION

National Biodiversity Network Trust members collaborate to set standards for data exchange, to raise awareness of the importance of biological recording of the UK's wildlife, and to collect and share biological records and information. All Network members, including many of the largest wildlife charities and non-governmental organisations, local environmental record centres and national schemes and societies in the UK, as well as government agencies, research institutions, students and members of the public, are identified as having key roles in the implementation of this action plan.

BACKGROUND TO THE NATIONAL BIODIVERSITY NETWORK

The NBN Trust is a charitable organisation with a membership that collects and shares biological data and information under the banner of the National Biodiversity Network. They make these data available for environmental decision-making, education and research, and nature conservation and monitoring. Biological data are recorded (by numerous organisations and people), collected together via numerous systems including Birdtrack, iSpot, iRecord etc, verified by experts throughout the UK, curated by a wide range of organisations (e.g., Botanical Society of Britain and Ireland, British Trust for Ornithology, Wildlife Trusts, RSPB etc.) and then aggregated and shared regionally at local environmental record centres and nationally via the NBN Gateway — an online biodiversity database (**https://data.nbn.org.uk**) — for a wide range of end uses. The work of the NBN is facilitated by a Secretariat and governed by the NBN Board of Trustees.

PURPOSE OF THIS ACTION PLAN

This Action Plan sets out what needs to be done to implement the NBN Strategy over the next four years (2016-2020).

NOTE: In this document the phrases or terms "National Biodiversity Network", "National Biodiversity Network Trust", "NBN Trust" and "NBN" refer to all people and organisations that are members of the NBN Trust or share data via the Network.

The Network employs a team to facilitate and coordinate its growth and development — referred to as the "Secretariat".

IMPLEMENTATION OF THE NBN ACTION PLAN 2016-2020

Consultation with Network members on this Action Plan was carried out in the spring of 2015. The purpose of this was to confirm priorities and to determine roles and responsibilities for implementing the actions (and to identify what is already being done by members).

People or organisations were asked whether they wanted to lead or take a partner role in implementing the actions in this Plan.

Eight Working Groups will oversee delivery of objectives and actions either for an entire Strategic Aim or for groups of actions. The Secretariat will coordinate regular meetings of these groups to bring together teams of people that have identified themselves as keen to play an active role.

The eight Working Groups are:

1. Quality Control and Verification

2. Mobilising Historic Data

3. Biological Recording Online

4. Improving Biological Data Flows

5. Increasing Use of Our Data

6. Captivating and Engaging People

7. Network Support and Development

8. UK Species Inventory

Three additional work streams will continue to deliver on the NBN Action Plan alongside these working groups.

These will focus on the:

- Consultants Portal

- Atlas implementation

- NBN Membership review

Actions which each of the Working Groups and work streams will focus on throughout 2016-2017 are identified in this document and this will be updated as the course of the Strategy progresses.

This Action Plan will be made available online via the NBN Website and regular progress updates will be provided. An annual review will be undertaken to track overall progress towards realising the NBN Strategy 2015-2020.

STRATEGIC AIM

01

RECORD, COLLECT, DIVERSIFY, ENHANCE AND MOBILISE BIOLOGICAL DATA

"We will grow our capacity and capability to record and collect high quality biological data."

STRATEGIC OBJECTIVES

Objective 1A

Increase, streamline and standardise the capture of high quality, structured biological data.

Why? It has never been easier to submit biological records and this leads to increasing volumes of data. This comes at a risk that data quality will be compromised. Biological data capture and quality control is not standardised. Recorders are often unclear where to submit their data to best effect. There is frustration because multiple systems exist leading to duplication of both effort and data within the system.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Increase verification capacity through establishment of a UK Verification Network to share best practice, celebrate success and recruit	High	Ongoing	Working Group 1: Quality Control and Verification
2. Streamline and standardise data capture processes and promote through use of league tables, data dashboards, summary statistics and data health checks	Moderate	Ongoing	
3. Review and improve NBN data exchange standards to provide for more attributes (such as life stage, abundance and associations), metadata, resolution and openness	High	One-off with review	
4. Establish an NBN Data Management Accreditation Scheme to improve data quality assurance and promote best practice for data capture and curation systems	Low	One-off	
5. Create an NBN toolbox of data capture systems and tools that meet NBN standards	Low	Ongoing	
6. Maintain and improve NBN Record Cleaner rule sets and identify quality of records across all NBN systems	High	Ongoing	Working Group 1: Quality Control and Verification
7. Prepare an online recording strategy for the UK to ensure system consistency and standardisation	High	One-off with review	Working Group 3: Biological Recording Online
8. Commission and support new data capture (especially structured, representative surveys)	High	Ongoing	
9. Support sharing of biological data by ecological consultants	Moderate	Ongoing	Working Group 3: Biological Recording Online Consultants Portal work stream
10. Develop a strategic approach to maintain the UK Species Inventory as the primary organisms register in the UK	High	One-off	Working Group 8: UK Species Inventory
11. Develop a strategic approach to improve the UK Habitat Inventory and the integration of habitat classifications in the UK	High	One-off with review	

Objective 1B

Diversify the data available through the NBN.

Why? Taxonomic and geographic gaps affect potential applications. Data holdings lack diversity and limited data are easily available about habitats and ecosystems, images and other data types. Large quantities of legacy and historic data are still to be digitised.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Build platforms for sharing of data types beyond species and habitat data (e.g., to integrate data from Earth Observation, genetic sequencing and eDNA)	Moderate	Ongoing	Working Group 5: Increasing Use of Our Data Atlas implementation work stream
2. Develop and implement a programme of work to capture ecosystem and habitat data	High	One-off	Atlas implementation work stream
3. Develop a UK strategy for mobilising historic survey data and secure resources for historic data digitisation and mobilisation (including crowdsourcing data capture). This includes development and promotion of online citizen data capture systems to support volunteers in the digitisation of historic datasets	Moderate	Ongoing	Working Group 2: Mobilising Historic Data
4. Develop strategy for tackling recording bias, search effort and certainty of ID. Promote value of negative records and increase negative record data holdings	**Mission Critical**	Ongoing	Working Group 5: Increasing Use of Our Data
5. Expand the network of NBN data providers	**Mission Critical**	Ongoing	
6. Create regional and national sensitive species lists	High	One-off with review	Atlas implementation work stream
7. Target taxonomic and geographic gaps in NBN data to increase overall coverage in UK (including keystone taxa for ecosystem services and ecosystem data for natural capital assessments)	**Mission Critical**	Ongoing	

Objective 1C

Ensure rapid flow ('time to market') of biological data from recorders to users.

Why? Biological record data flow is complicated, too slow and data may never reach all potential end users.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Develop an agreed and simplified data flow model for the NBN family to ensure efficient and effective data flow at all spatial scales	**Mission Critical**	One-off with regular review	Working Group 4: Improving Biological Data Flows
2. Accelerate data flow through NBN systems by publicising the data flow model, establishing data flow agreements and creating a data flow tool to track records through the system	**Mission Critical**	One-off	Working Group 4: Improving Biological Data Flows

Objective 1D

Support, motivate and celebrate the success of existing biological recorders.

Why? Existing volunteer biological recorders are the lifeblood of biological recording in the UK and the NBN relies heavily of them. Ensuring they have the tools, resources and skills to do their work is essential otherwise data capture will not occur, existing recorders will burn out or motivation levels will fall.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Increase feedback to recorders (e.g., through creation of a UK Recorder Newsletter and through use of automated natural language generation)	Moderate	Ongoing	Working Group 6: Captivating and Engaging People
2. Celebrate the success of recorders through the development of an awards scheme for biological recording and volunteer of the month	High	One-off with review	NBN Secretariat lead
3. Promote, develop and provide resources for recorders (handbooks, publications and tools)	High	Ongoing	Working Group 6: Captivating and Engaging People

Objective 1E

Continue to grow the number of people involved in biological recording.

Why? Without engagement of new audiences and increasing recording capacity and capability the continued provision of high quality data will be compromised.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Develop and support learning programmes and systems for biodiversity identification	High	Ongoing	Working Group 1: Quality Control and Verification Working Group 6: Captivating and Engaging People
2. Research recorder motivation and demographics	Low	One-off	
3. Attract and mobilise new audiences and demographics of recorders (e.g., through creating nature-recording ambassadors, promoting BioBlitz events, gamification and leader boards and promoting in education) and motivate to increase recording and sharing of data	High	Ongoing	Working Group 1: Quality Control and Verification Working Group 6: Captivating and Engaging People
4. Establish taxonomic group mentoring schemes	High	One-off	Working Group 1: Quality Control and Verification
5. Create a learning pathway to improve 'new recorder' skill levels through training and support from Network members	High	Ongoing	

STRATEGIC AIM

02

MAKE BIOLOGICAL DATA AND INFORMATION AVAILABLE TO EVERYONE

"We will continue to collaborate to embed our collective data and knowledge creation at the heart of biodiversity learning and environmental decision-making."

STRATEGIC OBJECTIVES

Objective 2A

Treble visitation to the NBN family of projects and systems.

Why? Understanding user needs is vital for developing user-friendly systems and processes. Making data usable is key to the Network's vision and will ensure ongoing support for, and investment in, the work of the NBN and its members. It will also demonstrate the value of biological recording.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Regularly assess data user needs and continuously improve the user interfaces of NBN products using forums and other mechanisms	High	Ongoing	Working Group 5: Increasing Use of Our Data
2. Ensure NBN Trust systems meet the business needs and requirements of key user groups	**Mission Critical**	Ongoing	
3. Support the research community in all stages of the data flow pathway (including establishing a national NBN student research grant scheme)	High	Ongoing	
4. Improve data interrogation and visualisation tools through: workshops with user groups, user-centred design, and interactive collaborative events such as hackathons	Moderate	Ongoing	Working Group 5: Increasing Use of Our Data
5. Report on visitation to NBN family of data systems	Moderate	Ongoing	

Objective 2B

Increase the visibility and openness of, and speed of access to, UK biological data in perpetuity.

Why? If data cannot be seen and accessed then they will not be used. Data visibility and accessibility must be improved to increase interaction with, and use of, data.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Make biological data more visible, freely and openly available (with reduced caveats on data use)	**Mission Critical**	Ongoing	
2. Provide accreditation for data providers and data users	Moderate	One-off	
3. Develop and deliver incentives for visible, open data	Moderate	Ongoing	
4. Raise awareness of the importance and implications of data licenses for data providers and data users throughout the Network and implement a suite of data licenses for use.	**Mission Critical**	Ongoing	Atlas implementation work stream

Objective 2C

Significantly increase data use for a wide range of purposes.

Why? Biological data has the potential to be used multiple times, but it has not been applied as effectively as it might. This is due to a lack, or inconsistency, of data collection methodologies, problems with data accuracy, lack of data visibility and openness, slow uptake of new analysis and visualisation tools and limited awareness of how data may be applied.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Improve research methods for use of ad-hoc (casual) biological records	Low	Ongoing	
2. Communicate regularly with data users and promote and demonstrate the many different examples of how biological data can be used, applied and visualised (through online tutorials, case studies and NBN eNews and other media)	Moderate	Ongoing	Working Group 5: Increasing Use of Our Data
3. Diversify the range of data and information products to provide a strategic resource to support decision-making	Moderate	Ongoing	
4. Develop NBN biodiversity data services to provide for: biodiversity auditing, educational resources, ecological research, natural capital assessments, pollination services, invasive species management, state of the environment, planning and biodiversity offsetting	Moderate	One-off	
5. Create biodiversity information products from the combined NBN data holdings	Moderate	Ongoing	
6. Build a Biodiversity Planning Screening Tool to aid environmental and planning decision-making.	Moderate	One-off	
7. Regularly publish information about NBN data holdings	Moderate	Ongoing	
8. Develop a new NBN data access framework	High	One-off	Working Group 5: Increasing Use of Our Data

Objective 2D

Enable and facilitate permissionless innovation by data users.

Why? Interpretation of data requires technical skills and support that are not always available to all data users. Data use will be increased if the NBN Trust provides interpretation, analysis and visualisation services that help answer questions or help inform practical issues such as planning or conservation management decisions. Value may be added to biological data by integrating it with environmental and other spatial layers and so provide services to increase end use of that data.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Provide data interpretation, analysis and visualisation services to meet NBN user needs, including the adoption of existing open source data visualisation systems.	Moderate	Ongoing	Working Group 5: Increasing Use of Our Data
2. Publish data quality measures for records and data sets	High	One-off	
3. Continuously improve web services, support their uptake and develop a tool to allow the creation of a local cache of data, built off the NBN Gateway data	High	Ongoing	
4. Organise events (hackathons etc.) to engage with data managers, developers and coders to develop new tools	Moderate	Ongoing	Working Group 5: Increasing Use of Our Data
5. Create an NBN Toolbox for data analysis and interpretation and support tool creation	Low	One-off	

Objective 2E

Share all biological data internationally and collaborate with partners in Europe and GBIF.

Why? Just as sharing data within the UK is valuable for research, education, conservation and environmental decision-making, so too is sharing both across Europe and globally. Being able to see species distributions and habitat and ecosystem data within the context of a wider geographic area would add value to the data.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Collaborate throughout the British Isles, across Europe and globally (to maintain relations and to ensure the Network is adhering to best practice and assisting the global community with biodiversity data management)	Moderate	Ongoing	
2. Work with members of the NBN to maximise visibility of UK biological data on international platforms	Moderate	Ongoing	
3. Work to repatriate biological data for the UK held in databases throughout the world (and vice versa)	Moderate	Ongoing	
4. Establish and promote policies for open invasive species data across Europe.	Moderate	One-off	

STRATEGIC AIM

03

CAPTIVATE AND ENGAGE PEOPLE ABOUT WILDLIFE

"We will promote the natural world, the enjoyment and importance of observing nature and biological recording and the utility and power of our shared data."

STRATEGIC OBJECTIVES

Objective 3A

Engage the public about biodiversity and biological recording.

Why? People, engaged with biodiversity, are more likely to record, protect and restore. Greater awareness of biodiversity, and the importance of biodiversity data will lead to greater learning, understanding and biological recording.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Publish and implement a Communications Strategy for NBN Trust to increase awareness of the Network	High	One-off with review	NBN Secretariat lead
2. Promote biological recording and the benefits of sharing data to everyone interested in the UK's biodiversity	High	Ongoing	Working Group 6: Captivating and Engaging People

Objective 3B

Promote the value of biological data.

Why? Government and volunteers have invested heavily in biological recording, but there has not been a similar investment in data use. There is limited understanding or appreciation of the value of this type of data and without this the NBN systems of data collection, curation and dissemination will not realise their potential.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Promote and demonstrate the many different examples of how biological data can be used (through online tutorials and NBN eNews and other media)	High	Ongoing	
2. Demonstrate the power of aggregated data on NBN Trust systems for understanding changes in UK biodiversity	High	Ongoing	
3. Communicate regularly with data collectors to encourage data sharing	High	Ongoing	

Objective 3C

Promote the NBN family as the principal providers of biological and environmental data in the UK.

Why? NBN data infrastructure is unique. Promoting the NBN as a family of biological recorders, verifiers, curators, aggregators and users for biological and environmental data will increase engagement with potential supporters, sponsors, data users and new members. Maximising use of the NBN Gateway and the data infrastructure of Network members will provide increasing justification for further investment in them.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Promote the data infrastructure and the tools available and provide training to users in how to make the most of the current infrastructure	Moderate	Ongoing	
2. Educate people about how they can view and access data on NBN systems (including NBN member systems)	Moderate	Ongoing	
3. Broaden the audience and demand for national biodiversity data	High	Ongoing	

Objective 3D

Promote the NBN and increase participation through membership and sponsorship.

Why? The NBN Trust currently has over 140 members but there is still limited awareness of the NBN in the UK and what it does. There are many organisations and people that may want to become members that would help diversify the funding base. Increased participation makes the NBN Trust more attractive to sponsors.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Promote the NBN by explaining what it is, by profiling member organisations and the important work they do and show how non-experts can participate	High	Ongoing	NBN Secretariat lead
2. Promote the value of NBN Trust membership through advertising the data providers, specific projects and events	High	Ongoing	NBN Secretariat lead
3. Develop and promote the NBN brand	Mission Critical	Ongoing	NBN Secretariat lead

STRATEGIC AIM

04

PROVIDE THE BEST BIOLOGICAL INFORMATION MANAGEMENT INFRASTRUCTURE

"We will ensure stability, security and usability for an increasingly mature data management infrastructure."

STRATEGIC OBJECTIVES

Objective 4A

Provide a stable and secure platform for the NBN infrastructure.

Why? In order to be trusted as important and useful data repositories, the NBN Gateway, and other data infrastructure and tools managed by NBN members, must be stable, secure and available 24/7. User expectations are that online systems should be continuously available. The protection of personal information held in databases of this kind is a legal requirement.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Provide a stable platform for all databases and products in the NBN infrastructure family (including systems of all NBN Trust members)	Mission Critical	One-off	Atlas implementation work stream
2. Secure investment in UK infrastructure for biological data management	Mission Critical	Ongoing	Working Group 3: Biological Recording Online
3. Create and facilitate an NBN Technical and Innovation Working Group to oversee delivery of technical infrastructure	Mission Critical	Ongoing	Atlas implementation work stream
4. Undertake regular security checks of all NBN Trust systems and tools (including member systems)	Mission Critical	Ongoing	

Objective 4B

Standardise the tools and systems used by the NBN.

Why? Lack of standardisation leads to limited ability to link databases and datasets and to exchange data. It is highly inefficient to maintain multiple systems using different standards. This also affects user experience.

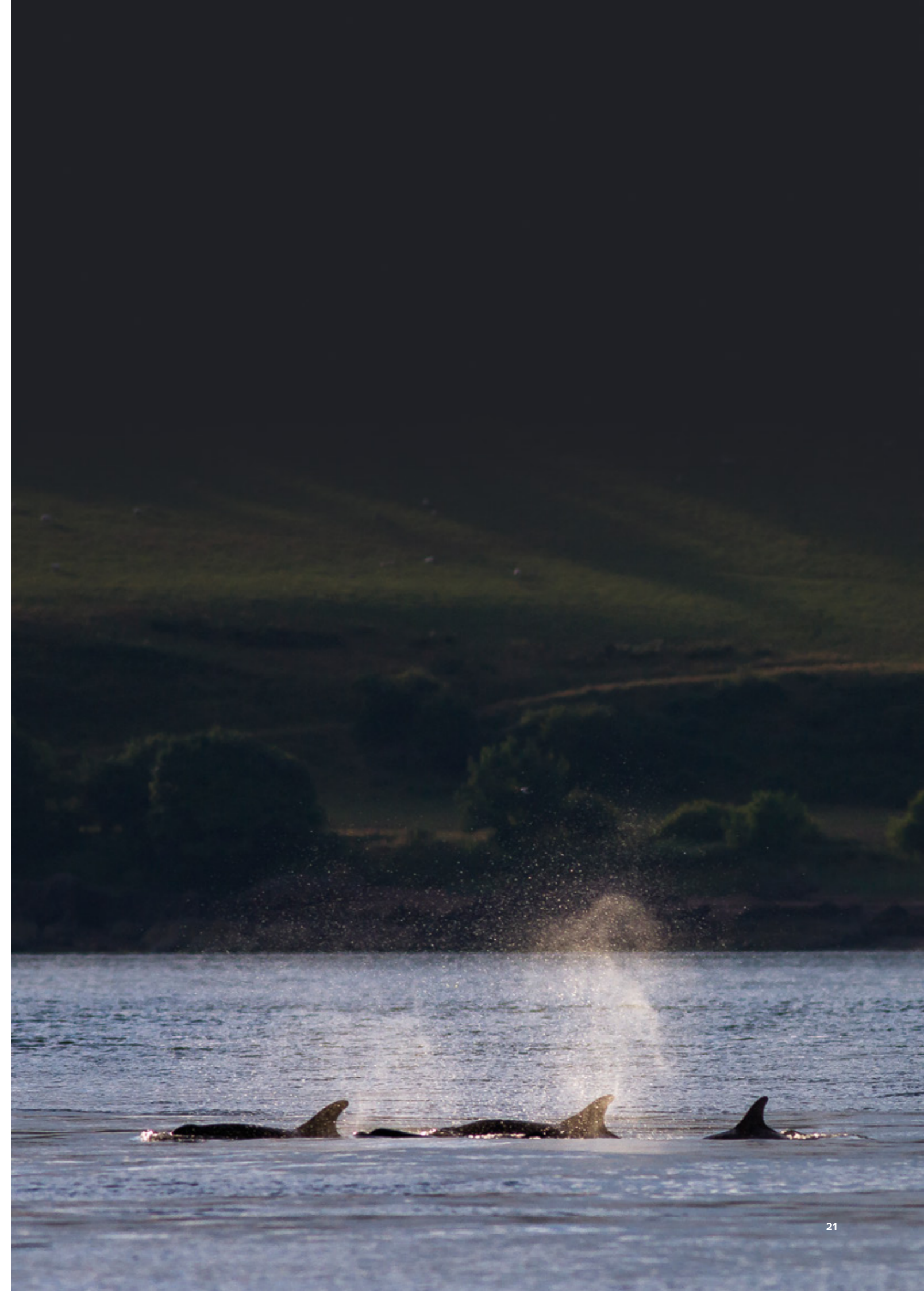| The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Increase the interoperability of NBN Trust member data systems, tools and infrastructure	Mission Critical	One-off	Working Group 3: Biological Recording Online

Objective 4C

Improve the interoperability of the NBN family of data infrastructure.

Why? Providing interoperability between NBN systems will help the evolution of the information management infrastructure. The NBN will continue to have a mixed infrastructure environment for some time, therefore ensuring that these systems can work together will be important to save money and to make the most of existing systems. There is also a need to integrate data collection and storage systems with Earth Observation systems that are being built.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Prepare and implement a technical vision and strategy for NBN data infrastructure for data capture, management and dissemination (in conjunction with NBN Trust members and international partners)	**Mission Critical**	One-off with review	Atlas implementation work stream
2. Develop a spatial portal to integrate species and ecosystem data with environmental layers	Moderate	One-off	Atlas implementation work stream
3. Establish a Tools Standards Group to ensure interoperability of NBN Trust systems.	Low	One-off	
4. Set standards for data sharing and develop a unique record code system for individual records and datasets in NBN Trust systems	**Mission critical**	One-off	Atlas implementation work stream
5. Improve mechanisms for publishing data to NBN Gateway	High	One-off with review	Atlas implementation work stream
6. Develop an interconnected web between the NBN Trust family of projects and infrastructure (e.g., a unique login system for all NBN Trust data systems)	**Mission Critical**	One-off	Working Group 5: Increasing Use of Our Data

STRATEGIC AIM
05

SUPPORT THE DEVELOPMENT OF THE NBN, ITS BOARD AND ITS MEMBERS

"We will support and grow our Network as an indispensable partnership for nature and in the successful implementation of this strategy."

STRATEGIC OBJECTIVES

Objective 5A

Make the NBN a sustainable organisation that provides support for all members.

Why? It is imperative that the core structure and governance of the NBN Trust (including Secretariat and Board of Trustees) is strong so that it can provide appropriate support to the Network. This operational effectiveness is critical to the NBN Trust if it is to be successful in achieving its aims and objectives.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Provide strong financial and budget control of the NBN Trust funds	Mission Critical	Ongoing	NBN Secretariat lead
2. Maintain a Board of Trustees, representative of the NBN with the appropriate skills and required competencies in order to progress the NBN partnership	Mission Critical	Ongoing	
3. Review NBN Trust governance so it is fair, open and transparent	Moderate	Ongoing	
4. Provide and maintain a safe and healthy environment for the Secretariat and visitors	Moderate	Ongoing	NBN Secretariat lead
5. Provide support to NBN Trust members, donors, data providers and partners	High	Ongoing	
6. Deliver a programme of training and events to support the network	Moderate	Ongoing	Working Group 7: Network Support and Development
7. Evaluate Network effectiveness in implementing the NBN Strategy through annual business plans and Board governance	High	Ongoing	
8. Research the priorities of NBN Trust partner organisations and ensure that the service provided is appropriate, cost effective and fit for purpose	Moderate	One-off	

Objective 5B

Double the NBN membership in five years.

Why? For the Network to secure its future it must broaden its membership. Significant amounts of biodiversity data are currently not shared through the NBN and it will be valuable to expand the Network to include those who hold that data. A stronger brand will also provide opportunities to secure funding and deliver more value to its members.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Review the NBN membership scheme to ensure it is fit for purpose and accessible to all current and potential members with clear benefits	High	One-off with review	NBN Membership review work stream
2. Raise the profile and awareness of the NBN and promote the benefits of being a NBN Trust member (i.e. not just access to the NBN Gateway)	High	Ongoing	Working Group 7: Network Support and Development
3. Work with potential partners in research, environmental consultancy and the commercial sector to develop their understanding of how they can derive benefit from their participation in the Network	Moderate	Ongoing	Consultants Portal work stream

Objective 5C

Provide leadership in coordinating and growing the NBN.

Why? Providing leadership for the NBN is key to ensuring that the Network as a whole is supported in all aspects from sending and managing data on the NBN Gateway to networking opportunities. Having a strong leadership role from within the Trust will ensure that information can be shared, joint funding and contracts can be negotiated and all partners can work together to achieve the aims of the NBN Strategy.

The NBN will	Priority	Timeframe	Priority for 2016-2017
1. Promote the NBN Strategy as the vehicle for collaboration over biological data collection, sharing and use	High	Ongoing	Working Group 7: Network Support and Development
2. Engage and involve all NBN Trust members in delivering the Strategy	Mission Critical	Ongoing	
3. Develop sustainable business models for delivery of the NBN work programme (including local and national levels)	Mission Critical	Ongoing	Working Group 7: Network Support and Development
4. Develop and implement a sustainable funding model for the NBN Trust and prepare a medium-term financial strategy	Mission Critical	Ongoing	
5. Develop alternative funding streams for NBN Trust and its members to reduce dependency on government funding	High	Ongoing	
6. Clarify Network roles and membership to promote ownership and engagement by the member organisations	Mission Critical	Ongoing	Working Group 7: Network Support and Development NBN Membership review work stream
7. Develop NBN Trust data management and dissemination policy for UK	High	One-off with review	
8. Bring together individuals and organisations involved in biological recording, curation, aggregation, analysis and use of data through the networking and coordinating role of the NBN Trust	Mission critical	Ongoing	

BY WORKING TOGETHER WE WILL ACHIEVE THE OBJECTIVES OF OUR ACTION PLAN

APPENDIX

PRIORITISATION OF ACTIONS

Actions within this Plan are prioritised into four categories: Mission Critical, High, Moderate and Low that determine when work should commence (see Figure 1).

Figure 1: Prioritisation Categories and Timescale

Priority	Score	Start within...
Mission Critical	20 +	Start immediately
High	17-19	In year 1
Moderate	14-16	In year 3
Low	7-13	By year 5

Note: Yearly priorities may change depending on possible funding, external resources and risks. Activity will also depend on resources available from lead partners. Additional criteria may be used to determine immediate priorities from within the Mission Critical and Year 1 priorities.

These priorities have been assigned using a scoring system (see Figure 2). There are five criteria, each with four weightings. The urgency of the action has been given a double weighting.

Some actions impact on the entire Strategy and therefore underpin its effective implementation. An additional criterion (see Figure 3) was developed to allow their assessment. Actions that scored four against the criteria for "How many Strategic Aims does the action contribute to?" have automatically been scored as Mission Critical, regardless of the priority assigned to them previously. If an action scored less than four, the priority assigned using the other criteria has not been changed.

Figure 2: Primary Scoring Assessment

Criteria		**Weight** (1-Low, 2- Moderate, 3-High, 4-Mission Critical)
1	How urgent is this action? Weight (x2)	1. No urgency whatsoever, this action can be done at any time 2. No immediate urgency but if not completed within 5 years the NBN will fail or the opportunity will pass 3. Very important and if not completed within 2 years the NBN will fail, or the opportunity will pass 4. If we do not do it, the NBN will fail, will not meet legal obligations, huge risk to organisation, the opportunity will pass etc.
2	Does the action have any impact on the risk register i.e. does this action play a role in reducing any risk on the register?	1. No impact at all 2. Slight impact but will not reduce or eradicate risk 3. Does impact and may help to reduce risk 4. Will impact on risk and either significantly reduce or eradicate risk completely
3	Will this action have an impact on securing current or potential future funding	1. No 2. Possibly 3. Likely 4. Definitely
4	Does the action have a positive impact on other partners of the Network?	1. Impacts only the Secretariat 2. Impacts a small subset of partners 3. Impacts some key partners 4. Yes, impacts all partners
5	Are others likely to be involved in implementing this action?	1. No 2. At least one other stakeholder will have significant involvement 3. Diversity of stakeholders will be involved, but they may not all be making resource contributions to the action 4. Diversity of stakeholders will be involved, all with significant resources contributing to the action, increasing the likelihood of ongoing sustainability of the action

Figure 3: Interacting Strategic Aims

Criterion		**Weight** (1-Low, 2- Moderate, 3-High, 4-Mission Critical)
1	How many Strategic Aims does the action contribute to?	1. Does not support any other Strategic Aims 2. Supports 1 other Strategic Aim 3. Supports 2- 3 other Strategic Aims 4. Supports the entire Strategy

Timeframe for implementation

Actions are classified as 'One-off', 'Ongoing' and 'One-off with review' to provide some indication of the recommended timescale for implementation. This timescale does not affect the priority.

NBN STRATEGY DEVELOPMENT TIMELINE

February 2014	Extraordinary General Meeting
July 2014	NBN Strategy Refresh Process Launched
August 2014	Refresh of the National Biodiversity Network Strategy Questionnaire
August 2014	NBN Gateway Critical Review
October 2014	NBN Strategy Workshops: Wales, Northern Ireland and Scotland
October 2014	NBN Gateway User Review Questionnaire
October 2014	Refresh of the National Biodiversity Network Strategy Report Published
November 2014	NBN Strategy Workshop: England
November 2014	NBN Gateway Terms and Condition Workshop
November 2014	NBN Gateway User Needs Analysis Workshop
February 2015	NBN Gateway Technical and User Review Report Published
February 2015	Draft NBN Strategy 2015-2020 launched for consultation
April 2015	Draft NBN Action Plan launched for consultation
July 2015	NBN Strategy 2015-2020 launched
March 2016	NBN Action Plan 2016-2020 launched