

A scenic view of a lake with two wooden boats in the foreground and mountains in the background. The sky is blue with some clouds. The water is calm and reflects the surrounding landscape. The boats are long and narrow, with a canopy over the front section. The mountains are steep and covered in green vegetation.

# Good Practices in Biodiversity Conservation in the ASEAN Region Database

## Training Module

# **Good Practices in Biodiversity Conservation in the ASEAN Region Database TRAINING MODULE**

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## TRAINING MODULE

### *Good Practices in Biodiversity Conservation in the ASEAN Region: Documenting and Packaging Information for Use in Printed and Digital Media, and Uploading to the GP Database*

## Module 1 – Introduction to the Good Practices in Biodiversity Conservation in the ASEAN Region Training

Module Title:	Introduction – Training Objectives and Framework
Learning Objectives	At the end of this module, the participants should be able to: <ul style="list-style-type: none"><li>● Be informed with the objectives, methodologies and flow of the training</li><li>● Gain appreciation of the Good Practices in biodiversity conservation in the ASEAN Region</li></ul>
Learning Outcomes	At the end of the module, the participants should be able to: <ul style="list-style-type: none"><li>● Identify the Good Practices information in biodiversity conservation</li><li>● Understand the value of collecting this data</li><li>● Gain knowledge on the four areas of the Good Practices database content build-up</li></ul>

### Summary of Topics, Presentation Link and Requirements

Module Topics	Description	Presentation Link	Requirements
Training Objectives and Framework	Tackles the training details – objectives, methods and expected outputs	<a href="https://youtu.be/jwl3SUYDAss">https://youtu.be/jwl3SUYDAss</a> <a href="https://youtu.be/_gPcXFz-RNY">https://youtu.be/_gPcXFz-RNY</a>	None
Available Training Resources	Discusses the Good Practices training resources provided for access and downloads	<a href="https://youtu.be/jwl3SUYDAss">https://youtu.be/jwl3SUYDAss</a>	None

### Detailed Discussion of the Topics

#### Topic 1 – Training Objectives and Framework

Background:

The content build-up of the *Good Practices in Biodiversity Conservation in the ASEAN Region* database promotes the documentation of good practices in biodiversity conservation in the ASEAN region,

including those from the implementation of GIZ-supported projects such as ISB I and Biodiversity-Based Products. This output also contributes to the ASEAN Heritage Parks (AHP) Programme, being one of the four areas of action of the ISB II Project.

#### Training Objectives:

This training was designed to teach and demonstrate the four areas involved in the content build-up of the Good Practices database. These are:

1. developing the Good Practices Document Package from different types of references
2. applying this method in specific documents such as workshop outputs, case studies and related reports
3. using the Good Practices document in printed and electronic media
4. uploading and encoding to the Good Practices in Biodiversity Conservation in the ASEAN Region database.

#### Methodology

The Good Practices training uses a combination of online lectures, demos and exercises. This is achieved using videos, digital file downloads and email support system for feedback. Participants are expected to apply the concepts individually, using their own references. They are encouraged to interact, ask questions and send the final output through email.

#### Expected Outputs of the Training

1. Recognition of the value of collecting Good Practices information in biodiversity conservation
2. Knowledge and experience in documenting and packaging of references into Good Practices
3. Knowledge and experience in using the Good Practice Information Capture Template, and applying it to different types of references including case studies, project reports and workshop outputs
4. Understanding of how to use the Good Practices document in printed and electronic media
5. Enhanced capacities in the content build-up of the Good Practices in Biodiversity Conservation in the ASEAN Region database.

#### Expected Outcomes of the Training

1. The Good Practices in Biodiversity Conservation in the ASEAN Region database is populated with more references.
2. References collected by ACB staff are turned into Good Practices document using the Good Practices template, and used in printed and electronic media.
3. Biodiversity practitioners in the ASEAN Region will be provided with search and retrieval access to the Good Practices database to help them in implementing biodiversity conservation-related projects.

## Good Practices in Biodiversity Conservation in the ASEAN Region Database

**Good Practices in Biodiversity Conservation in the ASEAN Region**

Serves as a look-up resource for ASEAN Member States to refer to experiences and best practices on biodiversity conservation and management in the ASEAN Region. This database provides, in a cost effective manner, knowledge resources for the development of management plans, species and area-based conservation strategies, preparation of national reports and to some extent, the development of conservation policies.

Total [331] Page 1 of 34 [ Next ] [ Last ]

Ref. no.	Summary	Title of publications	Theme
331		An economic analysis of reforestation with a native tree species: the case of Vietnamese farmers	
332		Biodiversity conservation and cash crop development in northern Thailand	
328		Gender, decision-making and farm practice change: An action learning intervention in Myanmar	
329		TOD Best Practice: Lesson Learned for GHG Mitigation on Transportation Sector in Surabaya City, Indonesia	
330		Air quality in Singapore during the 2013 smoke-haze episode over the Strait of Malacca:	

Website URL: <http://bim-mirror.aseanbiodiversity.org/dashboard/goodpractices/admin.php>

What are Good Practices Information?

“A good practice is a successful experience that has been tested and replicated in different contexts and can therefore be recommended as a model. It deserves to be shared so that a great number of people can adapt and adopt it.”

Source: <https://www.fao.org/capacity-development/resources/good-practices/en/>

Why are Good Practices Information important? What are their uses?

- By taking the time and effort to document the Good Practices in biodiversity conservation, we are able to capture information in an organized structure.
- This process allows knowledge sharing and application by other biodiversity practitioners. Learning opportunities are increased and support capacity building.
- Good Practices references can help for ineffective practices not to be repeated, and for successful practices to be followed and innovated upon.
- This saves us all time and resources and inevitably carries out a positive outcome towards biodiversity conservation.

Topic 2 – Available Training Resources

## Background

The content build-up of the Good Practices database requires the participants to gain the skills to recognize and capture the Good Practices information available in different types of references. This information may be straightforward in some documents. The authors may mention and list the strategies or actions performed that helped in conserving biodiversity. While some discuss the lessons learned, both positive and negative, in project management and decision making in conservation initiatives. Both can be transformed into a Good Practices theme by following this training.

## Methodology

The following Training Resources are provided to achieve the above objectives:

1. A Complete Training Module in pdf and Word document format. It includes links to training videos and other resource downloads.
2. Good Practices Template Worksheet in pdf and Word document format. It can be used by each participant when developing a Good Practices Document Package from references such as a workshop output, case study, report, and other types. The worksheet can be printed for taking handwritten notes while the digital version can be edited for digital notes.
3. A website url of the whole Training Package. The Good Practices Training and Resources are available online for digital access via any electronic device. Participants can bookmark the page and come back anytime.

## Module 2 – Developing Good Practices Document Package from Different Types of References

Module Title:	Developing Good Practices Document Package from Different Types of References
Learning Objectives	At the end of this module, the participants should be able to: <ul style="list-style-type: none"><li>● Be skilled in recognizing the details required in extracting Good Practices information from existing data sources;</li><li>● Develop Good Practices document from different types of references.</li></ul>
Learning Outcomes	At the end of the module, the participants should be able to: <ul style="list-style-type: none"><li>● Gain experience in using the Good Practices Information Capture Template;</li><li>● Document and package any type of references into Good Practices information;</li><li>● Perform an exercise in using any biodiversity conservation-related document that their department collects, to capture Good Practices information.</li></ul>

## Summary of Topics, Presentation Link and Requirements

Module Topics	Description	Presentation Link	Requirements
Capturing Good Practices Information	Discusses the data elements of Good Practices information	<a href="https://youtu.be/V91JzlrZFzw">https://youtu.be/V91JzlrZFzw</a>	None
How to Use the Good Practices Information Capture Template	Introduces the Good Practices Information Template	<a href="https://youtu.be/V91JzlrZFzw">https://youtu.be/V91JzlrZFzw</a>	access to the Good Practices Information Capture Template
Developing Good Practices Information from Different Types of References	Demonstrates how to capture Good Practices Information from existing references using the Good Practices Information Template	<a href="https://youtu.be/HhRYLG2frQw">https://youtu.be/HhRYLG2frQw</a> <a href="https://youtu.be/PW2VkhCrk6s">https://youtu.be/PW2VkhCrk6s</a> <a href="https://youtu.be/NUrhqaHROB0">https://youtu.be/NUrhqaHROB0</a>	access to the Good Practices Information Capture Template Worksheet

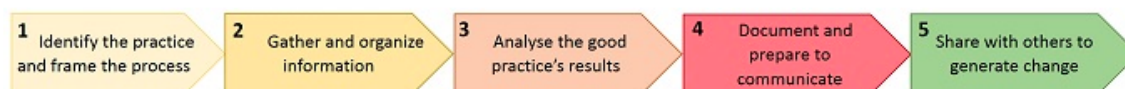
## Detailed Discussion of the Topics

### Topic 1 – Capturing Good Practices Information

A Good Practice document focuses on the successful experience or the right actions taken that led to the achievement of a goal.

[FAO.org](http://FAO.org) identifies a 5-step process to capture and share good practice.

#### What is the process to capturing and sharing a good practice?



In Step 2, when gathering and organizing information about the good practices, the data elements that need to be captured are the following:

- Title of the good practices
- Geographical location
- Actors and stakeholders
- Target beneficiaries
- Context
- Objective
- Methods
- Results



- Impact
- Success factors
- Constraints
- Sustainability
- Replicability and upscaling
- Testimony

## Topic 2 - How to Use the Good Practices Information Capture Template

### Good Practices in Biodiversity Conservation in the ASEAN Region Information Capture Template

- a template that can be used to capture information on Good Practices in Biodiversity Conservation in the ASEAN Region. The data elements are based on the information from the FAO website on Capacity Development, and the references that have been added in the Good Practices database on the duration of this project.
- The Good Practices Information Capture Template will document and package important details from any type of biodiversity conservation reference into a Good Practice document.

When using the Good Practices Information Capture Template, the participants need to provide the data elements indicated from the reference they are using. Below are the data elements and their description:

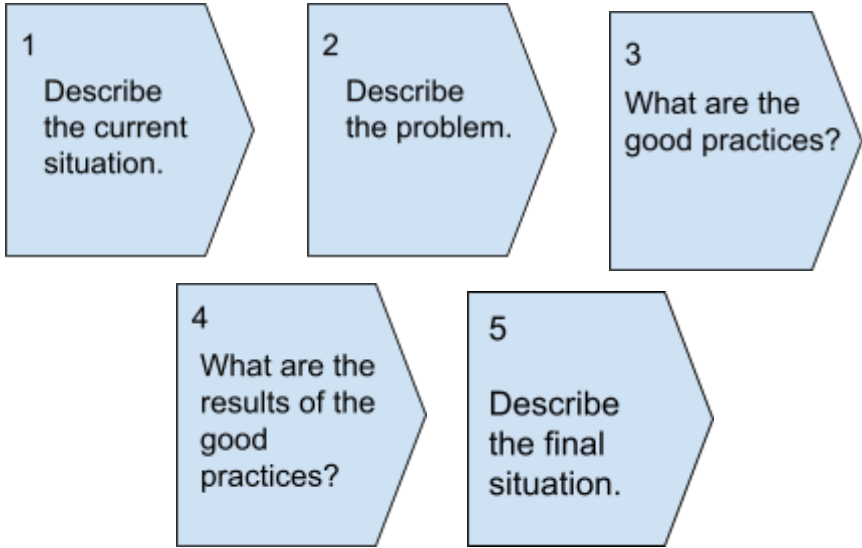
Part I. About the Reference	
Element	Description
Title of the reference	Title of the document that will be used to extract the Good Practices information below.
Author(s)	Author or authors of the reference
Date	Publication date of the reference
Source	Where did you get a copy of this reference? It may be a library, a printed conference proceeding, or a website url.

Part II. About the Good Practices	
Element	Description
Title of the good practices	Short title to describe the good practices What practices were conducted that led to the successful outcome?

Geographical Location	Where were the good practices implemented? In which country, region or province?
Actors and Stakeholders	<ul style="list-style-type: none"> <li>• Who are the financial partners?</li> <li>• Who are the implementing partners?</li> </ul>
Target Beneficiaries	<ul style="list-style-type: none"> <li>• Who are the target beneficiaries (direct, indirect) of the practice?</li> <li>• How many are they? (sex and/or age disaggregated data).</li> </ul>
Context / Implementation of the practice	<p>This should provide the context of and justification for the practice, and address the following issues:</p> <ul style="list-style-type: none"> <li>• What was the initial situation before this initiative?</li> <li>• What was the problem / what were the problems that needed to be addressed?</li> <li>• How did the problem/problems impact the target beneficiaries?</li> </ul>
Objective	<ul style="list-style-type: none"> <li>• What is the aim of the good practices?</li> <li>• Which objectives were achieved?</li> </ul>
Methods / Implementation of the Practice	<ul style="list-style-type: none"> <li>• What were the main activities carried out?</li> <li>• If possible, specify the implementation cost for each activity.</li> <li>• Who were the key implementers and collaborators?</li> </ul>
Results of the practice - outputs and outcomes	What are the results/ outputs of these practices?
Lessons Learned / Impact	<ul style="list-style-type: none"> <li>• What worked really well – what facilitated this?</li> <li>• How were the results evaluated?</li> <li>• What did not work – why did it not work?</li> </ul>
Success factors	What are the conditions (institutional, economic, social and environmental) needed for the practice to be successful?
Challenges	What constraints/challenges were encountered when implementing the practice? How were they addressed?
Sustainability	<ul style="list-style-type: none"> <li>• To what extent the practice is sustainable institutionally, socially, economically and environmentally?</li> </ul>

	<ul style="list-style-type: none"> <li>• What are the key elements to put in place for these practices to be institutionally, socially, economically and environmentally sustainable?</li> </ul>
Replicability and upscaling	<ul style="list-style-type: none"> <li>• Has this practice been replicated, in the same context? In different contexts?</li> <li>• What are the required conditions to replicate and adapt the practice in another context/geographical area?</li> <li>• What are the required conditions to replicate the practice at a larger scale (national, regional, international)?</li> </ul>
Testimony	Collect stakeholders' testimony and use this anecdotal evidence of a man or a woman to show the benefit of the practice (with name and dates).
Related resources	List of references about the practice (Training manuals, guidelines, pictures, video, websites, etc.)
Contact Information	Person to be contacted for more information (name, email).

Summary



Topic 3 - Developing Good Practices Information from Different Types of References

Documenting and packaging Good Practices information from different types of references in biodiversity conservation involve a process of finding details that focus on the actions that collectively

contribute to a positive outcome.

To demonstrate this, here are three examples of how the Good Practices information can be documented and packaged from a case study, project report and workshop output.

Applying the Good Practices Information Capture Template on the selected references, relevant data will be added to the space provided in the Good Practices Template Worksheet.

1. Case Study

- Reference used - R. Weeks, et al. (2014). Developing Marine Protected Area Networks in the Coral Triangle: Good Practices for Expanding the Coral Triangle Marine Protected Area System, Coastal Management, 42:2, 183-205.
- Demo - <https://youtu.be/HhRYLG2frQw>
- Resulting Good Practices Document - [download here](#)

2. Project Report

- Reference used - L. Lacan, et al. (2018). Critical Habitat Conservation in Forest Land Use Planning: Experience from ForClim. GIZ, 38 pp.
- Demo - <https://youtu.be/PW2VkhCrk6s>
- Resulting Good Practices Document - [download here](#)

3. Workshop Output

- Reference used - L. Cabebe et al. (2018). Workshop Report Conduct of a Training of Trainers (ToT) on Value Chain Data Organization Management and Report Preparation for BBP Project Implementers 16-20 July 2018, Hoang Lien, Viet Nam. ACB, 18 pp.
- Demo - <https://youtu.be/NUrhqaHROB0>
- Resulting Good Practices Document - [download here](#)

## Hand-out Manual/Material

### Topic 2 - How to Use the Good Practices Information Capture Template Exercise

Objective:

- This exercise will help the participants gain familiarity with the Good Practices Information Capture Template.

Materials Required:

- a printed copy or editable digital copy of the Good Practices Information Capture Template

Exercise:

Answer the questions and write individually, 10 minutes.

1. Bring out a copy of the template. Read the data elements and description.
2. Take a look at Part 1 of the template. What do you think are the references that are mostly available in your department that can be a good source of Good Practices information?
3. Where can these references be found? Where are they stored? Given the chance, will you be able to quickly access them? Why or why not?
4. Take a look at Part 2 of the template. Referring back to the references that are mostly available in your department which can be a good source of Good Practices information, can you provide quick insights or broad topics of what Good Practices can be captured from those references? For example, i.e. forest resource conservation involving smallholders in Negros Occidental, Philippines; coastal community involvement in conservation in Cha-am Beach, Thailand. List at least three topics.
5. Do you think that capturing the Good Practices information from available references will benefit the stakeholders in your organization? Why or why not? If yes, cite at least one benefit.

### Topic 3 - Topic 3 - Developing Good Practices Information from Different Types of References Exercise

#### Objective:

- Through this exercise, participants will gain experience in developing Good Practices information from available references.

#### Materials Required:

- any of the following references: case study, report or workshop output
- a printed copy or editable digital copy of the Good Practices Information Capture Template Worksheet

#### Exercise:

Perform the Good Practices Documenting and Packaging activity, 20 minutes.

1. Using the reference that each participant brings for this workshop, apply the Good Practices Information Capture Template Worksheet and create the Good Practices document.
2. Participants can have their final work checked by sending it via email to [mona@biodiversityphilippines.org](mailto:mona@biodiversityphilippines.org).

## Module 3 - Preparing the Good Practices Document for Printed and Electronic Media

Module Title:	Preparing the Good Practices Document for Printed and Electronic Media
Learning Objectives	<p>At the end of this module, the participants should be able to:</p> <ul style="list-style-type: none"> <li>• Understand how to use the Good Practices document for printed and electronic media</li> <li>• Create and publish Good Practices content in printed and electronic media format.</li> </ul>
Learning Outcomes	<p>At the end of the module, the participants should be able to:</p> <ul style="list-style-type: none"> <li>• Gain experience in using the Good Practices Document for publishing in printed and electronic media</li> <li>• Create and produce a printed output and an electronically published content from the Good Practices Document</li> <li>• Learn about the different online tools available in creating content for use in printed and electronic media, and how to use them.</li> </ul>

### Summary of Topics, Presentation Link and Requirements

Module Topics	Description	Presentation Link	Requirements
Using the Good Practices Document in Printed and Electronic Media	Discusses the opportunities in using Printed and Electronic Media for knowledge sharing of the Good Practices	<a href="https://youtu.be/unK74yRydME">https://youtu.be/unK74yRydME</a> <a href="https://youtu.be/bvgTCmnB1AY">https://youtu.be/bvgTCmnB1AY</a>	None
How to turn the Good Practices Document into a Printed Media	Explains how to create a printed type of media from the Good Practices Document	<a href="https://youtu.be/unK74yRydME">https://youtu.be/unK74yRydME</a>	<ul style="list-style-type: none"> <li>• Internet access</li> <li>• Creation of a free account in Canva.com</li> </ul>
How to turn the Good Practices Document into an Electronic Media	Demonstrates how to create an electronic type of media from the Good Practices Document	<a href="https://youtu.be/bvgTCmnB1AY">https://youtu.be/bvgTCmnB1AY</a>	<ul style="list-style-type: none"> <li>• Internet access</li> <li>• Creation of a free account in Wordpress.com</li> </ul>

## Detailed Discussion of the Topics

### Topic 1 – Using the Good Practices Document in Printed and Electronic Media

At this stage of the training, the biodiversity conservation reference is packaged into a Good Practices document, as an output of Module 2. It's time to prepare it for presenting and sharing the knowledge with the public.

There are two ways to achieve this, by using printed and electronic media.

Printed media can be books, newspapers, magazines, journals, periodicals, newsletters, brochures, pamphlets or leaflets, posters, flyers.

Some benefits of using printed media include its appeal to visual learners and it enables more visibility to people. Having tangible material to give to others, especially those without easy access to the internet, enables the Good Practices knowledge to be communicated.

Electronic media can be video recordings, audio recordings, multimedia presentations, slide presentations, CD-ROM, online content. It can be any digital form of media.

In many ways, electronic media has overcome the limitations of printed media. In terms of speed in sharing content, electronic media can pass on information in as short as a click of a button. Once the material is ready, it can be shared anywhere online. Electronic media are easily accessible, with a very wide reach. It's easily distributable. Most of the time, there's no cost except the internet connection.

### Topic 2 - How to turn the Good Practices Document into a Printed Media

For printed media, details from the Good Practices document will be taken out and added to a chosen printed media type. They will be edited according to the format, size, margin and design that's appropriate for that media.

Below are the steps on how to prepare the Good Practices document for use in printed media:

1. Decide the type of printed media to use.
2. Work on the design and layout.
3. Format the information according to the layout.
4. Finalize. Proofread.
5. Print.

Here's [the link](#) to show a printed media example.

### Topic 3 - How to turn the Good Practices Document into an Electronic Media

For electronic media, details from the Good Practices document will be taken out and added to a chosen electronic media type. They will be edited according to the format, size, margin and design that's appropriate for that media.

Below are the steps on how to prepare the Good Practices document for use in electronic media:

1. Decide the type of electronic media to use.
2. Work on the design and layout.
3. Format the information according to the layout.
4. Finalize. Proofread.
5. Publish.

Here's [the link](#) to show an electronic media example.

## Hand-out Manual/Material

### Topic 2 - How to turn the Good Practices Document into a Printed Media Exercise

Objective:

- This exercise will enable the participants to practice creating printed media from the Good Practices document produced in Module 2.

Materials Required:

- computer and internet connection
- 9 x 11 inches bond paper/specialty paper
- printer

Exercise:

Perform the following activities, 30 minutes.

1. Decide on the type of printed media to use. You may refer to the "Detailed Discussion of the Topics, Topic 2" to check the options available.
2. Decide on the design and layout to follow for the chosen printed media type.
3. Using any image editing software, add relevant text from the Good Practices document. For the purpose of this exercise, participants can also choose to create a free account at <https://www.canva.com/>.
4. Format the content, edit the text, add photos and other elements.
5. Proofread. Finalize.
6. Print the material.



- Participants can receive feedback on their work by sending a photo and a short description of the printed output via email to [mona@biodiversityphilippines.org](mailto:mona@biodiversityphilippines.org).

### Topic 3 - How to turn the Good Practices Document into an Electronic Media

#### Objective:

- This exercise will enable the participants to practice creating electronic media from the Good Practices document produced in Module 2.

#### Materials Required:

- computer and internet connection

#### Exercise:

Perform the following activities, 30 minutes.

- For the purpose of this exercise, participants will create online content using a webpage or blog post. They need to create a free account at <https://wordpress.com/>.
- For full guidance, refer to this [training video](#). When inside Wordpress, select to create a new blog post.
- Add relevant text from the Good Practices document.
- Format the content, edit the text, add photos and other elements.
- Proofread. Finalize.
- Click on 'Publish' button in Wordpress. At this stage, the Good Practices information is published online.
- View the published version and save the blog post url. This is the link that can be shared in any other online platform such as email and social media such as Facebook, Twitter, LinkedIn, etc.
- Participants can receive feedback on their work by sending the blog post url and a screenshot of the blogpost via email to [mona@biodiversityphilippines.org](mailto:mona@biodiversityphilippines.org).

## Module 4 - Uploading References to the Good Practices Database

Module Title:	Uploading References to the Good Practices Database
Learning Objectives	<p>At the end of this module, the participants should be able to:</p> <ul style="list-style-type: none"> <li>Learn the process of uploading references and encoding them to the Good Practices in Biodiversity Conservation in the ASEAN Region database.</li> <li>Contribute to the content build-up of the Good Practices database.</li> </ul>

Learning Outcomes	<p>At the end of the module, the participants should be able to:</p> <ul style="list-style-type: none"> <li>● Create a cloud storage account dedicated to storing biodiversity conservation-related references;</li> <li>● Enable public access to these references;</li> <li>● Create an encoder’s account in the Good Practices in Biodiversity Conservation in the ASEAN Region database.</li> <li>● Encode references into the Good Practices database.</li> </ul>
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## Summary of Topics, Presentation Link and Requirements

Module Topics	Description	Presentation Link	Requirements
Making References Available for Online Access	Discusses the method of uploading biodiversity conservation-related references for public access	<a href="https://youtu.be/Op0U8OrR-1E">https://youtu.be/Op0U8OrR-1E</a>	<ul style="list-style-type: none"> <li>● Internet access</li> <li>● Google Drive account or any cloud storage account</li> </ul>
Encoding References to the Good Practices Database	Demonstrates the process of encoding a reference to the Good Practices database	<a href="https://youtu.be/Op0U8OrR-1E">https://youtu.be/Op0U8OrR-1E</a>	<ul style="list-style-type: none"> <li>● Internet access</li> <li>● Encoder’s account in the Good Practices database</li> </ul>

## Detailed Discussion of the Topics

Topic 1 – Making References Available for Online Access

Topic 2 - Encoding References to the Good Practices Database

The aim of this training is to equip the participants to be able to contribute towards building up the content of the Good Practices database making more Good Practices references as available as possible.

The Good Practices Database employs a two-way process of uploading a reference and encoding it to the platform.

1. Make the reference available for online access. The first option is to upload the actual file using the ‘Upload file’ button in the Good Practices database. Alternatively, the reference can be uploaded to cloud storage such as a Google Drive or Dropbox folder and be set for public access to allow any search visitor to view it. Once the file location is determined, the url can be added in the ‘Source link’ field in the Good Practices Database.

[Here’s a guide](#) on uploading a reference for use later in the Good Practices database.

2. Once an encoder's account is created for the participants, they can log in to the database at <http://bim-mirror.aseanbiodiversity.org/dashboard/goodpractices/admin.php>. When logged in, references' data can be added.

[Here's a demo](#) of the encoding process.

Hand-out Manual/Material

Topic 1 – Making References Available for Online Access

Objective:

- This exercise will allow the participants to upload references to a free cloud storage account.

Materials Required:

- computer and internet connection
- Gmail account or Dropbox account or any cloud storage account
- any Good Practices reference for uploading to cloud storage and encoding to the Good Practices database

Exercise:

Upload the Good Practices reference to cloud storage, 5 minutes.

1. Log in to the cloud storage account. If necessary, create a specific folder for the Good Practices database.
2. Select the 'Upload' button and upload the reference.
3. Select the option that enables public viewing.

Topic 2 - Encoding References to the Good Practices Database

Objective:

- This exercise will train the participants to encode references to the Good Practices database.

Materials Required:

- Encoder's account in the Good Practices database
- url of the reference encoded

Exercise:

Encode the Good Practices reference to the Good Practices database, 5 minutes.

1. Log in to the Good Practices database at <http://bim-mirror.aseanbiodiversity.org/dashboard/goodpractices/admin.php>.
2. Click on the 'Add Reference' button.
3. Using the Good Practices reference, fill in as many data fields as possible. Encode as much information that can be extracted from the reference.
4. Add the url of the file location of the reference in the 'Source link' field.
5. Participants can also directly upload the reference file by clicking on the 'Upload File' button.
6. Finally, click on the 'Add Reference' button at the bottom of the page.

- END OF TRAINING MODULE -