



# **MAPPING NATURE FOR PEOPLE AND PLANET IN NEPAL**

## **LOGISTICS NOTE FOR THE FINAL STAKEHOLDER CONSULTATION**

**28 FEBRUARY – 1 MARCH 2023**



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## OVERVIEW

How can we use spatial data to identify nature-based solutions for biodiversity, climate, and sustainable development? Join us for an invitation-only consultation hosted by the [United Nations Development Programme](#) (UNDP), UNDP Country Office Nepal, [Ministry of Forest and Environment of Nepal](#), with support from Sustainable Markets Foundation.

## OBJECTIVES OF THE CONSULTATION

The consultation will:

- Review the project vision and the findings from the previous consultations and subsequent data collection process
- Give an overview of Systematic Conservation Planning (SCP), the science behind the project
- Weigh – or rank the importance of – collected data sets on biodiversity, climate change, and human well-being
- Co-create and iterate upon Nepal’s ELSA map via the country’s ELSA Webtool
- Hold a discussion on the results of the analysis, potential application, and next steps

## PARTICIPANTS

A select group of policymakers and national spatial data experts from Nepal will attend this consultation, as well as international policy and implementation specialists, world-class scientists, and web tools development specialists.

Participants will be able to access the meeting with the following link: <https://undp.zoom.us/j/85974992466>

## CONSULTATION AGENDA

This is a simplified version of the consultation agenda, that you can download it [here](#).

### **Day 1: Introduction and preparation of the Essential Life Support Areas of Nepal**

- Tuesday, 28 February 2023, 09:30-17:00 Nepal (22:45-previous day- 6:00 EST)

### **Day 2: Co-creation of the ELSA map for Nepal**

- Wednesday, 01 March 2023, 08:30-11:30 Nepal (21:45-previous day- 00:45 EST)

## CONSULTATION PLATFORMS

In this section, you will find relevant information on the platforms that will be used during the virtual consultation. We strongly recommend that you download and get familiar with these platforms before the beginning of the consultation to minimize any technical issue of difficulty. Please contact Casandra Llosa ([casandra.llosa@undp.org](mailto:casandra.llosa@undp.org)) with any questions.

## LEARNING FOR NATURE

During this working, we will use Learning for Nature as a repository for all our presentations and recordings. The page for Nepal is accessible at [xxxxxx](#). On this platform, you will be able to:

- Download background information and key documents for the consultation
- Access the link to join all consultation sessions on Zoom
- Watch the video recordings of each session after the consultation has ended
- Engage with other participants via a forum
- Continue discussions and peer-exchange after the consultation is over

To access the page and use all of its features, you will need to **create an account** on Learning for Nature. To do so:

1. Go to [www.learningfornature.org](http://www.learningfornature.org)
2. In the top right corner, click on “Sign Up”
3. Fill the information requested
4. Do not forget to check the box “I agree” regarding the Privacy Policy
5. Create your account
6. You will receive an activation email with a unique link to activate your account.

Note that you only need to create an account to use the forum features; otherwise, the page is public and accessible to all.

## ZOOM PLATFORM

This consultation will be conducted through Zoom in this meeting room link:

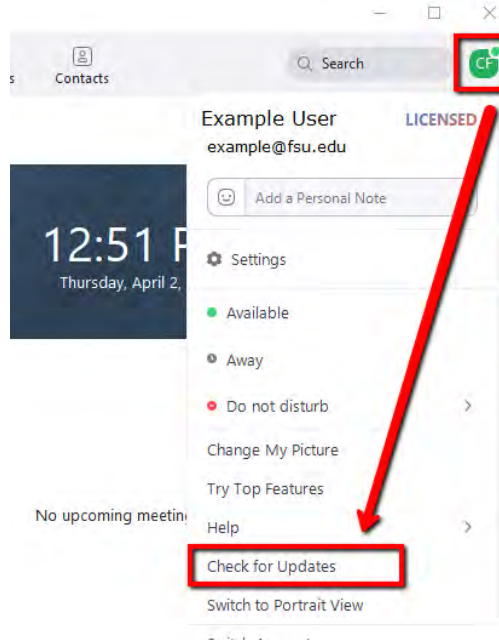
<https://undp.zoom.us/j/85974992466>. If you are not familiar with the platform, please read the instructions below.

### Before the consultation

#### *Download the Zoom application*

If you do not already have the Zoom Desktop Client app, download it here: <https://zoom.us/download/>. Even if you already have the Zoom application, you should update it to the most recent version in order to have access to Zoom’s new live translation capabilities. To do so, open your Zoom desktop application and click your icon on the top right corner. Then click “Check for Updates” from the dropdown menu. If Zoom detects that you are using an older version of the application, follow the prompts to update it.



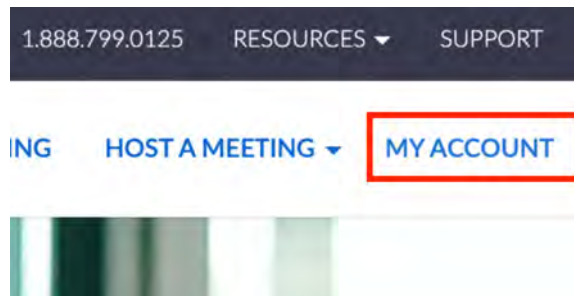


### *Log In*

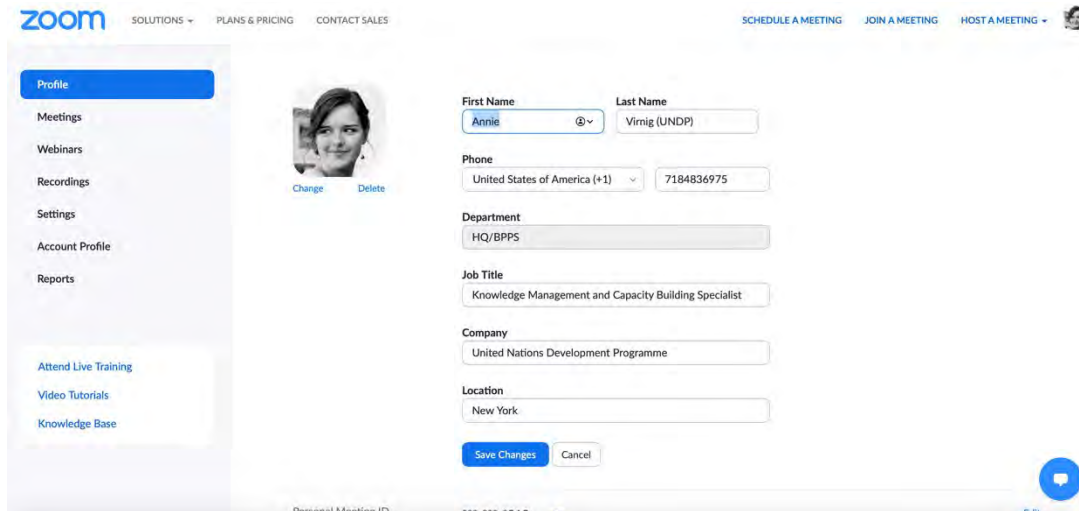
If you do not have a Zoom account, sign in using your Facebook or Google account. You can also sign up for a free account at <https://zoom.us/signup>.

### *Edit your Zoom Profile*

Click “My Account” on the top right-hand corner of Zoom’s webpage or go to <https://zoom.us/profile>.



Click “edit” on the right-hand side of the screen to edit your Zoom profile. We recommend that you enter your name, job title, and company name. Adding a professional picture of yourself is also a nice touch. In order for other participants to clearly identify the institution you are representing during the consultation, we recommend that you put the institution name in parentheses following your last name.



### *Test audio and video functionality*

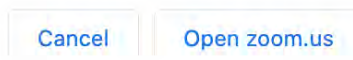
Check that your computer's camera and audio setting are configured correctly by joining a "Meeting Test" located at <https://zoom.us/test>. This is also great way to ascertain that your internet connection is strong enough for you to use the platform. Click through the prompts and adjust your computer's settings as needed.

During the consultation

*Enter the Zoom meeting*

Open zoom.us?

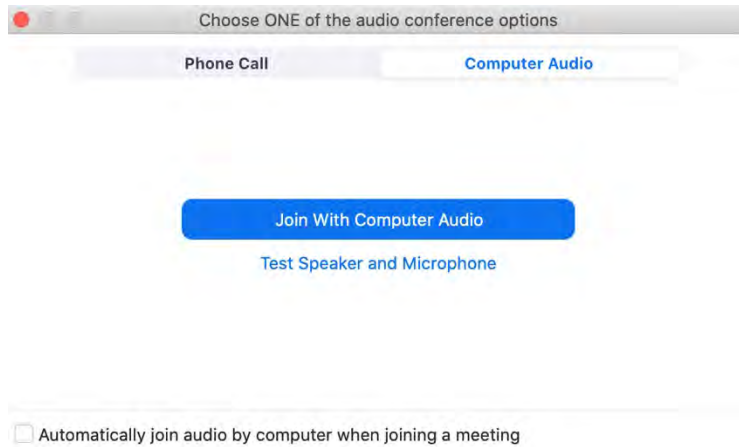
https://zoom.us wants to open this application.



Click the link provided by the consultation coordinators and when prompted, press "Open zoom.us" to allow the desktop application to start up.

### *Audio*

When starting/joining a meeting, you can join the audio by phone or computer. **Choose "Join Audio by Computer"** to connect your computers mic and speakers to the Zoom Meeting. If you are having problems with your computer's audio, you can choose "Phone call" as well to listen to the audio via your phone.



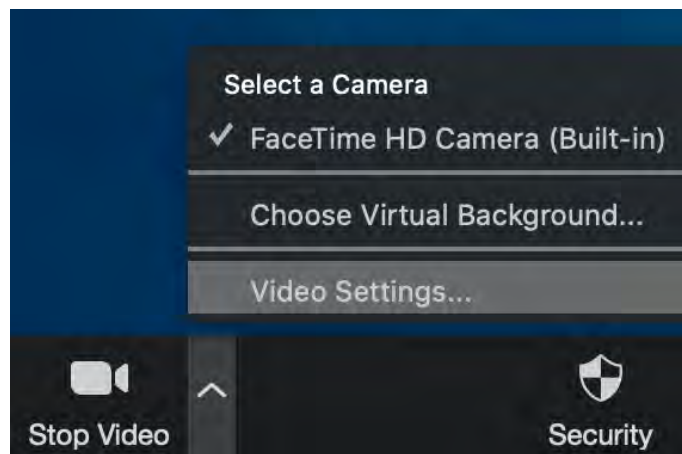
You can also test your audio sources by using the “Test Computer Audio” link when joining.



Clicking on the “Mute” icon will let you mute and unmute your audio once connected. It is ‘best practice’ to mute your mic when others are speaking in order to minimize background noise.

### *Video*

Access the “Video Settings” before or during a meeting by clicking on the ^ icon to the right of the “Stop Video” button. On the “Video Settings” tab you can change your video source and video quality.



Clicking on the “Stop Video” icon will let you start and stop your video feed. It’s a good practise to always turn your camera on when you are speaking.

### “Share Screen”

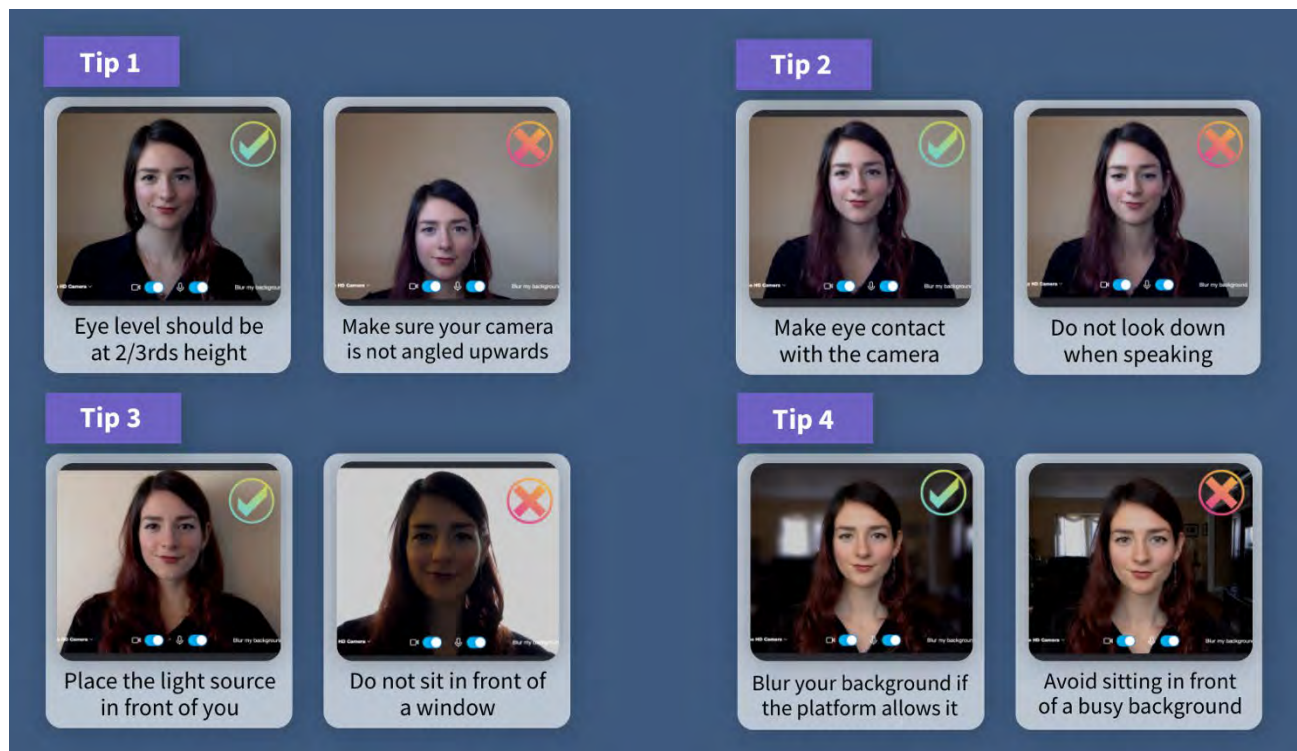
During the Zoom Meeting, the presenters will likely utilize Zoom’s “Share Screen” function in order to present slides or videos. In this case, the Zoom window will expand to full screen, allowing the presenters to directly share with you the video content open on their computers.



In order to exit the full screen mode and access other windows on your desktop, click the “esc” button on the top left corner of your keyboard.

### Zoom tips and ‘best practices’

Before the meeting, find a quiet, well-lit location to set up your computer. Make sure to maintain eye contact with the camera when speaking and mute your mic when others are talking. Follow these tips in order to best present yourself to the group.



### For more information

- Check out the “Virtual Engagement Guide” created by *UNDP’s Learning for Nature* to get more tips about how to present yourself and collaborate with others over an online platform. It is available at [bit.ly/LfNGuideEN](https://bit.ly/LfNGuideEN).
- Zoom also offers comprehensive how-to videos on everything from how to join a meeting to using “breakout rooms”. The link is here: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>.



- Zoom’s help center is at <https://support.zoom.us/hc/en-us>

## GOOGLE SHEETS

To enable all participants to edit an Excel spreadsheet at the same time, we will be using Google Sheets. If you do not have a Gmail account, please register in advance of the consultation here: <https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp>

Similar to Microsoft Excel, Google Sheets allows teams to work on the same spreadsheet at a time, collaborating over the internet.

name	landing_facility	owner_type	facility_use	city	county
Adams Executive	Heliport	Private	Private	Winter Haven	Polk
Adams Ranch	Airport	Private	Private	Fort Pierce	Saint Lucie
Aero Acres	Airport	Private	Private	Fort Pierce	Saint Lucie
Air Orlando	Heliport	Private	Private	Orlando	Orange
Airport Manatee	Airport	Private	Public	Palmetto	Manatee
Albert Whitted	Airport	Public	Public	St Petersburg	Pinellas
Alligator Drink	Seaplane Base	Private	Private	Geneva	eminole
America's Chopper Pilots	Heliport	Private	Private	Kissimmee	Osceola
Amistad Ranch	Heliport	Private	Private	Okeechobee	Okeechobee
Ancient Oaks	Airport	Private	Private	Steinhatchee	Taylor
Angel's Field	Airport	Private	Private	Tallahassee	Leon
Antiquers Aerodrome	Airport	Private	Private	Delrav Beach	Palm Beach

- Like Google Docs, you can see on the top right of the screen who else is editing the spreadsheet.
- When someone is editing a cell, it will light up in a colour corresponding to their icon. Be careful not to edit the same cell as someone else or you will likely delete each other’s work.

## COMMUNICATIONS

We hope to maximize the communication among our participants during and after the consultation!

## SOCIAL MEDIA

Our team has prepared a social media campaign to promote the virtual consultation and the work done by Nepal on spatial data. We encourage each of you to follow us, share the posts, and retweet!

### Twitter

- Handle: @NBSAPForum
- Key hashtags: #biodiversity, #climate, #conservation, #ecosystems, #future, #MappingNature, #NBS, #people, #planet, #spatialdata, #sustainabledevelopment, #SDG, #UNBiodiversityLab

Facebook: Like and follow the NBSAP Forum page here: [www.facebook.com/NBSAPForum](http://www.facebook.com/NBSAPForum)

## CONTACT

For additional information or any question about the consultation, please contact Menaka Panta ([menaka72@gmail.com](mailto:menaka72@gmail.com)), Marion Marigo ([marion.marigo@undp.org](mailto:marion.marigo@undp.org)) and Casandra Llosa ([casandra.llosa@undp.org](mailto:casandra.llosa@undp.org)).