

The National Red List Project

Guide to uploading data to the NRLD

Version 2023.2



This document provides an overview of the data requirements, upload process and frequently asked questions as a reference guide

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Essentials and getting started

The National Red List Project aims to provide a centralised platform for all things red list at a sub global scale. At the heart of this initiative lies the National Red List Database (NRLD), which serves as a hub for sub global species conservation assessment data from around the world. We invite data holders to contribute to the project through sharing their data.

The priority call for contributions are recent assessments (within last 10 years) which use IUCN criteria at a national or subnational level.

Becoming a contributor

As a data provider you will need to agree to the Data Agreement (Appendix 1) which states that you have the permissions to share this data and agree with its usage on the NRL website. The scope is outlined within the Terms of Use document.

Please check these and complete a Data Contributor Agreement Form before submitting your data.

Materials needed

- ✓ Red List assessment data compliant with the data standards
- ✓ Red List Publication ID or a unique institutional reference ID
- ✓ NRLD uploader template
- ✓ The NRLD fields explainer

Data standards

Each species assessment must have the following:

1. Taxonomic information to identify the taxon assessed. Taxon name and species authority or taxon ID are recommended
2. Specifics on the methods used in the assessment
3. The country for which this assessment applies to (or locality details if as a subnational level)
4. The species assessment status
5. The year the species assessment took place
6. Citation and details on the provenance (e.g. Red List Publication reference)

If these essential data are not available, then we are unable to accommodate the assessments at this time.

Materials checklist



Red List assessment data in compliance with the NRLD data standards

The data owner is responsible for making sure that the data they provide is correct to the best of their knowledge. We understand that data might not be recorded for all recommended fields, particularly for taxonomic information. Taxonomy can be entered "as assessed," meaning it was correct at the time of the assessment. We have included fields for a National Taxonomic ID system and the Taxon ID number to accommodate and link with national taxonomic databases.

The NRL uploader template

The NRL uploader template can be downloaded from the "Contribute" page on the NRL website in an Excel spreadsheet format. The excel version contains the fields explainer on the first sheet and the template uploader form on the second.

The NRL fields explainer

The NRL fields explainer can be found in Appendix 2 of this guidance document or in the second sheet of the Excel uploader template.

Finding an existing Red List publication ID

If a publication is already catalogued, its Red List publication ID (a unique numerical code) is recorded in the field "rrl_id." This can be retrieved by using the website publications search and found on the resulting publication page. This prevents re-entering data or duplicating publication entries and allows for more data to be added over time.

New Red List publication and institutional IDs

If you need a new Red List publication ID, please contact us at NationalRedList@zsl.org as we need to assign you with an institutional ID. The institutional ID consists of five letters, with the first two being the country ISO-2 code and the last three being an abbreviation of the institution's name. This institutional ID can be used to prefix a numerical code for new Red List publication IDs.

Uploading the data



Populating the NRLD uploader form

If the data comply with the NRL "materials needed" and "data standards" lists, and do not already exist in the NRL database, you can extract your data into the uploader template.

Uploader fields are categorised into the following themes:

- **Taxonomic specifics** for information on the species evaluated (field numbers 1.1 to 1.21)
- **Assessment specifics** for details on the assessment methods and results (field numbers 2.1 to 2.27)
- **Publication specifics** for details on the source Red List publication, data provenance and citation information (field numbers 3.1 to 3.16)

To help with data transfer please use the fields explainer (in the Excel template or in Appendix 2) as a reference for the NRL database fields and definitions. It also indicates which fields are essential for database import and lists the default text options when required. The Excel template includes drop-down menus for selecting default terms. Please double check for transcription and data entry errors. Avoid using auto-fill functions or dragging values down the spreadsheet and instead please copy and use the "paste as values" option. The form will be automatically rejected by the database if any data is missing from the fields marked as "essential" or if the default terms are not used.

Submitting the data to the NRLD

- ✓ Save your file as an ".xlsx" or ".csv" and include the date, your name and the location name (country or region) within the file name. For example, MMY_YYYY_Firstname_Lastname_country.xlsx.
- ✓ Please confirm within the email that you agree and comply with the NRL Data Agreement (Appendix 1) and have read and accept the NRL Terms of Use. Without this confirmation, we regret that we cannot accept any data submitted.
- ✓ Submit the data to NationalRedList@zsl.org with the subject line "New data for upload".

We will confirm receipt with seven working days and follow up to resolve any data queries prior to upload.

Thank you for your submission!

Frequently asked questions



I have National Red List data - How do I qualify as a data provider?

We can only accept data from the owners of the data. This could be a Red List Authority, an author on the publication, a governmental representative or National Focal Point with permissions from the source. Please see the Data Agreement clause.

I am working on a Red List across several countries, is this included?

Absolutely. We refer to National Red Lists a lot, but we very much include Red Lists at any regional scale smaller than global, from several countries to a key area in one country or even cross-border, such as a specific habitat or biome.

I'm uploading some data, but I have more fields than are included in your template. Can I include them?

We are always working to improve the functioning of the database. If you have additional fields that you believe are relevant, please include them at the end of the spreadsheet and include an explanation of the fields in your email. Whilst we may not be able to post them currently, they will be included should we launch additional features for the database.

What are the working languages of the project?

Our working language is English, but we have designed the site with an automatic translation service in the top right-hand corner, so all pages should be viewable in a language of your choosing. We also provide links to National Red Lists in all the languages they are published in and hope to include materials in more languages in the future.

How often is the database updated?

The database will be updated with new Red Lists as and when we receive the data. Once these data have gone through essential administrative checks, they are available online.

Will my assessments be reviewed by the NRL project?

No, there is no review process or endorsement of assessments within this platform.

How the data will be cited and be credited?

Individual assessments and publications should be cited as per the citation you have provided. See the Terms of Use document for full details.

Appendix 1: Data agreement

“ I confirm that I am the owner of all data being submitted and in submitting these data I agree to the Terms of Use. If these include plant data, I consent to them being included within the ThreatSearch database hosted by Botanic Garden Conservation International (BGCI). I consent that I may be contacted in relation to data validation purposes.

”

Appendix 2: Fields explainer

The following pages will provide you with a full list of fields, default text options and explanations to use when entering data into the NRL uploader template.

Essential fields: Please ensure you enter fields marked “yes” for essential and if these data do not exist, please get in touch. Do your best with those marked “highly recommended” and the “If applicable” category is a reminder to include these data if they exist (e.g., the necessary extra taxonomic fields for a subspecies).

Formatting: Please enter your text in sentence case and do not include line returns. When entering lists into fields with predefined text options (e.g., assessor affiliation in field no. 2.25, or taxa covered in field no. 3.14), **always** use the pipe symbol “|” to separate values **instead** of commas, spaces or line returns.

Example: The correct entry would be "Multi-taxa|Mammals|Birds" and not "Multi-taxa, Mammals; Birds"

Standards, definitions and references: We provide these within the description and explainer. For taxonomic groupings, please check those on the IUCN summary statistics, via their website: <https://www.iucnredlist.org/resources/summary-statistics>.

For standardised country names (maintained by the United Nations Statistics Division) and ISO codes (ISO-3166-1 Alpha-2 and Alpha-3), all details are on the International Organization for Standardization (ISO) website: <https://www.iso.org/obp/ui/#search>. For outlying territories and country subdivisions check ISO 3166-2 codes which can be found through the associated (“parent”) country page.

Taxon specifics

Database field name	Essential?	Default text options	Description and explainer
1.01 nat_tax_system	If applicable		Enter the name of the national taxonomic register or inventory (if one exists). For example, the French national taxonomical register “TAXREF” would be entered here.
1.02 nat_tax_id	If applicable		If you have a national taxonomic register, please enter the associated taxon ID (e.g. 'Taxon Version Key') here. We hope to develop an autofill for taxonomy from this information in the future. If you have entered the taxon ID fields and the species scientific name in “rrl_sciname”, the following taxonomy related fields are not essential to fill out.
If you have entered the taxon ID fields above and the species scientific name in “rrl_sciname”, the following fields are not essential to fill out. Otherwise, please continue to complete the data entry. If the information is not listed within the assessment, please leave it blank.			
1.03 assessed_taxon_level	Yes	Species Subspecies Subpopulation Species_complex Breeding_Population Visiting_Population Population Other_infrarank	Select one. What has been assessed? Is it at species level (most commonly the case), subspecies, population, subpopulation or other infrarank type?
1.04 Infratype	If applicable	Subspecies_(plantae) Subspecies_(fungi) Subspecies_(animalia) Variety Forma Morph Cultivar Cross	Select one. If the taxon assessed is a rank below species level, provide more details on what this is (e.g., Subspecies_(fungi)).
1.05 taxonomic_group	Yes	Vertebrates Invertebrates Plants Fungi_and_Chromists	Select one. Please choose the appropriate higher taxonomic group for the assessed taxon from: Vertebrates, Invertebrates, Plants, Fungi and Chromists. This classification is based on the IUCN taxonomic groupings, which can be found on the IUCN summary statistics pages .
1.06 taxonomic_group_level2	Yes	Mammals Birds Reptiles Amphibians Fishes Insects Molluscs Crustaceans Corals Arachnids Velvet_Worms Horseshoe_Crabs Others Mosses Ferns_and_Allies Gymnosperms Flowering_Plants Green_Algae Red_Algae Lichens Mushrooms_etc Brown_Algae	Select one. Please choose the appropriate taxonomic group for the taxon assessed. The options are according to the IUCN taxonomic groupings (e.g. Mammals, Birds, Reptiles, Amphibians) as shown in the IUCN summary statistics pages .
1.07 rrl_kingdom	Highly recommended	Animalia Plantae Fungi Chromista Monera	Please enter the taxonomic information as it appears within the Red List publication.
1.08 rrl_phylum	Highly recommended		“”
1.09 rrl_class	Highly recommended		“”

1.10 rrl_order	Highly recommended		“”
1.11 rrl_family	Highly recommended		“”
1.12 rrl_genus	Yes		“”
1.13 rrl_species	Yes		“”
1.14 rrl_sciname	Yes		The taxon name or scientific name (usually genus species) can be binomial, trinomial. Algae, plants and fungi can include a linking term. This field will be used to help searching the IUCN Red List database for higher taxonomy, if matching is needed.
1.15 rrl_species_authority	Highly recommended		The taxonomic authority (author of the species name and year described) for the taxon assessed as appears within the National Red List. This field will be used to help searching the IUCN Red List database for higher taxonomy if matching is needed.
1.16 rrl_common_names			The common (vernacular) name(s) as provided by the Red Listing party with language in brackets. Please use a " " to separate codes for multiple entries.
1.17 Infrarank	If applicable		If taxon is an infrarank (below species level), provide the subspecies or variety name e.g. <i>Rana temporaria honorati</i> .
1.18 infrarank_taxonomic_authority	If applicable		If taxon is an infrarank (below species level), provide taxonomic authority (e.g. name year) for infraspecific name assessed.
1.19 Subpopulation	If applicable		If a subpopulation is assessed, provide the name here.
1.20 rrl_synonyms			If provided within the assessment, provide the names of synonymous taxa.
1.21 taxonomic_notes			This may include any further information about the species that relates to its taxonomy or the specifics of the population being assessed. Examples include museum specimen numbers or delineations of certain subpopulations.

Assessment specifics

Database field name	Essential?	Default text options	Description and explainer
2.01 is_an_endemic	Yes	Yes Near_Endemic Other No Unknown Not_assigned	Is the species an endemic according to the assessment? Options are: Yes, Near Endemic, Other (e.g. restricted range which you can provide detail on in the "Endemic_specifics" field), Unknown (for where you confirm that it is unknown) and Not assigned (for where endemism status is not mentioned). Select one.
2.02 endemism_specifics	If applicable		Free text for further details on the type of endemism according to the assessment.
2.03 terrestrial	Highly recommended	Yes No Not_assigned	Does the assessment apply to the taxon within a terrestrial system? Select one.
2.04 freshwater	Highly recommended	Yes No Not_assigned	Does the assessment apply to the taxon within a freshwater system? Select one.
2.05 marine	Highly recommended	Yes No Not_assigned	Does the assessment apply to the taxon within a marine system? Select one.
2.06 location_assessment	If applicable		If there is a specific locality, subnational or regional name recorded on the assessment. Regional example: The Carpathian Mountains. Subnational example: Haute-Garonne.
2.07 country_list_assessment	Yes		This is the country for which the assessment has been conducted. Please use the International Organization for Standardization ISO-3166-1 country name standard. In the case of multiple countries, separate the names using a " " with no spaces.
2.08 country_list_assessment_iso	Highly recommended		Please use ISO 3166-1 alpha-2 codes. ISO 3166-2 codes are acceptable for outlying territories and subdivisions codes. Multiples should be separated by a " " with no spaces.
2.09 covers_eez_assessment		Yes No	For marine species only. Does this assessment apply to a marine "exclusive economic zone" (EEZ) area? Select one.
2.10 scope_assessment	Yes	Subnational National Regional(multi-national)	The scope of the assessment. Is a National, Regional (multiple countries) or subnational (area within a country) Red List Select one.
2.11 regional_status_abrev	If applicable		Where provided in the assessment, provide the abbreviated species status category listing (e.g. in the case of the IUCN system: LC, VU, CR etc)
2.12 regional_status_full	Yes		The species Red List status written out in full, as provided within the assessment (i.e. for IUCN system Least Concern, Vulnerable, Critically Endangered etc).
2.13 regional_status_criteria	If applicable		Red List assessment criteria for IUCN based assessments e.g. C2a(i). If there is an IUCN system assessment which has a threatened status and the criteria are not given, please mark as "criteria_unknown"

2.14 year_assessed	Yes		The year that the assessment was conducted
2.15 criteria_used	Yes	IUCN Modified_IUCN Non-IUCN	Please assign the assessment to one of the three following categories: "IUCN", "Modified IUCN" (when mostly use the IUCN approach but with some modifications, for example may have introduced an extra category of Rare), "Non-IUCN" (use own national system). Select one.
2.16 criteria_specifics	Optional		Share the specifics such as the version of criteria system used (e.g. IUCN v3.1 (2012) + IUCN Regional v4.0 (2012))
2.17 criteria_citation	Yes		The citation for the criteria system used or a reference to where it has been described. For non-IUCN this could be the source publication. For current IUCN, this is generally "IUCN (2001) IUCN Red List Categories and Criteria: Version 3.1. IUCN Species Survival Commission. IUCN, Gland, Switzerland and Cambridge, U.K. ii + 30pp." Where the regional guidelines are used too for applying these criteria, just add "plus regional guidelines v. X" where X is the version number.
2.18 justification	Highly recommended		Please provide the assessment rationale for status given to the taxon, if provided within the assessment.
2.19 distribution	If applicable		Details on the distribution of the species, if provided within the assessment.
2.20 map_available	If applicable		Where a map of the species distribution is known to exist, please provide the citation. Due to copyright restrictions, maps are not reproduced on this site.
2.21 habitat	If applicable		Any information on the habitat preferences for the given species are listed here.
2.22 iucn_3.1_habitat_scheme_code	If applicable		If assessed under IUCN criteria, provide the codes for suitable habitat from IUCN v3.1 habitat classification scheme. Multiples should be separated by a " " with no spaces. See https://www.iucnredlist.org/resources/habitat-classification-scheme .
2.23 threats	If applicable		Any threats to the taxon, if provided within the assessment.
2.24 regional_red_list_notes	If applicable		Additional notes on the species assessment, if provided.
2.25 assessor_affiliation_assessment	Highly recommended	Academic NGO Government IGO Individual Private Other Unknown	Categorize the affiliation of Red List assessor(s), experts, contributors, authors e.g. governmental organisations, academia or NGOS. Can be multiple and can differ from main publication affiliation. If multiple, use " " between each one with no spaces.
2.26 assessors_assessment	Yes		The names of the Red List assessor(s), experts, contributors, authors of this species assessment. Sometimes these may be the authors of the Red List, sometimes a subset thereof.
2.27 regional_red_list_link	If applicable		Provide the website or URL of assessment or publication if available.

Red List Publication specifics

Database field name	Essential?	Default text options	Description and explainer
3.01 rrl_id	Yes		Include one unique ID per National Red List publication. You can retrieve the “rrl_id” from searching the publication within the NRLD. If it is new to the NRLD, please email to request a “unique institution ID”. Enter this ID and a numeric code (e.g. GBMNH007). It will help us to avoid duplications and assign the species assessments correctly to your publication.
3.02 rrl_title	Yes		The title of the Red List publication
The top two fields should be entered on every assessment. Only enter the following fields on the 1 st assessment of any new Red List Publication to be catalogued within the NRLD.			
3.03 location_pub	If applicable		The specific locality or subnational or regional name. Regional example: The Carpathian Mountains. Subnational example: Haute-Garonne
3.04 country_list_pub	Yes		This is the country or countries for which the publication covers. Please use the International Organization for Standardization ISO-3166-1 country name standard. In the case of multiple countries, separate the names using a “ ” with no spaces.
3.05 country_list_pub_iso	Highly recommended		Please use ISO 3166-1 alpha-2 codes . ISO 3166-2 codes are acceptable for outlying territories and subdivisions codes. Multiples should be separated by a “ ” with no spaces.
3.06 scope_pub	Yes	Subnational National Regional(multi-national)	The definition of the scope of the Red List publication - whether it is a National, Regional or subnational Red List (i.e. single country, multiple countries, or an area within a country). Select one.
3.07 full_rrl	Yes	Yes No	Is this publication considered taxonomically comprehensive? Yes, it is considered representative of all taxonomic groups within a country. No, taxonomic coverage is limited to one group, or selected species from different groups but is not considered taxonomically representative. Select one.
3.08 rrl_language	Yes		Select the language(s) the Red List publication is provided in. If more than one, please separate with “ ”
3.09 publication_year	Yes		The year the Red List publication was published
3.10 rrl_citation	Yes		Provide the full citation for the Red List publication. It is what will be provided as the correct citation to use with the assessment data
3.11 organisation_responsible	Yes		Details of the organisations responsible for the Red List publication (e.g., name of organisation and website).

3.12 assessor_affiliation_pub	Highly recommended	Academic NGO Government IGO Individual Private Other Unknown	Provide the affiliation of the Red List publication (e.g., governmental organisations, academia or NGOS etc). It can be multiple.
3.13 rrl_contact	Yes		Please share your contact details in this format: "Prefix Full_name email_1 email_2 etc" These details are not made public and will only be used for data validation purposes.
3.14 taxa_covered	Yes	Multi-taxa Mammals Birds Reptiles Amphibians Fishes Insects Molluscs Crustaceans Corals Arachnids Velvet_Worms Horseshoe_Crabs Others Mosses Ferns_and_Allies Gymnosperms Flowering_Plants Green_Algae Red_Algae Lichens Mushrooms_etc Brown_Algae	Please provide a list of the taxonomic groups covered within the publication using the IUCN summary terms. If there are more than one, please also put "multi-taxa". These are " " separated lists.
3.15 rrl_publication_format	Yes	Published Unpublished Electronic_format Hard_copy Database	Please select the format the National Red List publication is available in: published or unpublished, database, electronic format (e.g. PDF), or hard copy (e.g. a printed book) - this can be multiple.
3.16 rrl_data_not_yet_extracted	Yes	Yes No	Are all the assessments within the publication extracted and uploaded to the database? If only a selection is extracted e.g. only the amphibians are being uploaded from an amphibians and reptiles Red List Publication, please choose "no." Select one.



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