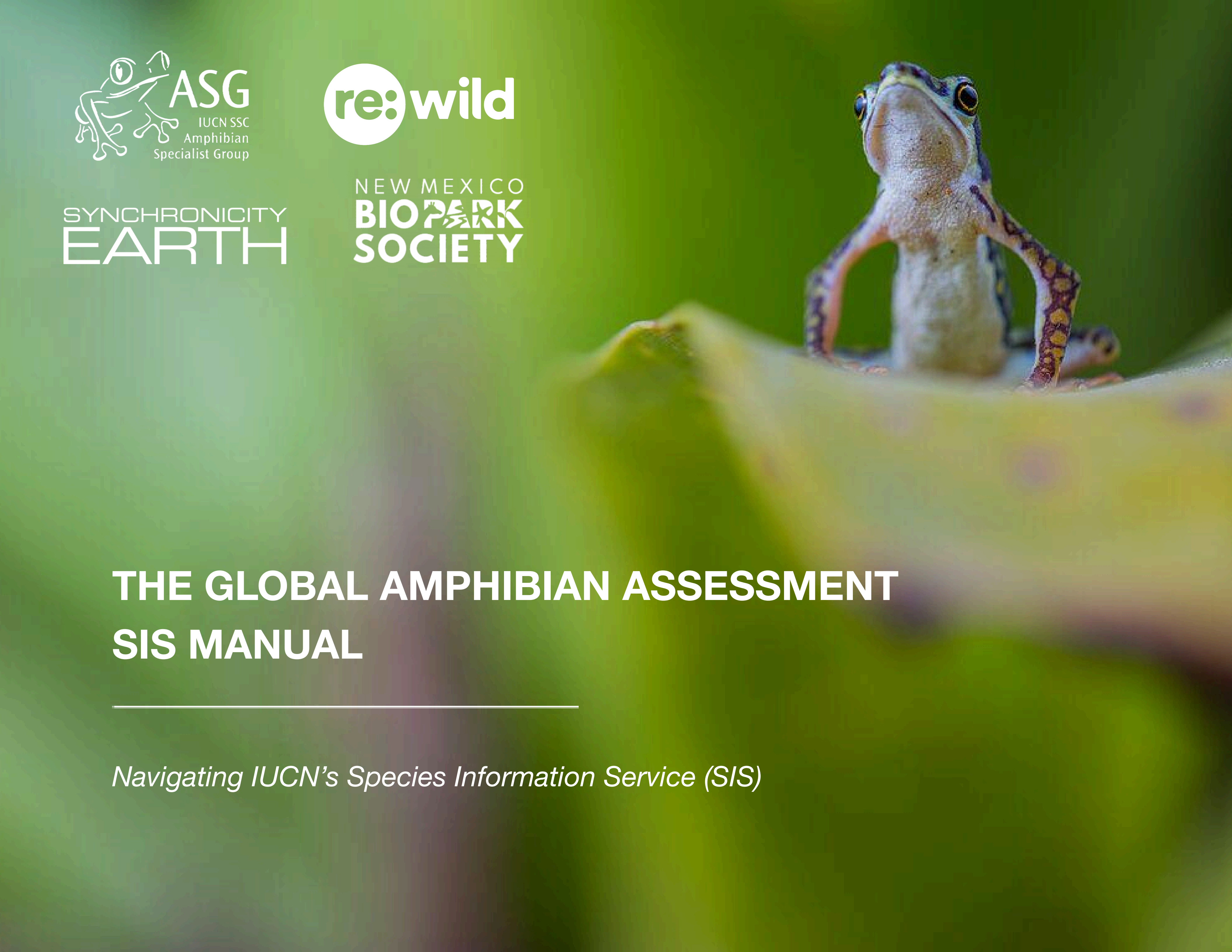

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THE GLOBAL AMPHIBIAN ASSESSMENT SIS MANUAL

Navigating IUCN's Species Information Service (SIS)

CONTENTS

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1. Introduction

The Species Information Service (SIS) is the central data management system used by the IUCN to store and manage species accounts and assessments for publication on the IUCN Red List.

This manual serves as a resource for navigating SIS and completing the relevant fields for an amphibian assessment. It also has a section for language and formatting, as well as a collection of useful links to additional IUCN resources for using SIS effectively.

1.1 SIS user accounts

Project managers may request access from the Amphibian Red List Authority to allow colleagues to work directly on draft assessments in SIS. To set up a new user account, the following information is required:

- First (Given) names
- Last (Family) name
- Email address
- Institution

Note: Please do not share your SIS password. It is essential to track who is editing information in SIS and ensure that all users are properly trained in using the system.

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1.2 SIS Versions

Training SIS https://train.iucnsis.org – Use this version to practice using SIS.

Live SIS https://sis.iucnsis.org – Use this version to enter assessment information for publication on the IUCN Red List website.

1.3 Taxonomic Information in SIS

Currently, only a few individuals have permission to modify amphibian taxonomy in SIS. If you need to add a new species or make taxonomic changes, please contact the Amphibian Red List Authority.

1.4 SIS User Guidance Documents

SIS is a permissions-based system. Most users have restricted access, limited to editing specific draft assessments (e.g., assessors). However, some users, such as Project Managers, may have access to a range of data management tools. Project managers may find the following documents useful for common SIS tasks related to managing assessment projects:

- **Creating working sets in SIS** (version 1: 14/08/2018)
- **Giving other SIS users access to a working set** (version 1: 14/08/2018)
- **Attaching assessments credits** (version 1: 05/06/2019)
- **Using the assessment changes record** (version 1: 29/08/2018)
- **Creating assessment reports** (version 1: 29/11/2022)

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2. Getting Started in SIS

2.1. Logging In

Enter your username (your email address) and password to log in.

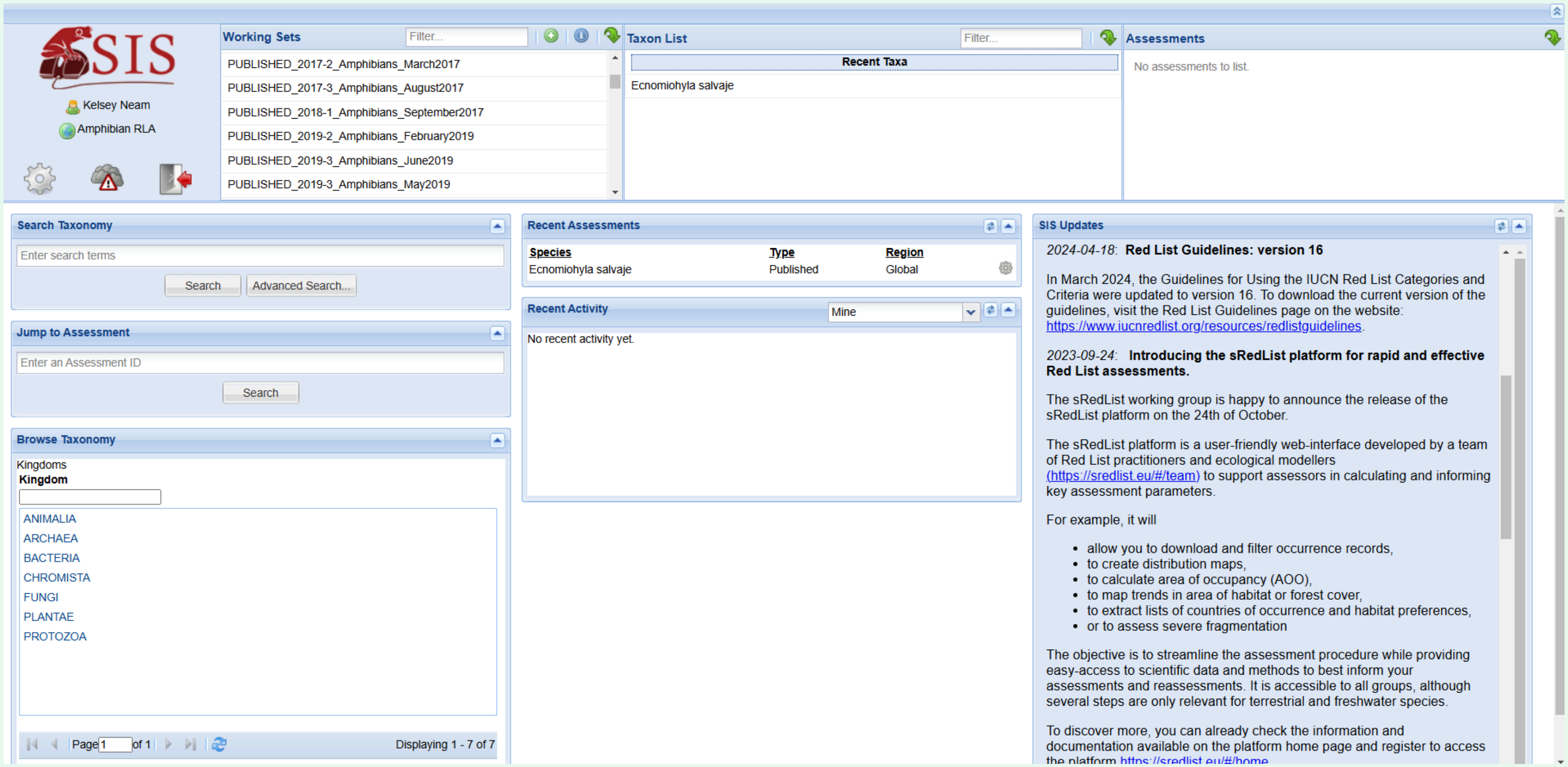
2.2. Navigating the SIS Homepage

- Once logged in you will be taken to the SIS homepage.
- Click the SIS frog logo in the top left corner any time to return to the homepage. Click the door symbol to log out.
- Updates and tips on using SIS can be found on the right side of the homepage.

2.3. Understanding SIS Panels

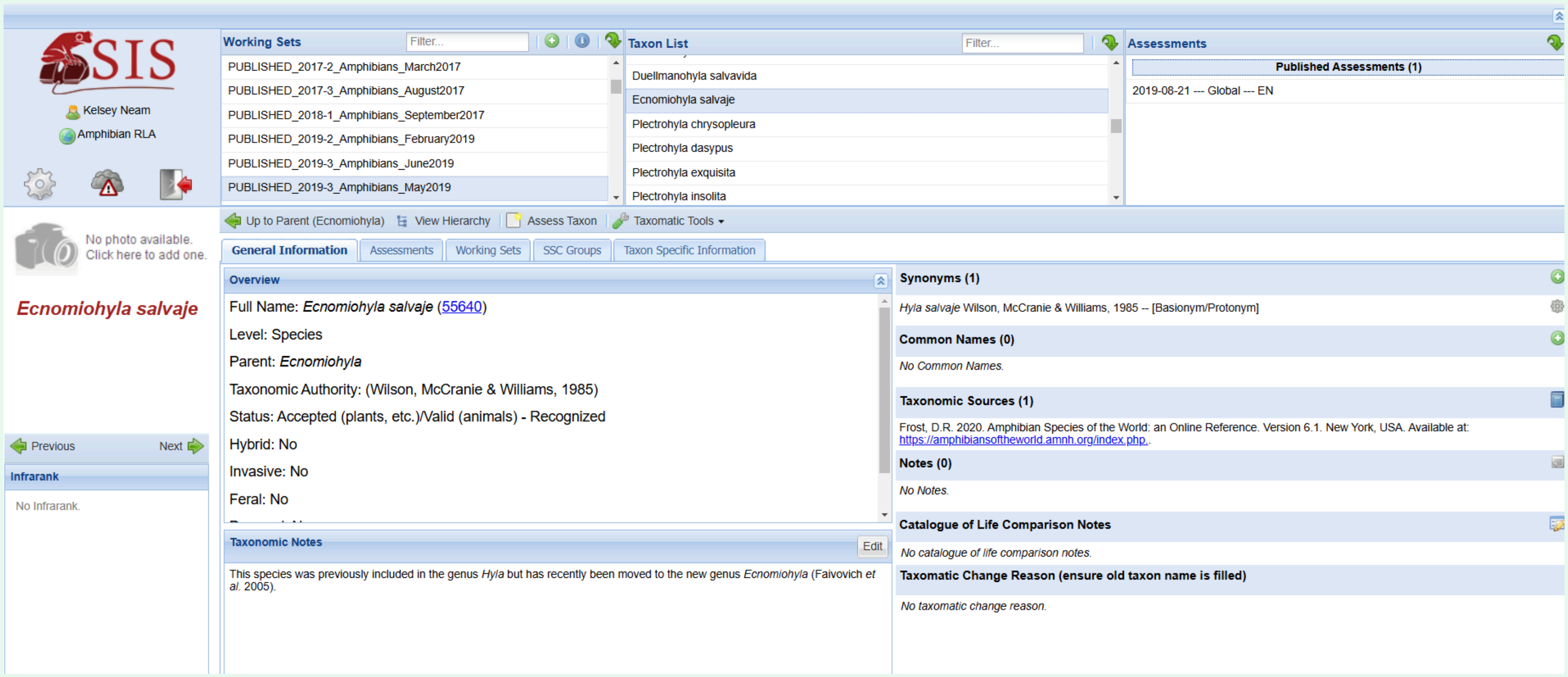
- **Working Sets Panel**: Displays the list of working sets you are subscribed to. Working sets help users manage assessments efficiently. The number of working sets available depends on your user permissions. If you are not subscribed to any, the panel will be empty.
  - *Note:* You can only add or remove taxa from a working set if you have editing permissions.
- **Search Taxonomy Panel**: Allows you to search for a taxon by name.
- **Browse Taxonomy Panel**: Allows you to navigate through the taxonomic tree to find the desired taxon or taxonomic level.

- **Recent Assessments Panel**: Displays the most recent assessments you viewed in your last SIS session, allowing quick access without needing to search again.
- All panels in SIS can be opened and closed by clicking the arrow in the top right corner of each panel .



2.4. Browsing Your Working Sets

- Click on a working set to view its taxa in the **Taxon List** panel, ordered by family.
- Clicking on a specific species will display all its assessments within the scope of the working set in the **Assessments** panel.
- For example, if the working set scope is set to **"all draft assessments,"** the **Assessments** panel will show only draft assessments attached to the species, excluding published assessments.



2.5. Looking at a Species

- Double-click on a species in a working set to open its **Taxon Home Page**, where you can add synonyms, common names, taxonomic sources, an image, and relevant taxonomic notes.
- To **add** a synonym or common name, click the **green plus symbol** (➕). To **edit or delete** a synonym or common name, use the **cog symbol** (⚙️).
- To **add an image** of the species, click the **camera icon** in the left panel. Be sure to enter the **photo credit/copyright information** and check the boxes to indicate how IUCN is permitted to use the image.
- The **Taxonomic Notes panel** allows users to record relevant taxonomic information, such as debates, recent taxonomic splits, or other details. These notes will be published along with the assessment on the **Red List website**.
- Any entries **crossed out in red** indicate names that are no longer recognized as valid under the taxonomic standards used by the GAA.

2.6. Editing an Assessment

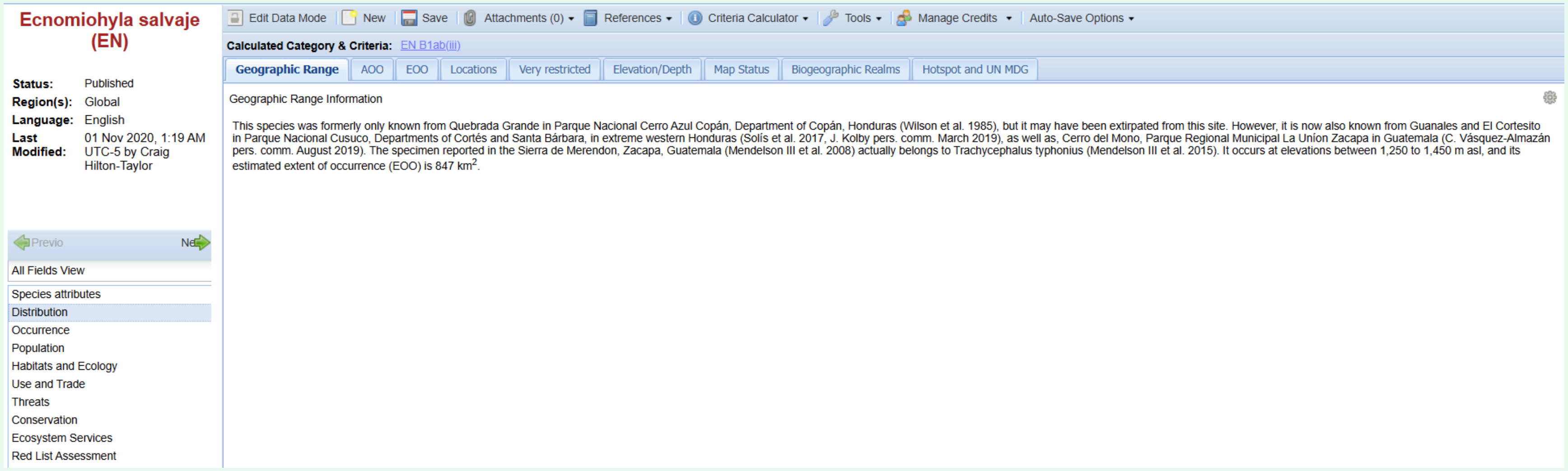
- Double-click an assessment to open it.
- The **left sidebar** contains:
    - A **summary** of the current assessment (top left).
    - The **Views panel** (bottom left), which allows you to choose how the data fields are displayed. For amphibian assessments, use the **All Fields View**, which organizes all data and text fields under relevant headings.
- In the Views panel, you will find several sections (e.g., Distribution, Population). Click on any section to display the related data and text fields on the right, organized into multiple tabs.
- For more details on what to include in each field, refer to the **"How to Fill in SIS Data Fields"** section.

Troubleshooting: Unable to Edit an Assessment?

If you are unable to edit an assessment, check the following:

☑️ **Is it a draft assessment?** Check the status in the summary panel.

☑️ **Are you in Edit Data Mode?** The toolbar button should say **"Read Only Mode"** when the assessment is editable.



3. How To Fill In SIS Data Fields

Use expert knowledge and information from various sources to provide details for each species in all relevant fields. This information will form the basis for determining the Red List Category and Criteria.

Summary documentation text is required for the topics listed below. The summary text should be succinct, informative, and based on the most recent data available for the taxon. Further guidance can be found in the **Documentation Standards and Consistency Checks for IUCN Red List Assessments and Species Accounts.**

3.1 Distribution

- **AOO Tab:** Enter the AOO value (or range of values) and indicate the method used to calculate it (e.g., the sum of the occupied grid squares in a 4km^2 grid). This field is required to apply criterion B2. You may also record whether there is evidence of continuing decline or extreme fluctuations in AOO.
- **EOO Tab**: Enter the EOO value (or range of values) and check the box for ‘EOO estimate calculated from Minimum Convex Polygon’. This field is required to apply Criterion B1. You may also record whether there is evidence of continuing decline or extreme fluctuations in EOO.

- **Locations Tab:** Record the number of locations (or range) and indicate whether there is evidence of continuing decline in the number of locations.
- **Very Restricted Tab**: This field is required for Criterion D2, when species have a very restricted range AND there is a plausible threat that could lead to rapid movement into the Critically Endangered or Extinct categories in a short time. If this field is used, please also record the plausible threat in the justification box.
- **Elevation Tab:** Complete the upper and lower elevational limits, if known.
- **Map Status Tab:** This field is mandatory. The Map Status field can be one of the following:
  - Done: The map is complete and will be published.
  - Missing: The map is missing and needs to be located (assessment will not be published).
  - Incomplete: The map is incomplete, but it will still be published (an explanation is required).
  - Not Possible: A map is not possible (e.g. Data Deficient species with unknown provenance). An assessment with this status can be published without a map, although an explanation is required.
  - Data Sensitive: If the species is susceptible to over-collection, you can withhold the map from publication or provide a generalized version. An explanation is required.
- **Biogeographic Realms:** Select relevant realms based on the Terrestrial Ecoregions of the World map.
- **Hotspot and UN MDG:** Select any relevant hotspots. Overlay your species' distribution map with the CEPF **Hotspots shapefile** to check. Select the UN MDG region(s) as applicable.

3.2 Occurrence

- Record the species' occurrence in specific countries. Ensure that each country is also listed in the Distribution text field.
  - To **add, remove, or edit** countries (or sub-country units), click the View/Edit button or use the Quick Add function to search.
- Complete Presence (e.g., Extant, Extinct), Origin (e.g., Native, Introduced) and Seasonality (e.g., Resident) in each country and sub-country. Do not complete the 'Formerly Bred' field.
- Do not complete the LME and FAO tabs (for marine species only).

3.3 Population

- **Population Tab:** Complete the ‘Current Population Trend’ (required). Fill out the other fields based on available data, using a range of values if needed.
    - Population Reduction: Required for criteria A or C1.
    - Population Size: Required for criteria C or D.
- **Past, Future, Ongoing Reduction Tabs:** Complete data fields based on available information. These are required for Criterion A.
- Ignore the DEM Reduction tab.

3.4 Habitats and Ecology

- **Coded Habitats Tab:** Select all suitable habitats using the **IUCN Habitats Classification Scheme** and include each in the Habitats and Ecology text field.
    - To **add, remove, or edit** habitat types, click the [View/Edit] button or use the [Quick Add] function to search.
    - Complete ‘Season’, ‘Suitability’ and ‘Major Importance’ (essential for survival) for each habitat type. If unsure, leave the ‘Major Importance’ blank, especially for habitat types numbered 14-17.
- **Habitat Decline Tab:** Select ‘Yes’ if threats to the species’ habitat exist and complete Qualification and Justification fields.
- **Life History Tab:** Select the appropriate options in the ‘Breeding strategy for amphibians and reptiles’ section (required).
    - **Generation Length**: Record if known or able to be estimated. Required for criteria A, C1, or E.
- **Systems Tab:** Record whether the species uses terrestrial or freshwater habitats, or a combination.
- Ignore the ‘Land Cover’ and ‘Movement Patterns’ tabs.

3.5 Use and Trade

- For species that are used or traded, provide a summary in the ‘General Notes’ section. Complete the relevant End Use fields.
- If a species is not used or traded, type “There are no records of this species being utilized” and select the ‘Species not utilized’ check box.

3.6 Threats

Coded Threats Tab: Select all threats using the **Threats Classification Scheme**. Ensure each threat is also recorded in the Threats text field.

- To add, remove, or edit threats, click the View/Edit button or use the Quick Add function to search.
- Complete 'Timing', 'Scope' and 'Severity' for each threat. Once the threat has been added, double click on it and complete the various dropdown menu options, if known.
- For 'Stresses', double click on each threat to select all relevant stresses on the species and/or its habitat.
- For named species threats (codes 8.1.2 and 8.2.2), use the Quick Add function. Select the relevant option based on whether the species is invasive or native, click the Add Taxa button and search for the species in the 'Taxonomy Search' tab. Once selected, the 'Timing', 'Scope', 'Severity' and 'Stresses' can be completed in the same window.
- If there are no threats, check the 'No past, ongoing, or future threats exist' box.

3.7 Conservation

Format the text field into **three separate paragraphs** with the following headings:

Conservation Actions In-Place

Conservation Needed

Research Needed

Use a double space (two taps of the return key) between paragraphs to ensure correct formatting. Formatting can be checked by exiting the current field, ensuring that all changes are saved, and returning to that field once again.

- **In-Place Tab:** If the species occurs in a protected area, select 'Yes' and include the protected area name(s).
  - Include any Key Biodiversity Areas under 'Conservation Sites Identified'.
  - Complete the drop-downs for any other conservation actions in place.
- **Conservation Needed & Research Needed Tabs:** Select recommended and realistic actions based on the species' needs.

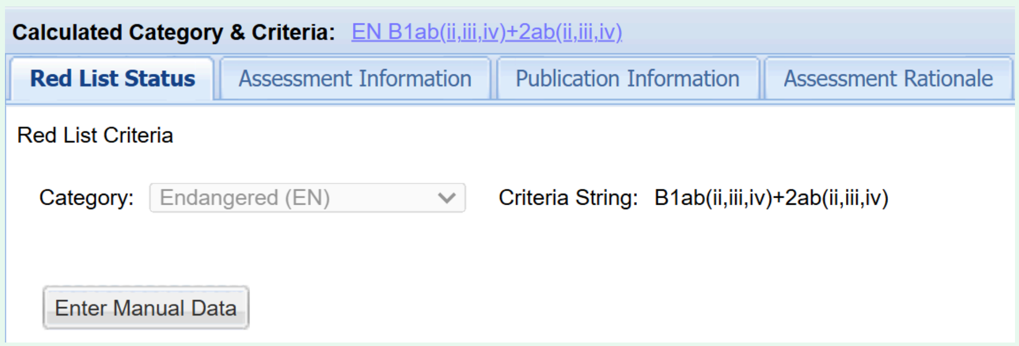
Ecosystem Services: Ignore this section.

3.8 Red List Assessment

Red List Status Tab: Enter the Red List Category and Criteria that the taxon qualifies for, based on the data presented. There are two methods for doing this:

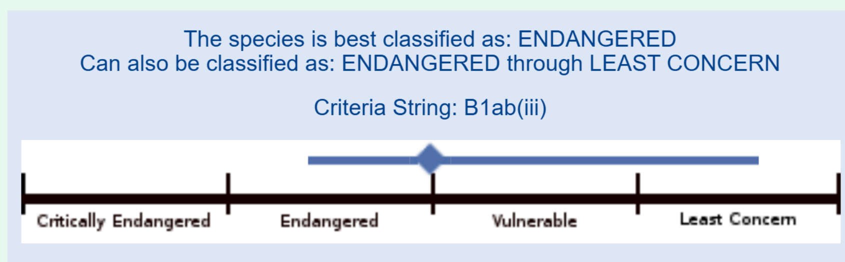
1. **Red List Criteria Calculator**

   SIS includes a system that compares data fields holding parameters related to the Red List Criteria against the criteria thresholds and automatically assigns a Red List assessment. Assessors should note that if they wish to use the Red List Criteria calculator, the data must be entered into the appropriate fields.



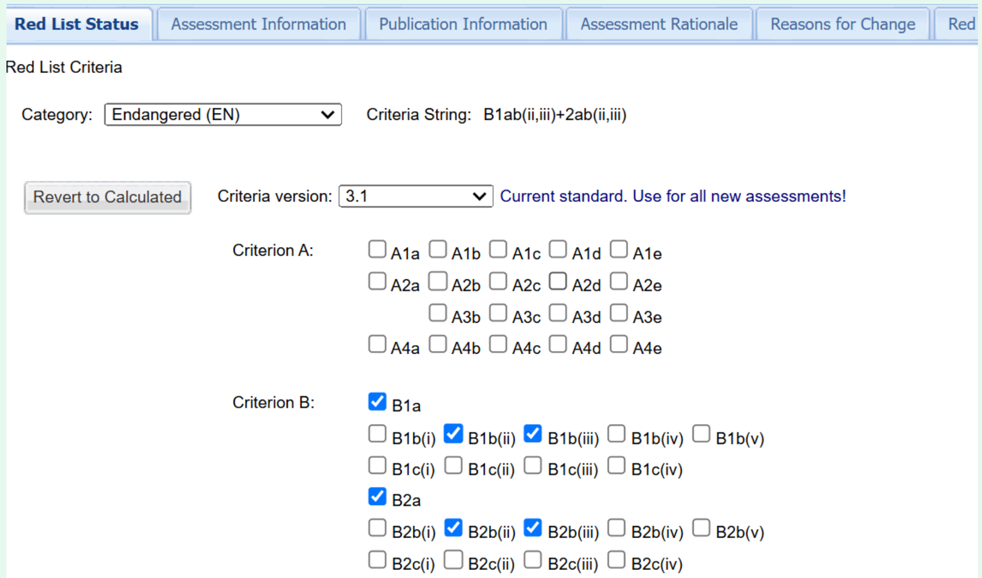
SIS also supports entering uncertain information and calculates a range of possible categories based on this uncertainty. For example, if you estimate the population size is between 1,000 and 3,000 mature individuals, you can enter '1000-3000' in the population size field. The calculator will incorporate the uncertainty into the result.

A result using uncertain data may appear with a bar and diamond. The bar represents the range of possible categories, while the diamond represents the system's "best estimate" based on the entered data.



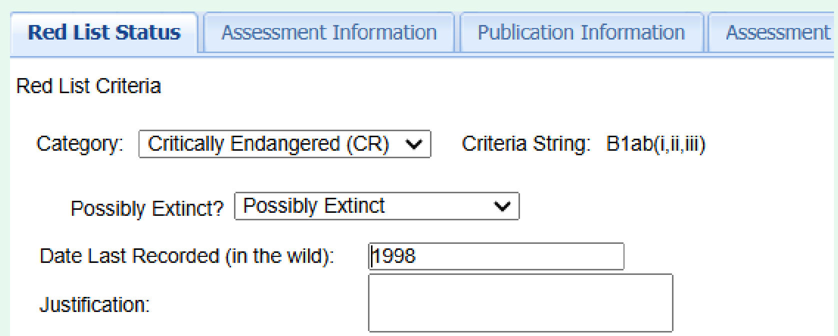
2. **Manual Entry**

   Alternatively, the Category and Criteria can be entered manually. Select the Category from the drop-down menu and tick the boxes next to all criteria and subcriteria for the highest Red List category met. Do not select criteria or subcriteria for species assessed as EX, EW, LC, or DD.



Note: To switch between the two methods, click the ‘Enter Manual Data’ or ‘Revert to Calculated’ buttons.

Possibly Extinct Tag: A tag can be assigned to Critically Endangered species that are likely Extinct or Extinct in the Wild, but for which confirmation is still required. If this applies, select the appropriate tag from the drop-down menu below the chosen category. For all taxa assessed as EX, EW, CR (PE) or CR (PEW), enter the Data Last Recorded in the wild.



Assessment Information Tab

- You can record assessors, contributors, facilitators/compilers, and reviewers for the assessment. If someone cannot be found in the database, please contact the Amphibian Red List Authority.
- You can also access this window by clicking the Manage Credits option in the toolbar.

Assessment Rationale Tab: Provide a rationale to justify the IUCN Red List Category and Criteria in the 'Rationale for the Red List Assessment' text field. The rationale should include the category and criteria met.

- The rationale should not merely quote the Red List Criteria thresholds – the criteria code already indicates this. Instead, it should refer to the key issues highlighted in the documentation sections, summarizing the reasons why the taxon qualifies for the assigned category.
- Provide actual estimates (or a range of values) for data related to the Red List thresholds (e.g., EOO, AOO, number of locations, population size, etc.) rather than restating the criteria thresholds. For example, use "EOO is 15,200 km^2" rather than "EOO is less than 20,000 km^2".

Reasons for Change Tab: For all **re-assessments**, a reason for change in Red List Category must be provided.

  - **No Change:** If there is no change in the Red List Category, select 'No change' from the drop-down menu and select a reason from the second drop-down menu.
  - **Category Change**: If there has been a change in the Red List Category, select 'Genuine change' or 'Non-genuine change' from the drop-down menu, then select a reason from the second drop-down menu. For more information, refer to section 2.2.1 'Transfer between Categories' of the **Red List Guidelines**.

3.9 References

By clicking the References option in the toolbar, you can search for references already within SIS, add new references to the system, attach references to the assessment, and view the list of references that are already attached.

- **Note:** Search the SIS database BEFORE adding a publication to avoid making duplicate references in the system.

4. Key Considerations and Best Practices

4.1 Saving Progress

Make sure to save your progress before moving between sections by using the Save button on the top toolbar. Although SIS will save your changes automatically, it is always best to get into the habit of saving manually.

To view who last edited the assessment and what changes were made, click Tools in the toolbar and then Changes.

- **Using the assessment changes record** (version 1: 29/08/2018)

4.2 Language And Formatting

This section provides key language and formatting tips for SIS. More detailed information can be found in the **Documentation Standards and Consistency Checks for IUCN Red List Assessments and Species Accounts.**

Language

- IUCN uses UK English for spelling and grammar standards in SIS.
- When using species names and other Latin phrases, ensure they are formatted in italics.
- **Note:** Due to constant flux in amphibian taxonomy, it is standard practice of the ARLA to use ‘this species’ throughout an assessment rather than the species’ scientific name. If a species requires a name change (e.g., due to a genus change or synonymy), only the account name will need to be updated, rather than various text fields of the assessment.

Formatting

To avoid issues when the assessment is displayed on the IUCN Red List website, follow these guidelines:

- **Clear Formatting**: When copying and pasting text from external sources (e.g., word processors, PDFs, emails, etc.) into SIS, always first paste into a plain text editor (Notepad for Windows or TextEdit for Mac). This removes hidden formatting.
- **Space Paragraphs**: A double space (two taps of the return key) is required between paragraphs to ensure that all paragraphs display as single-spaced in the assessment after saving.

This manual provides a comprehensive guide to navigating and effectively using SIS for amphibian Red List assessments. By following the outlined steps, you will be able to input and manage data efficiently, ensuring that species assessments are accurate, consistent, and aligned with the ARLA's standards.

With this knowledge, you are well-equipped to contribute to the vital work of conserving amphibians through the IUCN Red List process. **Thank you for your commitment to the Global Amphibian Assessment!**

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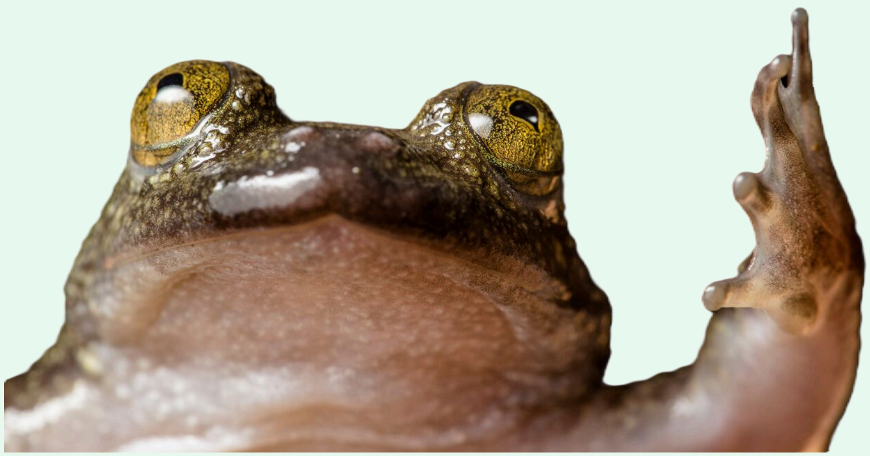

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A contribution from the Amphibian Specialist Group (ASG) of the Species Survival Commission (SSC) of the International Union for Conservation of Nature (IUCN).

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