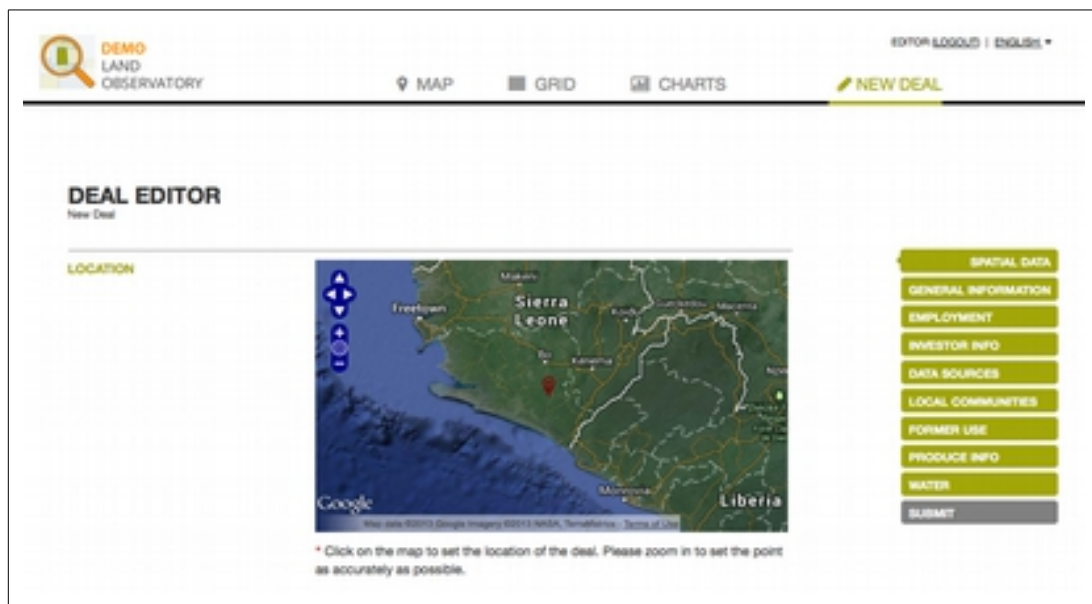


How to submit a new land deal

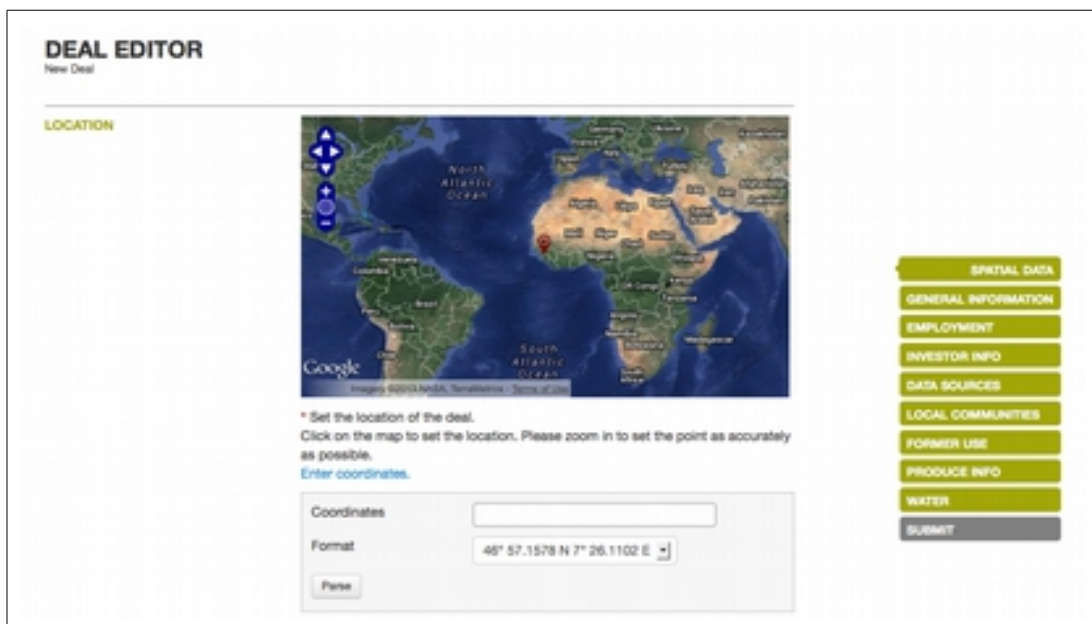
Through a simple process, land deals are submitted to the database — by logged-in users — for approval. Each deal **MUST** have a **location** (although it can be approximate) and must have data for some **basic attributes** to be approved. We encourage you to add as much detail as possible.

We will walk you through the mandatory steps for submission here.

1. The first and required attribute for any land deal is a location. You can zoom out by using the blue navigation button on the left side. One click will place the red marker on the map. If you make a mistake, don't worry, you can move the marker simply by clicking once in the correct place.



If you have coordinates for the deal, you can enter those by clicking on the text "Enter the coordinates" - you will get this screen



Use the drop-down menu to choose the country next, and then the next one to tell us the approximate spatial accuracy. This means how certain you are of the location.

* Click on the map to set the location of the deal. Please zoom in to set the point as accurately as possible.

Country *

Spatial Accuracy *

- Select -
- better than 100m
- 100m to 1km
- 1km to 10km
- 10km to 100km
- worse than 100km

Remark

SPATIAL DATA
GENERAL INFORMATION
EMPLOYMENT
INVESTOR INFO
DATA SOURCES
LOCAL COMMUNITIES
FORMER USE
PRODUCE INFO
WATER
SUBMIT

FAQ ABOUT PARTNERS & DONORS

2. Next click on the “General Information” button on the right hand side. “General information” has all of the mandatory data fields except the Investor information and Data Source.

Mandatory fields have an asterisk *

First fill in the intended area (ha) of the deal. **This is a required attribute.** You can leave a remark in the text box below. Don't put any commas in numbers please – one thousand will be 1000 not 1,000. Next fill in the contract area if you know it.

DEAL EDITOR
New Deal

LAND AREA

Intended area (ha) * ha

Remark

Contract area (ha) ha

Year

+

Current area in operation (ha) ha

Year

+

INTENTION OF INVESTMENT

Intention of Investment

SPATIAL DATA
GENERAL INFORMATION
EMPLOYMENT
INVESTOR INFO
DATA SOURCES
LOCAL COMMUNITIES
FORMER USE
PRODUCE INFO
WATER
SUBMIT

Sometimes deals are split into a number of separate contracts and our system allows you to add them, by simply clicking on the “plus” button.

DEAL EDITOR
New Deal

LAND AREA

Intended area (ha) * ha

Remark

Contract area (ha) ha

Year

Contract area (ha) ha

Year

SPATIAL DATA

GENERAL INFORMATION

EMPLOYMENT

INVESTOR INFO

DATA SOURCES

LOCAL COMMUNITIES

FORMER USE

PRODUCE INFO

WATER

SUBMIT

3. Next, scroll down and select the “Intention of the Investment” from the drop-down menu, which is a required attribute.

INTENTION OF INVESTMENT

Intention of Investment *

- Agriculture
- Conservation
- Forestry
- Industry
- Mining
- Other
- Renewable energy
- Tourism

Scope of agriculture

- Agrofuels
- Food crops
- Livestock
- Non-food agricultural commodities

Scope of forestry

- carbon sequestration
- wood and fibre

Remark

SPATIAL DATA

GENERAL INFORMATION

EMPLOYMENT

INVESTOR INFO

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PRODUCE INFO

WATER

SUBMIT

4. Next, scroll down and select the “Negotiation Status” from the drop-down menu, **which is a required attribute**.

NEGOTIATION STATUS

Negotiation Status *

Year

Contract date

Contract Number

Remark

DURATION OF THE AGREEMENT

Duration of Agreement (years) years

Year

IMPLEMENTATION STATUS

SPATIAL DATA

GENERAL INFORMATION

EMPLOYMENT

INVESTOR INFO

DATA SOURCES

LOCAL COMMUNITIES

FORMER USE

PRODUCE INFO

WATER

SUBMIT

5. Scroll down and select the “Implementation Status” from the drop-down menu, **which is a required attribute**. (If you like, fill in other information in the “General Information” section, but it is not required for your deal to be approved.)

IMPLEMENTATION STATUS

Implementation status *

Year

Remark

PURCHASE PRICE

Purchase price

Remark

SPATIAL DATA

GENERAL INFORMATION

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SUBMIT

6. Next, click on “Investor Info” on the menu on the right hand side. Then click on “Select investor”

DEAL EDITOR
New Deal

PRIMARY INVESTOR

Name

Country of origin

Select Investor

SECONDARY INVESTORS

Name

Country of origin

Select Investor

SPATIAL DATA

GENERAL INFORMATION

EMPLOYMENT

INVESTOR INFO

DATA SOURCES

LOCAL COMMUNITIES

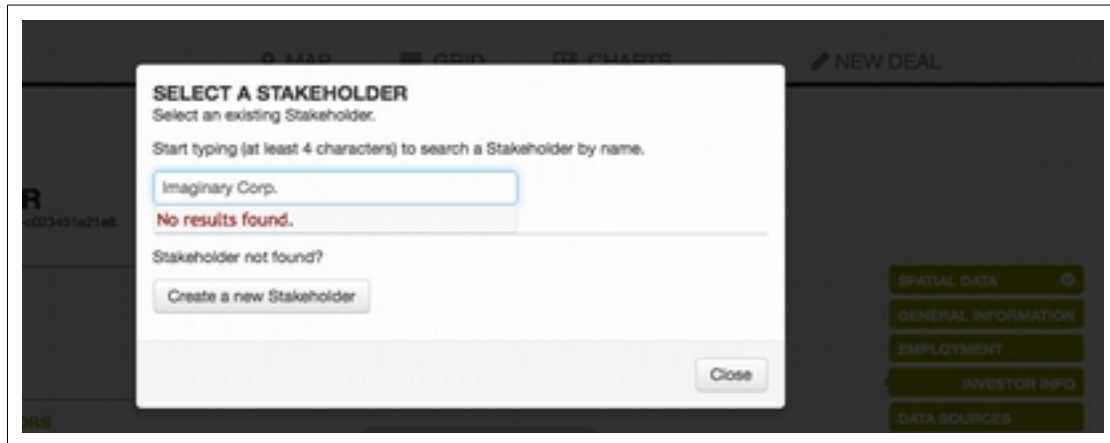
FORMER USE

PRODUCE INFO

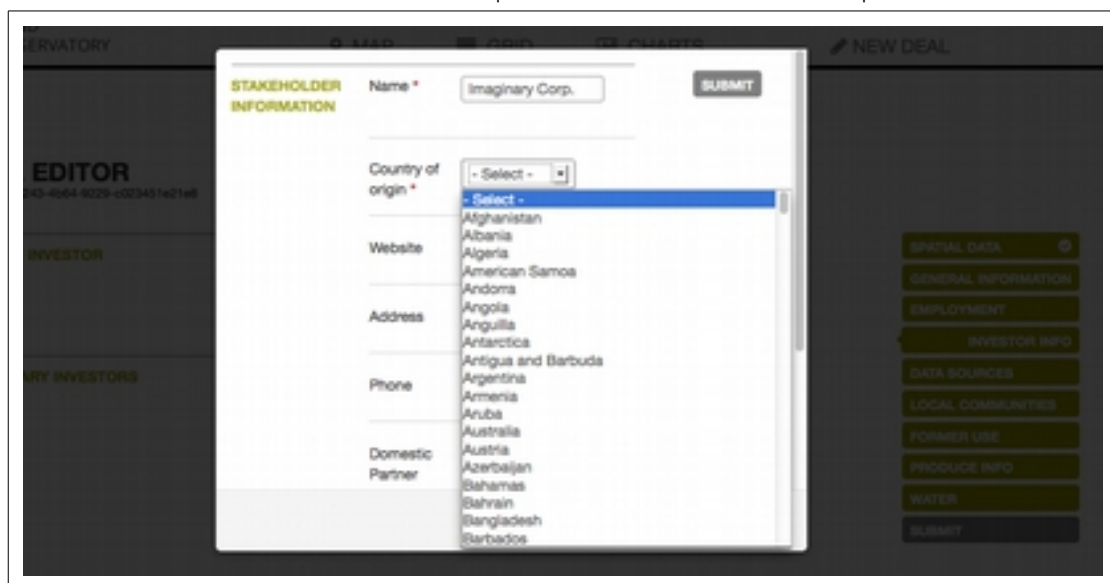
WATER

SUBMIT

A pop-up window will appear. Check first if your investor is already in our database by entering the first letters of the name into the empty field.



If the investor does not exist in the database, please create a new investor profile

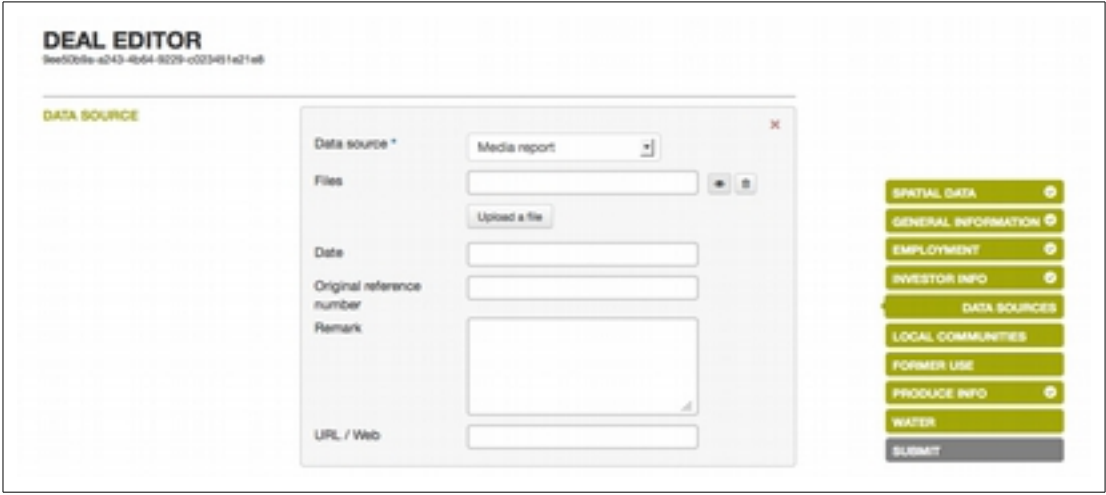


7. So moderators and the general public can assess your report's validity, **we require that you provide information about the source of your data.** On the right-hand menu, click on "Data Sources" and fill in the required information.



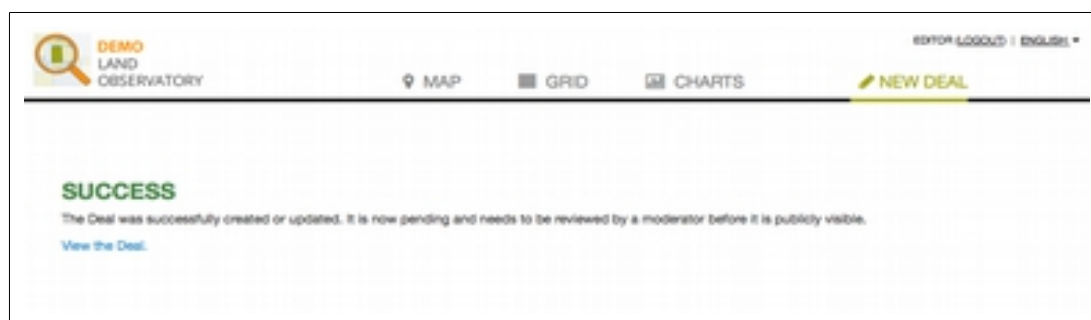
If you have a document that you would like to be available to the public as a source, you can upload it easily to our system for others to see. Simply click “upload a file” and you can upload .gif, .jpe, .jpeg, .jpg, .pdf, .png files.

You can submit as many sources as you would like by simply pressing the “plus” button after the first box.

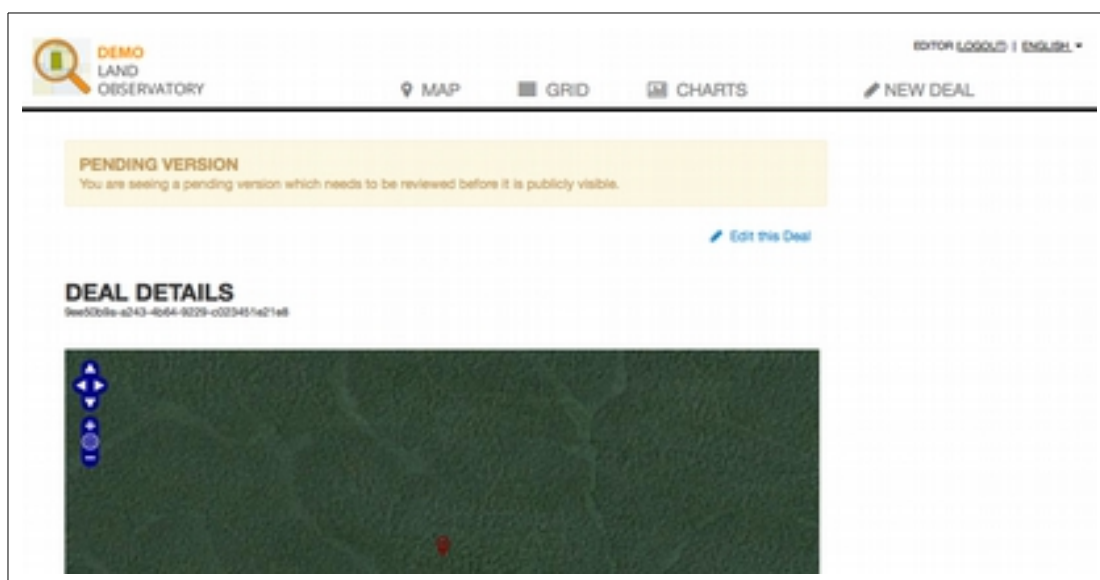


The screenshot shows the 'DEAL EDITOR' interface. At the top left, it says 'DEAL EDITOR' with a unique ID '9ee50b9e-a243-4b64-9229-c023481e21e8'. Below this is the 'DATA SOURCE' section. It contains a form with the following fields: 'Data source *' (a dropdown menu with 'Media report' selected), 'Files' (a text input field with an 'Upload a file' button), 'Date' (a text input field), 'Original reference number' (a text input field), 'Remark' (a large text area), and 'URL / Web' (a text input field). On the right side of the form, there is a vertical menu with buttons for 'SPATIAL DATA', 'GENERAL INFORMATION', 'EMPLOYMENT', 'INVESTOR INFO', 'DATA SOURCES' (which is highlighted), 'LOCAL COMMUNITIES', 'FORMER USE', 'PRODUCE INFO', 'WATER', and 'SUBMIT'.

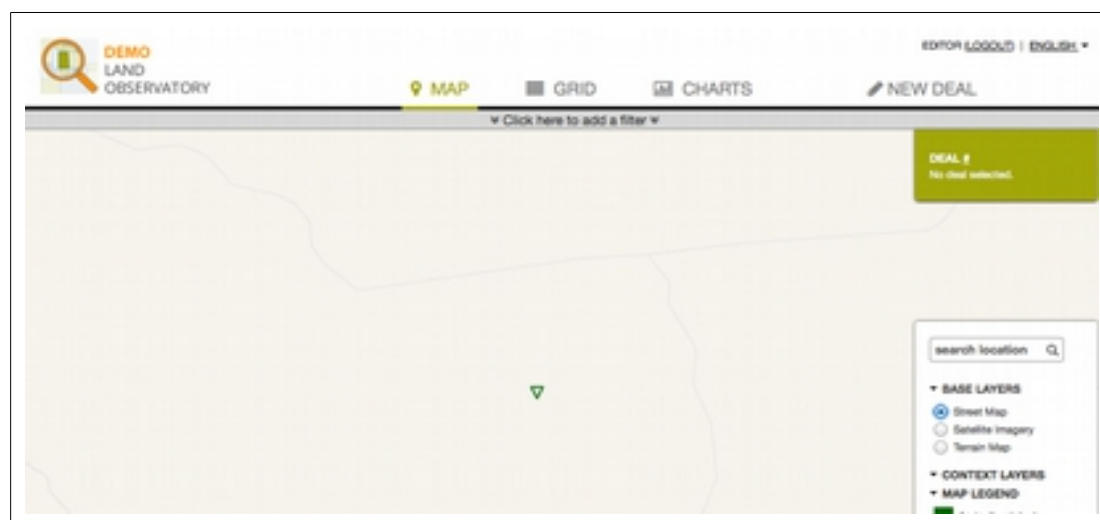
8. Lastly, press “Submit” on the menu on the right hand side. You should see this screen.



In the meantime, you can review or edit your own report – just click “View the Deal” and you will see the “Edit this Deal” button below



When you return to the main screen, your deal will remain visible only to you – as an empty triangle – but invisible to the public until the moderators approve it.



If you have any doubts or questions in using the Land Observatory, please do not hesitate to contact us directly at land_observatory@unibe.cde.ch