



# Darwin Initiative Annual Report

**Important note:** To be completed with reference to the Reporting Guidance Notes for Project Leaders:  
 it is expected that this report will be about 10 pages in length, excluding annexes

**Submission Deadline: 30 April**

## Darwin Project Information

Project Reference	DPLUS003
Project Title	Biodiversity Action Planning in the Falkland Islands
Host Country/ies	Falkland Islands
Contract Holder Institution	Falklands Conservation
Partner institutions	Royal Botanic Gardens Kew, FIG Environmental Planning Office
Darwin Grant Value	£105, 200
Start/end dates of project	July 2013 – June 2015
Reporting period (eg Apr 2013 – Mar 2014) and number (eg Annual Report 1, 2, 3)	July 2013 – March 2014 Annual Report 1
Project Leader name	Dr David Doxford
Project website	<a href="http://www.falklandsconservation.com/projects/action-planning">http://www.falklandsconservation.com/projects/action-planning</a>
Report author(s) and date	Freya Gill, Andrew Stanworth; 30 April 2014

## 1. Project Rationale



The Falkland Islands are situated in the South Atlantic Ocean. They have a land mass of 12, 173 square km, supporting a population of 2,932 at the last census in 2012,

In 2008 the Falkland Islands Government (FIG) produced the Falkland Islands Biodiversity Strategy 2008-2018 (FIBS) supported by the State of the Environment Report. These two documents provide a vision for biodiversity and a baseline for environmental knowledge for the Islands. The FIBS identifies the need for 31 Comprehensive Action Plans and 25 Basic Action Plans for species and habitats. In addition to these identified Action Plans, other biodiversity action is or will be identified in further strategy documents, site management plans (18 NNRs, 22 IBAs, 17 IPAs) and action plans. Based on the average number of actions per species action plan to date (32.5), the total number of tasks from the above would be 3,672 (without including strategy documents). If there were only five tasks per plan, and assuming NNRs were subsumed into IBAs and IPAs, this would still result in over 475 tasks. However calculated, the total number of biodiversity tasks is unrealistic if the above approach is taken to its logical conclusion (bearing in mind the small population and resource base of the Falkland Islands).

This project addresses this issue by analysing the existing plans, identifying the constraints on fulfilling them, and producing rigorous prioritisation guidelines for action relating to the resource available. Consideration will be given to making the identified action more integrated and generic. The approach devised will be tested by completing the suite of action plans listed in the FIBS. All the actions from all the plans will then be brought together and a further sieving undertaken until a realistic, prioritised list of essential action has been produced, in an easily accessible digital format. Findings will be shared with other UKOTs.

## **2. Project Partnerships**

### **Project partner 1: Nick Rendell, Environmental Planning Officer, Falklands Islands Government**

Falklands Conservation has worked in conjunction with the FIG Environmental Planning Officer, Nick Rendell, since the project was envisaged. This has included quarterly Steering Group meetings and e-mail updates, as well as seeking comment on all outputs prior to being finalised (e.g. A Review of Biodiversity Action Planning in the Falklands, Biodiversity Action Planning in the Falkland Islands - Issues and Options, and the excel database of current Action). As the FIG are likely to be primary users of any proposed systems/ frameworks, Nick's expertise and input are vital, and Nick has played a key role in decisions so far. Nick has also been involved in the stakeholder selection for a forthcoming workshop. The partnership with Nick is very positive and he has been very keen for us to take ownership of areas related to the project in order to deliver a more useful and complete package. There have been no issues to date.

### **Project partner 2: Dr Rebecca Upson, Falkland Islands Climate Change Project Manager, Royal Botanic Gardens, Kew**

Dr Rebecca Upson is based at Royal Botanic Gardens, Kew, UK and has also been involved in the project since its outset, but via e-mail and phone due to the distances involved. She will be visiting the Islands in May 2014, during which time she will spend a week working on the project, in particular regarding the plant Species and Habitat Action Plans. Again, the partnership is very positive and to date there has been no issues. Royal Botanic Gardens, Kew will also be providing advice on plant Action Plans, given their botanical expertise.

### **Other collaborators:**

During the first 9 months of this project, contacts have been made within JNCC regarding the BARS (Biodiversity Action Reporting System), a web-based database for biodiversity action. Assistant Biodiversity Planner Freya Gill visited Ulric Wilson, the Technical Project Officer in the JNCC office in Peterborough in March 2014 to consult with him, discuss the project and share experience in forming digital systems for collating actions. She was also able to talk to Dr Tony Weighall about the project and the potential for promulgating methods and systems to other OTs. Whilst in the UK, she also visited and shadowed Liz Charter, the Principal Biodiversity Officer (Strategy and Advocacy) in the Isle of Man Government. In the Isle of Man, they are

currently in the process of writing their first Biodiversity Strategy, including contemplating what to utilise as indicators of action success.

Meetings have also been held in the Falkland Islands, including with JNCC's Tara Pelembe, who met Conservation Officer Andrew Stanworth, and discussed the project and its potential future outlook.

In addition to these face-to-face visits, a range of practitioners have been contacted by e-mail (mainly based in the UK, but also including those based in the Isle of Man, St Helena, South Georgia and Argentina), and have agreed to comment on a draft document regarding the Issues and Options for the Falkland Islands' biodiversity planning. Contact has also been made with Ascension Island, in the process of writing their first Species Action Plans.

A workshop is planned for June 3<sup>rd</sup> 2014 and will ensure that stakeholders within the Islands (including members of the legislative assembly and representatives from SAERI, ACAP, government departments, industry, local practitioners and landowners) are involved in producing action prioritisation criteria and qualifying criteria (selection for which species and habitats require an Action Plan).

RSPB have agreed to be involved in an advisory capacity for the production of ornithological Action Plans, when this stage is reached. We have been in contact with Thomas Churchyard from RSPB, who has been looking at species records from OTs, and their international IUCN status. We have worked with him ensuring species records are correct.

### **3. Project Progress**

There was delay in starting the project until 1<sup>st</sup> July 2014 (approved by Darwin) as the Assistant Biodiversity Planner could only be employed from 22<sup>nd</sup> July. This first annual review therefore covers only three quarters.

#### **3.1 Progress in carrying out project activities**

It is considered that given the nature of the project it is better that Activities (this section) and Outputs (section 3.2) are discussed as a whole. Activities 3.2- 3.4 and 4.1 - 4.3 are not within this year's timeframe; however, progress has been made against some of these and this has been detailed below.

The project has progressed on all Activities and Outputs with the exception of Output 4, and it is anticipated to achieve all by its close. Progress has been driven through the completion of a comprehensive review of all biodiversity action planning to date within the Islands. All output indicators are clearly defined and readily measurable, and the output level assumptions still hold true.

#### **Output 1: Completion of Action Plans identified in the FI Biodiversity Strategy (FIBS)**

A comprehensive review of biodiversity action was undertaken, including compiling all current action into an excel database. A report of this review was produced and presented to FIG, and a presentation of some key findings given to members of Falklands Conservation at the AGM. Activity 1.1 has therefore been completed in accordance with the implementation timetable.

The review highlighted that the current prioritisation system is not working effectively. It became apparent that decisions on prioritisation had numerous stakeholders and that therefore, stakeholders should be included in the decision making process. In order to achieve this (along with other activity targets – see below) a workshop (Action Planning for Biodiversity) has been organised but could not occur until June 3<sup>rd</sup> 2014. Though delayed slightly, the workshop will bring forward a number of other elements that should allow them to proceed ahead of the implementation timetable providing overall benefit to the project. It is not anticipated that this will affect the final project outputs, but in the long-term will make the process more transparent and defensible. Activity 1.2 is therefore currently delayed against the implementation timetable, but should be achieved following the workshop.

Progress towards Activities 1.3 and 1.4, completion of the Action Plans, has been made in accordance with the implementation timetable, through the creation of a template Action Plan, and a draft Plan for one species, and is expected to remain on-track and achievable.

**Output 2: A 'biodiversity action' digital tool**

There has been some progress against Activity 2.1, "the development of a digital system enabling biodiversity action to be brought together", through the database developed for Activity 1.1. However, the prioritisation element of Activity 2.1 has been delayed due to organising a workshop for stakeholders so that this process has greater engagement and endorsement (see Output 1). This Activity is therefore currently behind the implementation timetable until the prioritisation system is agreed; however, it is not anticipated that this will affect the final project outputs.

As for Activity 2.1 here has been some progress against Activity 2.2, testing of the tool with key users. This has been in the form of discussion and consultation with JNCC regarding the UK BARS (Biodiversity Action Reporting System), issues that UK users have found with this system and the appropriateness of the system for use in the UKOTs. There is still activity planned in the implementation timetable on this output in Q3 2015, and as such, it is not anticipated that this will affect the final project outputs.

**Output 3: Achievable list of priority species / habitat action for the FI**

As mentioned in Output 1, a comprehensive review was undertaken, which included compiling all current action into a database, listing all current biodiversity action in one place, as required by Activity 3.1. The database will need to be updated as further action is generated in the long-term and so in essence cannot be 'completed'. An Issues and Options document has been produced in order to provide background to stakeholders as to whether the current framework for managing 'action' needs modifying. This will be discussed within the forthcoming workshop, and will include a decision on the Environmental Monitoring Strategy (identified as part of Activity 3.1). Activity 3.1 is therefore considered near completion and ahead of the implementation timetable currently.

Activity 3.2 may prove to be redundant in its current form ("All tasks looked at together and an assessment made of their overall achievability. A revised list is produced which is realistic and achievable"). Many current actions are written in such a way that it is difficult to ascertain what action would be required to achieve them, i.e. they are not Specific, Measureable, Achievable, Relevant or Time-limited (SMART). Agreement on a proposal to resolve this issue in future documents will be sought at the forthcoming stakeholder workshop, and it is likely that the achievability element of actions will be drawn into the prioritisation process rather than as a separate activity.

It has been agreed with FIG that it would be useful to review whether the current criteria for species and habitats qualifying for action plans are still suitable. This will occur at the June workshop. This would complete Activity 3.3 well ahead of the implementation timetable.

Andrew Stanworth will attend a JNCC workshop in Ascension Island in June at which he will present the findings of the project so far to attendees from Ascension and St Helena making early progress against Activity 3.4, promulgating methodology to other OTs.

**3.2 Progress towards project outputs**

As above.

### **3.3 Progress towards the project Purpose/Outcome**

The project's Outcome is the delivery of the above Outputs, which all had adequate indicators for measurement. In some instances there may be combination of various activities into one Output to make it more effective, such as the assessment of 'achievability' within the prioritisation process therefore combining Activities 1.2, part of 2.1 and 3.2. As the project progresses, we have already identified a few further activities which may have to occur in different orders than currently outlined within the implementation timetable, and adjustments may be sought. In addition, the identification of the need for a workshop to engage stakeholders has delayed a few activities, but will provide greater benefits in the long-term. It is anticipated that the project will achieve its overall outcome by the end of funding.

### **3.4 Goal/ Impact: achievement of positive impact on biodiversity and poverty alleviation**

The project delivers against assisting all forms of biodiversity conservation, as it will facilitate better targeting of personnel time and money into delivering against the most critical action. This will be achieved by developing a framework and digital system that should improve action management and performance measurement. Stakeholder engagement in the process, including through a workshop, will hopefully reduce the likelihood of barriers to decision making, again optimising time spent on achieving action.

## **4. Project support to the Conventions (CBD, CMS and/or CITES)**

The Falkland Islands are not yet Parties to the CBD; however they have followed CBD guidelines in producing the Falkland Island Biodiversity Strategy 2008-2018.

Although not a Party, this project would allow the Falkland Islands to meet several of the Aichi Targets, in particular Aichi Target 2:

"...biodiversity values have been integrated into national and local development ... strategies and planning processes and are being incorporated into national accounting, as appropriate, and reporting systems"

The production of a digital biodiversity action planning tool will allow reporting, accountability and transparency of national biodiversity work in the Islands. It will assist in increasing the effectiveness of any biodiversity action, particularly through ensuring enough resources are provided to follow through on actions; therefore positively impact biodiversity within the Islands.

The FIBS 2008-2018 is a key document underpinning biodiversity action in the Islands, with Action Plans being the tool by which the Islands conserve threatened species and habitats. The production of additional Species and Habitat Action Plans through this project (the qualifying criteria may be altered slightly from current criteria) is critical in maintaining the favourable conservation status of a number of nationally and internationally important threatened habitats and species, including those that are endemic and appear on international conventions such as CMS. This work to improve and sustain known threatened species tackles Aichi Target 12.

## **5. Project support to poverty alleviation**

Not applicable.

## **6. Monitoring, evaluation and lessons**

A Steering Group of the key principals in the project has met quarterly to assess progress on the project. Day-to-day progress is monitored by Andrew Stanworth, the Conservation Officer (50% of time on this project), and David Doxford, the Chief Executive of Falklands Conservation (1 day per month on this project); both of whom have a place on the Steering

Group. Recently, the M&E plan has changed to additionally include a weekly progress reporting and planning meeting for the Assistant Biodiversity Planner and the Conservation Officer.

The outputs of the project will be tested with key stakeholders in the Falkland Islands and modifications will be made in the light of any feedback received. The outputs relate directly to the project Outcome, and all indicators of achievement are readily quantifiable.

Financial monitoring is carried out through Falkland Conservation's own accounting system, with monthly reports on income and expenditure available to the project officer. Overall financial control is overseen by David Doxford (FC's CEO) and ultimately during the annual audit by Wilkins Kennedy.

In terms of lessons learnt, the project output to produce an ICT tool is proving complex, the commitment is that: "all the action identified in species & habitat APs, and in invasive species plans, will be brought together in an easily accessible digital format, with clear priorities given and a realistic number of actions. The format will be compatible with that for site management plans and be linked to the forthcoming FI GIS centre (at the South Atlantic Environmental Research Institute) and the FIG Islands Database." However, the GIS Centre is still under development, and the Steering Group will need to consider the best format and hosting for the tool. Additionally, the parallel OTEP-funded Protected Areas project has yet to produce final recommendations for Management Plan formats, and the FIG Islands Database may not be in a format that could align with the 'ideal' electronic system.

The discussions with JNCC regarding an 'ideal' electronic hosting system (along the lines of UK's BARS) have clarified some of the likely costs. These costs are beyond the scope of the project budget. There are a number of additional complicating factors with regard to IT support and infrastructure within the Islands i.e. who would host such a system (particularly with the GIS centre being under development, and uncertainty regarding a GIS element in Action Plans). There is still scope to deliver against the project outcomes regarding an electronic system, but the aspirations for an 'ideal' system will have to be carefully weighed against the likelihood of delivery and support in the long term. Hence we have decided to adopt an iterative approach; a demonstration tool will be developed this coming year to share with stakeholders with a view to determining the best format and host for a potential on-line front end going forward. This particular outcome is still likely to consume much more time than the one month initially allocated in the implementation timetable.

Another point that has regularly come out in discussion with practitioners is that we have looked at the broadest nature of biodiversity action planning. Many people, upon initially hearing about our project "Biodiversity Action Planning in the Falkland Islands", have assumed that it is focussed solely on action only relating to species and habitats. The project however has sought to consider all forms of biodiversity action in the Falkland Islands, for example our the review considered a range of reports (including, for example, those relating to fisheries management), strategy documents and site management plans in addition to the species action plans. We have learnt to clarify this point sooner when having meetings, producing documents or giving presentations.

A further point, as noted within the Outputs, is that it has become apparent that this project is more likely to succeed if stakeholders are involved at the planning stages. This has led to our planning of a stakeholder workshop to discuss and make decisions on key options and issues for Falklands Action Planning, relating to all project Outputs.

## **7. Actions taken in response to previous reviews (if applicable)**

Not applicable.

## **8. Other comments on progress not covered elsewhere**

The project design has been enhanced to additionally consider the wider context of action planning and the framework used to manage it. This has included how all action planning works together, and whether guidelines for all actions need to be developed. This has been discussed within a draft Issues and Options document, which has been sent to overseas biodiversity practitioners for comment.

The inclusion of a workshop is an enhancement on the original scope, providing a means to include stakeholders and strengthen the final decisions and outcomes of the project.

The main difficulty encountered thus far is the nature of the actions already written that the project has to work with. Many actions cannot be interpreted sufficiently to utilise in some of the Activities. This is to be addressed by the project providing guidance on how to ensure SMART actions are written in the future so that performance measures can be derived. It is simply not feasible to demand a re-write of all actions from previous documents.

## **9. Sustainability**

During the past nine months, effort has been made to promote the project through a variety of media. This has included mention of the work on Falkland Conservation's Facebook page and Twitter feed, development of a page on Falkland Conservation's website, as well as mention pre-project within our organisations' magazine (going out to UK / worldwide and Falkland Island members), with a full magazine article of the project's progress planned for the May 2014 issue. An article relating to the project has also been in our newsletter – a free publication sent around the local Falkland Island businesses, and available freely within the FC shop.

The Assistant Biodiversity Planner presented a talk about this project, and the review undertaken, at Falkland Conservation's AGM, which was advertised in the national newspaper and attended by members and interested parties. International awareness of the project has been enhanced through e-mail contact with overseas practitioners, including from some OTs, as well as discussions with a Conservation Officer from St Helena. Our Assistant Biodiversity Planner has additionally presented to government officials in the Isle of Man, and discussed the project and outputs with the Technical Project Officer at JNCC.

Increasing interest for biodiversity action planning is likely to develop from our planned workshop in June 2014, which will involve a range of stakeholders from the local community.

The project will ensure the sustainability of new biodiversity projects as any action arising from them can be entered into the action planning system. FIG is responsible for maintaining Falkland Island databases and the digital planning tool as an output of this project will be an extremely useful means of keeping track of what needs doing. It will be maintained by FIG in partnership with all those involved in biodiversity projects, and if possible integrated into the forthcoming FI GIS centre at the South Atlantic Environmental Research Institute.

It is extremely likely that the action planning system will be sustained after the project ends, as it has government support and will enable them to allocate money and resources according to what stakeholders feel are the priority actions (through their participation in the production of standard prioritisation criteria).

In relation to the exit strategy, few risks were identified initially in project application, and these risks (all with low impacts on the project) remain unchanged.

## **10. Darwin Identity**

The Darwin Initiative has been recognised as the funding body for this project since it was envisaged. The Darwin Initiative logo is present on our projects' webpage, on the front of all documents produced by the project, as well as being present on and acknowledged in project presentations. The Darwin Initiative was mentioned as the source of funding within the

Assistant Biodiversity Planners' job description, and all applicants were sent a copy of the project application form which contains the Darwin logo.

All people working within the conservation field in the Falkland Islands are likely to be familiar with and understand the Darwin Initiative. Falklands Conservation's member magazine, free newsletter and Facebook page frequently make reference to the Initiative, particularly as a source of funding for projects – these media are received by local businesses, local interested parties, local members and UK / worldwide members.

## 11. Project Expenditure

**Table 1 project expenditure during the reporting period (1 April 2013 – 31 March 2014)**

Project spend since last annual report	2013/14 Grant (£)	2013/14 Total actual Darwin Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs (see below)				
Consultancy costs				consultant was arranged, however has now changed
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items (see below)				
Others (see below)				
<b>TOTAL</b>	<b>42, 000</b>	<b>40,965</b>		

Highlighted changes to the project leader, start date, and associated staff costs and consultancy costs have been approved by Darwin.

All staff have worked on the project since it commenced on 1<sup>st</sup> July, except the Assistant Biodiversity Planner who began employment on 22<sup>nd</sup> July (hence slightly less than 3 full quarters).

Staff member	Name	% of time given to project	Actual Staff cost 2013/14 (£)
Assistant Biodiversity Planner	Freya Gill	100% - 9 months	
Conservation Officer	Dr Andrew Stanworth	50% - 4.5 months	
Chief Executive Officer	Dr David Doxford	1 day per month	

### Capital Items: £493

3 hard drives, 1 book

**12. OPTIONAL: Outstanding achievements of your project during the reporting period (300-400 words maximum). This section may be used for publicity purposes**

I agree for the Darwin Secretariat to publish the content of this section (please leave this line in to indicate your agreement to use any material you provide here)

## Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2013-2014

No logical framework was produced for this project. This is therefore a report against the project's implementation timeline 2013-2014 (Annex 2).

Project summary	Measurable Indicators	Progress and Achievements April 2013 - March 2014	Actions required/planned for next period
<p><b>Goal/Impact</b> Not present in original project application.</p>			
<p><b>Purpose/Outcome</b> If all the Falkland Islands biodiversity action plans are looked at together, the total number of identified tasks becomes unrealistic in terms of the resources available. This project aims to solve this problem by analysing the approach to action planning taken to date and to develop an easily accessible digital format for classifying and prioritising tasks. Rigorous guidelines will be developed for prioritisation of action and generic action across species/habitats will be developed.</p> <p>The methodology will be tested by completing the suite of action plans listed in the FI Biodiversity Strategy 2008-18. All the actions from all the plans will then be brought together and a further prioritisation undertaken until an achievable list of essential action has been produced. This output will facilitate practical action on the ground.</p>		<p>Baseline information on the failings of the current system has been established through a thorough a review report (output).</p> <p>Issues and options for an alternative action planning management framework have been reported (output).</p> <p>Workshops have been organised (see right) and methods for prioritisation established.</p> <p>Some consultancy has taken place over the format and production of the digital planning tool and templates developed.</p> <p>One of the action plans has been drafted.</p>	<p>Stakeholder workshop in early June 2014, where guidelines for action composition, qualifying criteria for Species and Habitats action plans and action prioritisation criteria will be developed. This will also increase local awareness of the project.</p> <p>Andrew Stanworth will also attend a JNCC workshop in Ascension Island in June, at which he will present the findings of the project so far to attendees from Ascension and St Helena making early progress against Activity 3.4, promulgating methodology to other OTs.</p>
<p><b>Output 1.</b> Completion of Action Plans identified in FI Biodiversity Strategy</p>	<p>All listed Action Plans completed</p>	<p>This is a readily measurable indicator; however the Species and Habitats currently listed as requiring Action Plans may be altered following the planned stakeholder workshop. Progress has been made on all Activities listed under this Output.</p>	
<p>Activity 1.1. Existing biodiversity plans reviewed, all identified action extracted and brought together</p>		<p>A comprehensive review of biodiversity action was undertaken, including compiling all current action into an excel database. A report of this review was produced and presented to FIG, and a presentation of some key findings given to members of Falklands Conservation at the AGM. Activity 1.1 has therefore been completed in accordance with the implementation</p>	

		timetable.
Activity 1.2. Existing tasks analysed and rigorous guidelines produced on which tasks should be made the highest priority (prioritisation guidelines); also the identification of generic tasks which can be aggregated across plans		It became apparent that decisions on prioritisation had numerous stakeholders and that therefore, stakeholders should be included in the decision making process. In order to achieve this (along with other activity targets – see below) a workshop (Action Planning for Biodiversity) has been organised but could not occur until June 3 <sup>rd</sup> 2014. This Activity is therefore currently delayed against the implementation timetable, but should be achieved following the June workshop. It is not anticipated that this will affect the final project outputs, but in the long-term will make the process more transparent and defensible
Activity 1.3. Comprehensive Action Plans complete (except for striated caracara, which will be an output of the Darwin raptor project)		Progress towards this Activity, and Activity 1.4, has been made in accordance with the implementation timetable, through the creation of a template Action Plan, and a draft Plan for one species, and is expected to remain on-track and achievable.
Activity 1.4. Basic Action Plans complete		See Activity 1.3
<b>Output 2.</b> A 'biodiversity action' digital planning tool	Achievement of Outputs 3. & 4. (Achievable list of priority species/habitat action for the FI, An identification of the above action that can be achieved: a) with existing resources; b) with additional resources)	This is a readily measurable indicator, and some progress has been made, though this Output is currently delayed on the implementation timetable due to the organisation of a workshop to increase stakeholder participation in the action planning process.
Activity 2.1. A digital system devised that enables all biodiversity action tasks to be brought together, prioritised and result in realistic work plans. This would provide the framework for 3. below		There has been some progress, through the database developed for Activity 1.1. However, the prioritisation element of Activity 2.1 has been delayed due to the organisation of a workshop so that this process has greater stakeholder engagement and endorsement (see Output 1). This is currently delayed on the implementation timetable until the prioritisation system is agreed; however, it is not anticipated that this will affect the final project outputs.
Activity 2.2. The tool to be tested with key users, and modified if need be		There has been some progress against Activity 2.2 in the form of discussion and consultation with JNCC regarding the UK BARS

		<p>(Biodiversity Action Reporting System), issues that UK users have found with this system and the appropriateness of the system for use in the UKOTs. There is still activity planned in the implementation timetable on this output in Q3 2015, and as such, it is not anticipated that this will affect the final project outputs.</p>
<p><b>Output 3.</b> A list of priority species/habitat action for the FI</p>	<p>All existing biodiversity action prioritised and in one place; this will include a list of all environmental monitoring</p>	<p>This indicator is readily measurable. All current biodiversity action was compiled into an excel database for a review, though this can only ever be a working document. Action has not yet been through a standardised prioritisation procedure, but this will be possible after the planned stakeholder workshop in June 2014.</p>
<p>Activity 3.1. All biodiversity action from all plans listed and put together in one place; there will need to be consideration given as to whether the Environmental Monitoring Strategy (a proposed output of the Biodiversity Strategy, and a subset of all action) needs to be a separate document</p>		<p>As mentioned in Output 1, a comprehensive review was undertaken, which included compiling all current action into a database, listing all current biodiversity action in one place, as required by Activity 3.1. The database will need to be updated as further action is generated in the long-term and so in essence cannot be 'completed'. An Issues and Options document has been produced in order to provide background to stakeholders as to whether the current framework for managing 'action' needs modifying. This will include a decision on the Environmental Monitoring Strategy. Activity 3.1 is therefore considered near completion and ahead of the implementation timetable timescale currently.</p>
<p>Activity 3.2. All tasks looked at together and an assessment made of their overall achievability</p>		<p>Activity 3.2 may prove to be redundant in its current form, as many current actions are written in such a way that it is difficult to ascertain what action would be required to achieve them, i.e. they are not Specific, Measureable, Achievable, Relevant or Time-limited (SMART). Agreement on a proposal to resolve this issue in future documents will be sought at the forthcoming stakeholder workshop, and it is likely that the achievability element of actions will be drawn into the prioritisation process rather than as a separate activity.</p>

## Annex 2 Project's full current timeframe

(Q3: Project began 1<sup>st</sup> July 2013) This document is reporting on Q3 and Q4 of 2013 and Q1 of 2014.

Activity	No of Months	Year 1 (2013)		Year 2 (2014)				Year 3 (2015)	
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
<b>Output 1 Completion of Action Plans identified in FI Biodiversity Strategy</b>									
1.1 Existing biodiversity plans reviewed, all identified action extracted and brought together	2	x							
1.2 Existing tasks analysed and rigorous guidelines produced on which tasks should be made the highest priority (prioritisation guidelines); also the identification of generic tasks which can be aggregated across plans	2	x	x						
1.3 Comprehensive Action Plans complete (except for striated caracara, which will be an output of the Darwin raptor project)	5			x	x	x	x	x	
1.4 Basic Action Plans complete	6			x	x	x	x	x	
<b>Output 2. A 'biodiversity action' digital planning tool</b>									
2.1 A digital system devised that enables all biodiversity action tasks to be brought together, prioritised and result in realistic work plans. This would provide the framework for 3. below	1		x						
2.2 The tool to be tested with key users, and modified if need be	1		x					x	
<b>Output 3. Achievable list of priority species/habitat action for the FI</b>									

3.1	All biodiversity action from all plans listed and put together in one place; there will need to be consideration given as to whether the Environmental Monitoring Strategy (a proposed output of the Biodiversity Strategy, and a subset of all action) needs to be a separate document	1			x	x	x	x	x	
3.2	All tasks looked at together and an assessment made of their overall achievability	1						x	x	
3.2	A revised list is produced which is realistic and achievable: this may result in modification of the Action Plans	1							x	
3.3	Guidelines produced for inclusion of new species/habitats into the action plan process, and for removal of species/habitats; and for the addition/removal of tasks to the master list	1								x
3.4	Methodology promulgated to other OTs									x
<b>Output 4.</b>	<b>An identification of the above action that can be achieved: a) with existing resources; b) with additional resources</b>									
4.1	Agreed list of achievable action with current resources (people, time, money)	1								x
4.2	Agreed list of essential action that cannot be achieved with current resources	1								x
4.3	Identification of additional resources needed to fully implement action plans	1								x

## Annex 3 Standard Measures

**Table 1 Project Standard Output Measures**

Code No.	Description	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Number planned for reporting period	Total planned during the project
Established codes							
7	Training materials to be produced for use by host country	0			0	0	2 (guidance for utilising planning system, guidance for writing actions)
8	Number of weeks to be spent by UK project staff on project work in the host country	0			0	0	1 (Rebecca Upson)
9	Number of species/habitat management plans (or action plans) to be produced for Governments, public authorities, or other implementing agencies in the host country	1 Draft Falklands Fritillary Plan produced			1	0	11 (species and habitat action plans identified by the FIBS)
12A	Number of computer based databases to be <b>established</b> and handed over to the host country	1 Action review database			1	1	2 (also action planning tool)
14A	Number of conferences/seminars/ workshops to be <b>organised</b> to present/disseminate findings	1 Isle of Man seminar			1	1	3 (also workshop for stakeholders & end of project seminar)
14B	Number of conferences/seminars/ workshops <b>attended</b> at which findings from Darwin project work will be presented/ disseminated.	2 Falkland Conservation AGM, Life workshop			2	0	3 (also Andy-Ascension)
15A	Number of national press releases in host country(ies)	2 Magazine			2	1	3 (also another

		article, penguin news advertising talk					magazine article)
15B	Number of local press releases in host country(ies)	2  Newsletter article, press release to members advertising talk at AGM			2	1	4  (also 2 more newsletter articles)
23	Value of resources raised from other sources (ie. in addition to Darwin funding) for project work						
23	Royal Botanic Gardens, Kew	£4,000 – staff time, in- kind contribution				£4,000	£7,300 – staff time, in- kind contribution
23	Falklands Conservation	£2,000 – staff time, in- kind contribution				£2,000	£4,000 – staff time, in- kind contribution
23	FIG Environmental Planning Department						

**Table 2 Publications**

<b>Type</b> (eg journals, manual, CDs)	<b>Detail</b> (title, author, year)	<b>Publishers</b> (name, city)	<b>Available from</b> (eg contact address, website)	<b>Cost</b> £
Report	*A Review of Biodiversity Action Planning in the Falkland Islands, Freya Gill and Andrew Stanworth, 2014	Falklands Conservation, Stanley	<a href="mailto:biodiversity@conservation.org.fk">biodiversity@conservation.org.fk</a>  <a href="http://www.falklandsconservation.com/component/jdownloads/viewcategory/67?Itemid=458">http://www.falklandsconservation.com/component/jdownloads/viewcategory/67?Itemid=458</a>	Free

## **Annex 4 Onwards – supplementary material (optional but encouraged as evidence of project achievement)**

This may include outputs of the project, but need not necessarily include all project documentation. For example, the abstract of a conference would be adequate, as would be a summary of a thesis rather than the full document. If we feel that reviewing the full document would be useful, we will contact you again to ask for it to be submitted.

It is important, however, that you include enough evidence of project achievement to allow reassurance that the project is continuing to work towards its objectives. Evidence can be provided in many formats (photos, copies of presentations/press releases/press cuttings, publications, minutes of meetings, reports, questionnaires etc) and you should ensure you include some of these materials to support the annual report text.

### Please find attached:

- Gill, F.G. & Stanworth A. J. 2014a. A Review of Biodiversity Action Planning in the Falkland Islands. Falklands Conservation.
- Gill, F.G. & Stanworth A. J. Draft 6Feb2014. Biodiversity Action Planning in the Falkland Islands - Issues and Options. Falklands Conservation.

### Available on request:

IOM presentation

Action Excel Database

### Record of public articles produced for Biodiversity Action Planning Project

1. Falklands Conservation “Wildlife Conservation in the Falkland Islands” Magazine Issue 18, May 2013. Article introducing the project, detailing the funding source and briefly describing the outputs of the project.
2. Falklands Conservation Newsletter, July 2013. Article by new member of staff (Assistant Biodiversity Planner) introducing herself and briefly describing the outputs of the project.
3. Falklands Conservation “Wildlife Conservation in the Falkland Islands” Magazine Issue 19, November 2013. Short article detailing success in funding application and employment of an Assistant Biodiversity Planner.
4. Penguin News advert (national newspaper) 6<sup>th</sup> December 2013. Detailing upcoming talk at FC’s AGM by Assistant Biodiversity Planner on Biodiversity Action Planning in the Falklands.
5. February 2014. Review document produced as part of project. Emailed to steering group, interested parties and made available online. *Gill, F.G. & Stanworth A. J. 2014a. A Review of Biodiversity Action Planning in the Falkland Islands. Falklands Conservation.*
6. February 2014. Draft document produced and sent to practitioners for comment. *Draft: Gill, F.G. & Stanworth A. J. 2014b. Biodiversity Action Planning in the Falkland Islands- Issues and Options. Falklands Conservation.*
7. March 2014. Press article written by Liz Charter in Isle of Man, before visit of Assistant Biodiversity Planner to DEFA, Isle of Man.
8. At printers: Falklands Conservation “Wildlife Conservation in the Falkland Islands” Magazine Issue 20 (May 2014). Back page full article that describes work undertaken to date, as well as detail regarding the trip undertaken by Assistant Biodiversity Planner in March 2014, when she visited JNCC Peterborough and the Isle of Man in relation to the project.

### Record of public talks / events

1. Falklands Conservation AGM, 13<sup>th</sup> December 2013. Assistant Biodiversity Planner presented a 10-minute “Biodiversity Action Planning in the Falkland Islands” talk, about the project and the review undertaken, to members of Falklands Conservation, and other interested parties.
2. Isle of Man, 24<sup>th</sup> March 2014. Assistant Biodiversity Planner presented a 30-minute “Biodiversity Action Planning in the Falkland Islands” talk to government officials in the Isle of Man, after which she led a discussion regarding the talk and the potential implications / lessons for action planning in the Isle of Man.

### Workshops attended where work was disseminated

1. 31 May – 10<sup>th</sup> June 2013, Protected Areas Workshop, Ascension attended by Andrew Stanworth.
2. 24<sup>th</sup> March 2014, Life Workshop, London. Attended by David Doxford.

### Other articles produced for Biodiversity Action Planning Project

1. Website- page dedicated to the project, including links to download reports produced by the project. Updated quarterly.
2. Social media: Facebook updates, links to webpage and Twitter feed includes project progress updates.

### Meetings:

Additionally to quarterly Steering Group meetings, Skype meetings with Rebecca Upson and meetings with other Falkland Conservation staff members (including weekly project progress meetings); we have undertaken project-specific meetings with the following people:

1. David Higgins, Terrestrial Conservation Advisor, St Helena
2. Liz Charter, Principal Biodiversity Officer (Strategy and Advocacy), Isle of Man Gov’t
3. Philippa Tomlinson, Biological Recording, Isle of Man Gov’t
4. Ulric Wilson and Tony Weighall, JNCC, UK
5. Telecon with Joanne Keegan, Natural England
6. Tara Pelembe, JNCC, UK
7. Anne Saunders, ACAP, Falkland Islands
8. iLaria Marengo , SAERI, Falkland Islands

## Checklist for submission

	Check
<b>Is the report less than 10MB?</b> If so, please email to <a href="mailto:Darwin-Projects@ltsi.co.uk">Darwin-Projects@ltsi.co.uk</a> putting the project number in the Subject line.	
<b>Is your report more than 10MB?</b> If so, please discuss with <a href="mailto:Darwin-Projects@ltsi.co.uk">Darwin-Projects@ltsi.co.uk</a> about the best way to deliver the report, putting the project number in the Subject line.	
<b>Have you included means of verification?</b> You need not submit every project document, but the main outputs and a selection of the others would strengthen the report.	
<b>Do you have hard copies of material you want to submit with the report?</b> If so, please make this clear in the covering email and ensure all material is marked with the project number.	
Have you involved your partners in preparation of the report and named the main contributors	
Have you completed the Project Expenditure table fully?	
Do not include claim forms or other communications with this report.	