



Department
for Environment
Food & Rural Affairs



Foreign &
Commonwealth
Office



Department
for International
Development



Darwin Plus: Overseas Territories Environment
and Climate Fund
Fellowship Application Form

Submit by 2359 GMT Monday 29 August 2016

Please read the Guidance Notes before completing this form
Information to be extracted to the database is highlighted in blue

1. **Name and address of Applicant organisation** (NB: Notification of results will be by email and addressed to the Project Leader listed in Section 5)

Applicant Organisation:	Environment and Natural Resources Directorate
Address:	Essex House
City and Postcode:	Jamestown STHL 1ZZ
Country:	St Helena Island
Website:	
Phone:	

2. **Name and address of proposed Fellow** (include email and telephone details where available)

Proposed Fellow:	Natasha Stevens
National of which OT?	St Helena
Address:	Agriculture and Natural Resources Division
City and Postcode:	Jamestown STHL 1ZZ
Country:	St Helena Island
Email:	
Phone:	
Employer Organisation:	Environment and Natural Resources Directorate

3. **Fellowship dates, duration and total grant requested**

Proposed start date: 26-6-17 Duration of project: 9 months End date: 30-11-17			
Fellowship funding requested	2017/18 £ 9,000	2018/19 £0	Total £9,000

4. Summary of proposed Fellowship i.e. Outcome and expected outputs and impact

(Max 100 words)

To broaden professional experience through a period of mentoring by the Ministry of Primary Industries, New Zealand, on international standards in island biosecurity.

Expected outcomes:

- Improvements in Biosecurity St Helena with a practical action plan, including:
 - Gaps and weaknesses in procedures
 - Data collection
 - Technical auditing
- Professional growth and development, and professional networking

Impact will be improved biosecurity capacity in St Helena in anticipation of the islands first air access and new cargo arrangements, resulting in reduced threat of introduction of invasive alien species and improved environmental management.

UKOT involved?	St Helena	Letter of support from OT Government included?	Yes
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5. Principals in the Fellowship. Please give the details of the individuals from the applicant and host organisations (and other institutions if relevant) who would be directly involved in supervising/working with the Darwin Plus Fellow. Please provide a one page CV for each of these named individuals and the proposed Fellow. You may copy and paste this table if you need to provide details of more than one overseas project partner.

Details	Project Leader	Other expert	Other expert	Other expert
Surname	Duncan	Balchin	Ruttley	
Forename(s)	Darren	Julie	Paul	
Post held	Head	Biosecurity Officer	Team Manager People Capability	
Institution	ENRD, St. Helena Government	ENRD, St. Helena Government	Ministry for Primary Industries, New Zealand	
Department	Agriculture and Natural Resources Division	Agriculture and Natural Resources Division	Auckland Biosecurity Centre	
Tel/ Skype				
Email				

6. Describe briefly the aims, activities and achievements of the proposed Fellow's employing organisation. Large institutions please note this should describe your unit or department.

(max 150 words)

ANRD forms a part of St Helena Government's Environment and Natural Resources Directorate. ANRD contributes to the quality of life on St Helena through implementation of agricultural, forestry, fisheries and natural resources programmes and the provision of services to producers and the general public.

The Division employs around 39 full time staff, including biosecurity, fisheries, agricultural extension, veterinary and pest control officers, and forestry managers and field staff.

Our mission is achieved through supporting a sector that embraces and contributes to:

- Economic growth (and development).
- Sustainable use of natural resources.
- Food security.
- Improved biosecurity.

A key function is to protect our agriculture, fisheries and forestry industries through implementation of robust biosecurity services that maintains St Helena's favourable pest and disease status. ANRD is responsible for the development and implementation of Biosecurity St Helena, the national biosecurity policy, endorsed in 2014.

7. Describe briefly the proposed Fellow's current role within their organisation and what relevance this has to environmental management and/or climate change in the OTs.

(max 200 words)

The proposed Fellow's is the Biosecurity Assistant, responsible for:

- Delivery of the Biosecurity Service to the appropriate standard under the direction of the Biosecurity Officer.
- Development of annual action plan to coordinate operations across the biosecurity continuum – pre-border, border and post-border - at all ports of access, air and sea.
- Coordination of border inspection operations, post-border monitoring and emergency response actions.
- Managing the post-border operations in collaboration with ANRD staff, including assisting the Biosecurity Officer and the Pest Control Officers in identifying and monitoring any new species arriving to the island.
- Support the Biosecurity Officer in the identification of resources (financial, transport, equipment) required to deliver the border and post-border operations.
- Issuing import licences against established import health standards and issuing phytosanitary certificates for exported produce and plant material.
- Upkeep and maintenance of biosecurity facilities and equipment at all ports of entry.
- Maintaining the ANRD Biosecurity database for imported products, interceptions and retentions.
- Biosecurity awareness in schools and in the public domain.

The proposed Fellow's role is directly relevant to environmental management and climate change mitigation in the reduction of risk of introduction of invasive alien species through implementation of biosecurity measures.

8. Provide a concept note on the Fellowship. This should include:

8a. A clear outline of the aim and objectives of the Fellowship

(Max 300 words)

The opening of air access and initiation of new cargo arrangements taking place from 2016 onwards with the decommissioning of the single ship currently serving the island will bring about a fundamental change to border security on St Helena Island. Increasing risks of the introduction of new pests, diseases and weeds is seen for both air and sea ports, with new pathways of introduction, faster transit times leading to greater survival, and greater volumes of goods arriving less frequently posing logistical challenges for border inspection operations.

In anticipation of these changes to the risk profile at the border, Biosecurity St Helena has strengthened procedures and processes. Actions are based on a system of risk profiling allowing limited resources to be focused on areas of highest perceived risk, an approach pioneered by island nations such as New Zealand. Two full-time biosecurity officers have been recruited and a biosecurity detector dog trained.

While considerable operational capability exists within the current team, neither officer has broader biosecurity experience outside St Helena. The nature of the changes taking place from 2016 make further training and exposure to an existing model system highly desirable in order to ensure the best possible system is in operation.

The aim of the Fellowship is to provide that broader experience in the following areas:

- Risk profiling
- Passenger and baggage profiling and screening at an international airport
- Detector dog operations
- Cargo operations at an international airport
- Cargo operations at an international seaport
- Post office and courier mail screening
- Technical auditing of the system
- Import risk assessment procedures for biosecurity risk goods
- Post-border biosecurity monitoring
- Compliance, enforcement and auditing
- Data collection and management

8b. The role of the applicant and/or host organisation, and others where relevant (including contacts)

(Max 300 words)

The Fellowship will be hosted by the Ministry of Primary Industries, New Zealand.

New Zealand biosecurity standards are among the highest in the world and widely used as a model for other countries. They are particularly appropriate for a sub-tropical island nation such as St Helena, with a benign incubator climate and few, defensible borders.

Further, due to the relatively small and quiet nature of St Helena it is hard for officers to gain experience in aspects of the job which may be critical but only arise occasionally. Officers need to experience skills being exercised on a daily basis. At the same time it is difficult to find a suitable location for such an exposure visit, where the scale of operations is comparable. The New Zealand biosecurity service is experienced in receiving exposure and training visits from biosecurity officers from small island developing states, and to helping visiting officers understand how to apply lessons learned to their home operations. Visiting officers are mostly from the Pacific Islands but also include the South Atlantic, with previous visits from biosecurity officers from Tristan da Cunha and, most recently in 2015, from the Falkland Islands. Sharing learning experience from the same source, New Zealand, will assist the harmonisation of biosecurity across the South Atlantic UKOTs.

8c. Where appropriate, how the Fellowship will contribute towards environment and/or climate change management in the OTs i.e. what the expected outcome of the Fellowship will be, with regard to the aim of Darwin Plus.

(Max 300 words)

The Fellowship will contribute to strengthening environmental management by reducing the risk of introduction of invasive alien species in St Helena through improved biosecurity across the biosecurity continuum. Internal biosecurity procedures will also be strengthened as a result of lessons learned, improving management actions directed at existing established species by containment and reduction of spread.

Climate change will result in an increase in both the number and type of invasive alien species associated with international trade, putting increasing pressure on the biosecurity service. Changing climate patterns also exacerbates the problem of managing established invasive species, as new species may establish, existing species change range with new species initiating population explosions, and the endemic flora and fauna become further embattled.

The Fellowship will result in improved data collection system. Data collected by the biosecurity team on interceptions contributes to the development of effective environmental policies and management plans.

Invasive alien species affect all sectors. Invasive species threatens food security, and is a big concern for conservation, the wider environment, agricultural production, forestry, infrastructure maintenance, and tourism. The funding of the newly constructed airport is based on an economic model of eventual self-sufficiency through increased tourism and local production, and this is threatened by the spread of invasive alien species.

9. Legacy. Provide information on how the Fellow will utilise, promote and disseminate the benefits of the Fellowship on return to his/her UKOT. Will a strategy be developed during the Fellowship to ensure this is achieved?

(max 200 words)

The Fellow will directly apply the lessons learned in her day to day work. As Biosecurity Assistant her duties include assisting the Biosecurity Officer in planning and implementing of the national biosecurity policy "Biosecurity St Helena". Consequently she is in an ideal position to utilise, promote and disseminate the benefits of the Fellowship to maximum effect.

Immediately on return, the Fellow will:

- Lead a seminar with ANRD colleagues to explain and share lessons learned during the Fellowship;
- Working with the Biosecurity Officer, assess gaps and weaknesses in the day to day procedures;
- Develop a practical action plan to apply relevant new actions to biosecurity operations at pre-border, border, and post border levels, including risk assessments and technical auditing of the system;
- Liaise with the MPI host for feedback.

11. How will the Fellowship assist the OT's environmental priorities? Please refer to strategy papers, white papers or other materials as appropriate.

(max 200 words)

Strengthening the islands biosecurity system assists St Helena's environmental priorities by reducing the threat of invasive alien species. The Fellowship will:

- Build on the South Atlantic Invasive Species Regional Invasive Alien Species Strategy 2010.
- Contribute to the St Helena Island 10 Year Plan 2017 – 2027 national goal "Altogether Greener"
- Support the St Helena Government Sustainable Management Plan 2014-2017 strategic, objective 8.1
- Support the National Environmental Management Plan 2012-2022, objective D
- Support the St Helena Invertebrate Conservation Strategy 2016 to 2021, Goal 2
- Support the St Helena Environment Charters 2001, Commitment 2
- Implement the Weed Management Action Plan endorsed in August 2016
- Directly strengthen St Helena's first national Biosecurity Policy "Biosecurity St Helena", endorsed in 2014 with the vision "to establish and implement an effective biosecurity system of shared responsibility that protects the sustainable future of our island environment, allowing a vibrant economy, safe movement of people and goods, and enhanced livelihoods and health."

- 12.** What collaboration has there been with the proposed Fellow to date in developing the proposal, and what collaboration is planned for the duration of the Fellowship? Where relevant, describe any consultation or collaboration by the proposed Fellow within his or her own territory.

(max 200 words)

The proposed Fellow has been closely involved in development of the proposal and consultations with the host organisation, the Auckland Biosecurity Centre.

The fellowship builds on a long-term relationship between the South Atlantic UKOTS and MPI New Zealand most recently seen in an exchange visit in October 2015 between New Zealand and Falkland Islands biosecurity officers. This followed a regional biosecurity workshop for the SA UKOTs in Ascension island in August 2015, with the main objectives:

- To share experience and good practice in the region;
- To improve the Biosecurity of the participating Overseas Territories;
- To explore the potential for a regional approach to Biosecurity building on the 2009 Regional South Atlantic Invasive Species Strategy.

The proposed fellowship grew out of this initiative.

In addition, strengthening capacity is one of the six strategic objectives in the national Biosecurity Policy, endorsed in 2014 following extensive public consultation. The implementation plan for the Policy recognises the importance of training, and exposure to a model biosecurity system in the context of the limitations available on-island.

During the Fellowship she will be in regular communication with the Biosecurity Officer and Head of ANRD to guide her learning experience and ensure that maximum benefits are realised.

- 13.** Where will the Fellow be based? Please be specific. Provide details of the organisation and dates (where more than one location).

(max 200 words)

The Fellow will be based with biosecurity teams at two sites in New Zealand, Auckland and Wellington:

Auckland:

- Airport operations: risk assessing passengers, inspecting baggage.
- Auckland Mail Centre: x-ray technology, inspecting mail.
- Detector dog handling, mail and passenger pathways.
- Seaport operations: shipping and cargo, yacht clearance.
- Clearance of commercial shipments of cargo (fresh produce, used equipment, personal effects).

Wellington:

- Determining risk, analysing risk, formulating import health standards.
- Monitoring, treatment and precautions to prevent marine invasive species.
- Sea and air port operations.

Provisional programme:

Monday 3rd to Friday 7th July – Auckland International Airport.

Monday 10th to Wednesday 12th July – Regulation and Assurance Division, Wellington

Thursday 13th to Friday 14th July – Surveillance and Incursion Investigation Centre, Wellington

Monday 17th to Tuesday 18th July – Border Clearance (Wellington operation), Wellington

Wednesday 19th to Friday 21st July – Border Clearance (Auckland Metro operation), Auckland

Monday 24th to Friday 28th July – Border Clearance (Auckland Port operation), Auckland

There may be alterations to the programme due to operational demands.

On return to St Helena, the Fellow will resume her duties as part of the biosecurity team, and spend up to 3 months working with the Biosecurity Officer developing and implementing the post-Fellowship action plan.

14. Provide a programme of work, including key milestones, through the duration of the Fellowship

Please add/remove columns to reflect the length of your project. For each activity (add/remove rows as appropriate) indicate the number of months it will last, and shade only the quarters in which an activity will be carried out. The workplan can span multiple pages if necessary.

Activity	Duration	2017/18												2018/9											
		A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Border clearance: air and sea ports																									
Regulation and risk assessment																									
Application of lessons learned																									

15. Costs. Using UK Government Financial Years (ie April 2017 – March 2018 etc), please provide details of the costs associated with this Fellowship in the short Darwin Plus spreadsheet. Use this section to provide justification for the funds requested.

Return travel at economy rates are given, by sea from St Helena to Cape Town, and air from Cape Town to Auckland. An internal return flight from Auckland to Wellington is also included, as the fellowship will take place at two locations.

Hotel and subsistence costs for New Zealand are provided at SHGs standard rate. Local travel in New Zealand covers bus and shuttle costs on arrival and departure, and between hotel and work stations. Hotel and subsistence is also given for transit in Cape Town as recommended by SHG due to uncertainties in the shipping schedule.

MPI does not make any charge for hosting the Fellow.

16. Other sources of funding: provide details and amounts

ENRD will provide a contribution towards the Fellow's subsistence costs, of £40 per day to a total of £1,320.

17. Risks

It is important that you consider all potential risks to the Fellowship and how these risks could be mitigated. Please identify risks you have considered, the potential impact on the project and explain how you can mitigate against them. Risks may include working in a volatile region, visa or travel difficulties, lack of engagement with local communities or organisations. You should always consider the risk of fraud, error or bribery.

Description of the risk	Likelihood the event will happen (H/M/L)	Impact of the event on the project (H/M/L)	Steps the project will take to reduce or manage the risk
Travel arrangements are upset by breakdown of the ship or delays due to rough seas, resulting in missed air connections	M	M	Travel insurance will cover this risk, covering additional air travel costs. The New Zealand programme can be adjusted to take any lost days into account.
Proposed Fellow is unable to take up the Fellowship due to unforeseen circumstances, such as ill health	L	H	This risk is difficult to mitigate. The proposed Fellow does not have a history of poor health, and has travelled internationally before.
Problems with local travel arrangements limit the ability of the Fellow to follow the programme	L	M	An adequate amount has been budgeted for local travel in New Zealand, to allow for various local travel options in the event of problems with the most economic.
MPI host staff are unable to accord expected attention to the Fellow due to unforeseen circumstances, such as a major biosecurity incursion.	M	L	This is seen as an opportunity for the Fellow to gain invaluable experience in such an event, and of potential great benefit.

FCO NOTIFICATION

Please check the box if you think that there are sensitivities that the Foreign and Commonwealth Office will need to be aware of should they want to publicise details of the Darwin Fellowship and the resultant work in the UK or the UKOTs


CERTIFICATION

I certify that, to the best of our knowledge and belief, the statements made by us in this application are true and the information provided is correct. I am aware that this application form will form the basis of the project schedule should this application be successful.

I enclose CVs for project principals and letters of support as requested in the Guidance Notes.

Name (block capitals)	Darren Duncan
Position in the organisation	Head, Agriculture and Natural Resources Division

Signed



Date:

26/08/16

Fellowship Application - Checklist for submission

	Check
Have you provided actual start and end dates for the Fellowship?	✓
Have you read the current Terms and Conditions for this fund?	✓
Have you provided your budget based on UK government financial years i.e. 1 April – 31 March?	✓
Have you checked that your budget is complete, correctly adds up and that you have included the correct final total on the top page of the application?	✓
Has your application been signed by a suitably authorised individual? (clear electronic or scanned signatures are acceptable)	✓
Have you included a 1 page CV for the proposed Fellow and the experts listed in Section 5?	✓
Have you included a letter of support from the applicant organisation, training organisation (if different from applicant org) and the relevant OT Government?	✓
Have you read the Guidance Notes?	✓
Have you checked the Darwin website immediately prior to submission to ensure there are no late updates?	✓

Once you have answered Yes to the questions above, please submit the application, not later than **2359 GMT Monday 29 August 2016 TBC** to Darwin-Applications@ltsi.co.uk using the name of the proposed Fellow as the subject of your email. If you are e-mailing supporting documentation separately please include in the subject line an indication of the number of e-mails you are sending (e.g. whether the e-mail is 1 of 2, 2 of 3 etc).

DATA PROTECTION ACT 1998: Applicants for grant funding must agree to any disclosure or exchange of information supplied on the application form (including the content of a declaration or undertaking) which the Department considers necessary for the administration, evaluation, monitoring and publicising of the Darwin Initiative. Application form data will also be held by contractors dealing with Darwin Initiative monitoring and evaluation. It is the responsibility of applicants to ensure that personal data can be supplied to the Department for the uses described in this paragraph. A completed application form will be taken as an agreement by the applicant and the grant/award recipient also to the following:- putting certain details (i.e. name, contact details and location of project work) on the Darwin Initiative and Defra websites (details relating to financial awards will not be put on the websites if requested in writing by the grant/award recipient); using personal data for the Darwin Initiative postal circulation list; and sending data to Foreign and Commonwealth Office posts outside the United Kingdom, including posts outside the European Economic Area. Confidential information relating to the project or its results and any personal data may be released on request, including under the Environmental Information Regulations, the code of Practice on Access to Government Information and the Freedom of Information Act 2000.