

DP\100028

**Improving biosecurity in the
SAUKOTs through Pest Risk
Assessments**

Maczey, Norbert | CABI

Funding sought
Project start/end

£144,644.00
1 Apr 2018 - 31 Mar 2020

1. Contact Details

Q1. Lead applicant contact details

Please enter the contact details for the lead application. The lead applicant is the same as the Flexi-Grant account holder. Please note that the Flexi-Grant account holder will be the only contact point for the application. Additionally, please add contact details for the Project Leader if this is different from the lead applicant.

Dr Norbert Maczey

Senior ecologist
Primary Applicant

CABI Bakeham Lane, Egham, Surrey, TW20
9TY, United Kingdom

Q2. Lead organisation contact details

Please enter the applicant organisation details

CABI

CABI, Bakeham Lane, Egham, Surrey, TW20
9TY, United Kingdom

Q3. Lead organisation type

Please select one of the below options.

Other (e.g. Academic)

Please add any 'Committee Feedback' to the field below:

|

Please add any 'Specific Ineligibility' feedback to the field below:

|

Please add any 'Conditions' to the field below:

|

Please add any 'Positive Feedback to the field below:

|

2. Title, Dates & Budget Summary

Q4. Project title

Improving biosecurity in the SAUKOTs through Pest Risk Assessments

Q5. Project dates

Start date: 01/04/2018	End date: 31/03/2020	Duration (e.g. 2 years, 3 months): 2 years
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Q6. UKOT(s)

(See Guidance Notes)

Which UK Overseas Territory(ies) will your project be working in? You may select more than one UKOT from the options below.

Falkland Islands (FI)

St Helena, Ascension and Tristan da Cunha*

* if you have indicated a territory group with an asterisk, please give detail on which territories you are working on here:

St Helena

In addition to the UKOTs you have indicated above, will your project directly benefit any other country(ies)? If so, list here.

Ascension and South Georgia are not direct project partners, but the Department of Conservation & Fisheries of Ascension and the Government of South Georgia have expressed their support of the project and dissemination of outcomes to these territories will be part of the project.

Q7. Budget summary

Year:	2018/19	2019/20	2020/21	Total request
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Amount:	£68,509.0 0	£76,135.0 0		£144,644.00
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Q7b. Proposed (confirmed and unconfirmed) co-financing as % of total project cost	45%
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3. Lead Organisation Summary

Q8. Lead organisation summary

Please provide the following information on the lead organisation

What year was your organisation established/ incorporated/ registered?	1912
What is the legal status of your organisation?	<input checked="" type="radio"/> Other (if selected, please explain below)
Other explained	<p>CABI (Centre for Agriculture and Biosciences International) is an intergovernmental not-for-profit organisation owned by member countries.</p> <p>Its mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment.</p> <p>CABI's 48 member countries guide and influence our work which is delivered by scientific staff based in our global network of centres.</p>
How is your organisation currently funded?	<p>CABI is funded by a range of international donors and project calls. In addition a proportion of funding is provided by member countries through membership fees.</p>
Have you provided the requested signed audited/independently examined accounts? If you select "yes" you will be able to upload these. Note that this is not required from Government Agencies.	<input checked="" type="radio"/> Yes

Please attach the requested signed audited/independently examined accounts. The limit for any single file uploaded as supporting materials with your application is 6MB. Please ensure documents are saved in PDF form where possible in order to

minimise size.

Q9. Has your organisation been awarded Darwin Initiative funding before (for the purposes of this question, being a partner does not count)?

Yes

If yes, please provide details of the most recent awards (up to 6 examples)

Reference no.	Project leader	Title
DPLUS033	Norbert Maczey	Enhancing biosecurity and biological control capacity in the Falkland Islands
22/001	Steve Edgington	Rescuing and restoring the native flora of Robinson Crusoe Island
16/008	David Minter	Conservation of Microfungi: a voice for unprotected and vulnerable organisms. 2007-2010
15/004	Dave Moore	Conserving and Using Entomopathogenic Fungi and Nematodes within Chile. 2006-2009

14/030	Paul Cannon	Going for Gold - Cordyceps Conservation in Bhutan. 2005-2008
12/026	Carol Ellison	Towards sustainable management of alien invasive weeds in southern China (classical biological control of <i>Mikania micrantha</i>). 2003-2007

4. Project Partners

Q10. Project partners

Please list all the partners involved (including the Lead Organisation) and explain their roles and responsibilities in the project. Describe the extent of their involvement at all stages, including project development. This section should illustrate the capacity of partners to be involved in the project, and how local institutions, local communities, and technical specialists are involved as appropriate.

Please provide written evidence of partnerships. Please add fields for more partnerships, if required. Details on roles and responsibilities in this project must be given for the Lead Organisation and all project partners.

Lead Organisation name:	CABI
Details (including roles and responsibilities and capacity to engage with the project):	<p>CABI has led the design and development of this project and will provide overall co-ordination. CABI will also be responsible for providing the necessary horizon scanning tools, drafting the framework for updated PRAs and conducting all training activities. CABI scientists have considerable experience in conducting research linked to invasion ecology, biodiversity conservation covering taxonomic, ecological and other aspects such as biological control of invasive species and PRAs for the introduction of biological control agents. CABI scientists have collaborated on, and managed many DFID and DEFRA funded projects in the management of invasive species. Our organisation has also a long history of capacity building through participatory approaches. The latest Annual Report of CABI-UK shows the wide range of activities carried out, specialising in the control of invasive species. CABI also produced influential policy statements and papers related to the use of biocontrol agents and the adequate conduct of PRAs. CABI has a long established relationship with DEFRA and DFID, with the administration of the British membership of CABI only recently having switched from DEFRA to DFID. Norbert Maczey will be project manager and lead scientist, Pablo Gonzalez-Moreno project scientist with high level experience on PRA development.</p>

Do you have partners involved in the Project?

Yes

The limit for any single file uploaded as supporting materials with your application is 6MB. Please ensure documents are saved in PDF form where possible in order to minimise size.

1. Partner Name:	Environment and Natural Resources Directorate (ENRD) of St Helena
Website address:	http://www.sainthelena.gov.sh/environment-and-natural-resources/
Details (including roles and responsibilities and capacity to engage with the project):	<p>The Environment and Natural Resources Directorate brings together roles concerned with the management, conservation and regulation of the natural and man-made environment, allowing for a properly co-ordinated and joined-up approach. This includes lands, buildings, transport infrastructure, agriculture and the environment. During this project ENRD will receive training to increase capacity for biosecurity. It will itself be responsible for the community awareness programme to promote any planned changes on biosecurity procedures. The directorate is well placed to carry out this activity through building on a range of other ongoing awareness raising activities.</p>
Would you like to include a letter of support from this organisation?	<input checked="" type="radio"/> Yes
Letter of Support:	<p>The limit for any single file uploaded as supporting materials with your application is 6MB. Please ensure documents are saved in PDF form where possible in order to minimise size.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

Do you have more than one partner involved in the Project?

Yes

<p>2. Partner Name:</p>	<p>Department of Agriculture, Falkland Island Government</p>
<p>Website address:</p>	<p>www.fig.gov.fk/biosecurity</p>
<p>Details (including roles and responsibilities and capacity to engage with the project):</p>	<p>The Department of Agriculture Biosecurity section leads on biosecurity for Falkland Islands Government, working on the international borders as well as within the archipelago. The department is supported by biosecurity, agricultural and veterinary staff and as such is well placed to partner in this project. During this project the DoA will receive training to increase capacity for biosecurity. It will itself be responsible to promote and implement any planned changes on biosecurity procedures.</p>
<p>Would you like to include a letter of support from this organisation?</p>	<p><input checked="" type="radio"/> Yes</p>
<p>Letter of Support:</p>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

<p>3. Partner Name:</p>	
<p>Website address:</p>	
<p>Details (including roles and responsibilities and capacity to engage with the project):</p>	

Would you like to include a letter of support from this organisation?	<input type="radio"/> Yes <input type="radio"/> No

4. Partner Name:	
Website address:	
Details (including roles and responsibilities and capacity to engage with the project):	
Would you like to include a letter of support from this organisation?	<input type="radio"/> Yes <input type="radio"/> No

5. Partner Name:	
Website address:	
Details (including roles and responsibilities and capacity to engage with the project):	
Would you like to include a letter of support from this organisation?	<input type="radio"/> Yes <input type="radio"/> No

6. Partner Name:	
Website address:	

Details (including roles and responsibilities and capacity to engage with the project):	
Would you like to include a letter of support from this organisation?	<input type="radio"/> Yes <input type="radio"/> No

If you require more space to enter details regarding Partners involved in the Project, please use the text field below.

Conservation & Fisheries Department of Ascension Island and the Government of South Georgia & the South Sandwich Islands are not direct project partners within this application. They will however be updated on any progress within the project and have expressed their support through letters. These are attached above, together with CABI's own letter of support, together with the LoS from our project partners.

5. Project Staff

Q11. Project staff

Please identify the core staff on this project, their role and what % of their time they will be working on the project.

These should match the names and roles in the budget spreadsheet.

Please provide 1 page CVs for these staff.

Name (First name, Surname)	Role	% time on project	CV attached below?
Norbert Maczey	Project leader	25	<input checked="" type="checkbox"/>
Pablo Gonzalez-Moreno	PRA specialist	25	<input checked="" type="checkbox"/>
Darren Duncan	Project partner	15	<input checked="" type="checkbox"/>
Julie Balchin	Biosecurity officer St Helena	25	<input checked="" type="checkbox"/>

Do you require more fields?

Yes

Name (First name, Surname)	Role	% time on project	CV attached below?
Ross James	Biosecurity officer Falkland Islands	5	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

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Please provide 1 page CVs (or job description if yet to be recruited) for the Project staff listed above. Ensure the file is named clearly, consistent with the named individual and role above.
The limit for any single file uploaded as supporting materials with your application is 6MB. Please ensure documents are saved in PDF form where possible in order to minimise size.

Have you attached all Project staff CVs?

Yes

6. Background & Methodology

Q12. Summary of Project

Please provide a brief summary of your project, its aims, and the key activities you to undertake. Please note that if you are successful, this wording may be used by Defra in communications e.g. as a short description of the project on GOV.UK. Please bear this in mind, and write this summary for a non-technical audience.

This project aims to improve biosecurity in the SAUKOTs. Its focus will be on developing Pest Risk Assessment (PRA) procedures tailored to the needs of individual territories and on building capacity to use these. These improved procedures will make use of a new horizon scanning and pathway analysis tool currently under development by CABI. Initially, specific requirements for improved procedures will be discussed at a regional workshop and implementation tested during the second half of the project.

Q13. Background

What is the current situation and the problem that the project will address? How will it address this problem? What key OT Government priorities and themes will it address?

The JNCC led South Atlantic Overseas Territories Regional Biosecurity Workshop held in Ascension Island in August 2015 identified the lack of capacity to carry out PRA on new imports such as ornamental plant species as a problem for all SA UKOTs. In addition, a recent gap analysis assessing biosecurity and control of invasive species on the UKOTs conducted by the Non-native Species Secretariat for Great Britain (NNS) (Key 2017; <http://tinyurl.com/yamf6eyb>) highlighted significant gaps in biosecurity capacity, particularly with regards to prevention within the majority of the UKOTs. At the same time CABI is developing a new horizon scanning tool as part of the open access invasive species compendium (ISC). We believe that the SAUKOTs would be very well suited (small numbers of islands, but spanning a wide range for a lot of parameters such as climate, individual size, trade, tourism) to conduct a case study to test and better implement this newly developed tool. This would also provide a unique opportunity to develop better biosecurity protocols and in particular improved PRA procedures tailored to the need of individual territories involved in such a study, and thereafter to provide adequate training and mentoring to biosecurity staff to implement these.

Q14. Methodology

Describe the methods and approach you will use to achieve your intended outcomes and impact. Provide information on how you will undertake the work (materials and methods) and how you will manage the work (roles and responsibilities, project management tools etc). Give details of any innovative

techniques or methods.

The project will be split into four work packages:

WP 1: Identifying specific needs of individual OTs

Building on the existing gap analysis a review of specific requirements for the participating territories will be undertaken in form of a workshop on St Helena, including the consultation of a wide range of stakeholders.

WP 2: Test and implement a horizon scanning tool for invasive species

This project will use St Helena as a case study to test and improve a new horizon scanning tool based on pathway analysis currently under development for the CABI compendia.

WP 3: Develop tailored PRA procedures (including import risk assessments) for individual territories

This WP focuses on mechanisms to improve capacity to confidently conduct PRAs in each territory.

A PRA form, recently developed for the Falkland Islands (with input provided by St Helena and South Georgia during DPLUS033), together with existing guidelines in the territories will provide the background to develop better tailored PRA procedures. The horizon scanning tool from WP2 will become integral part of these improved procedures.

The PRAs will cover these scenarios:

- Accidental introduction of new invasive species (horizon scanning, pathway analysis and rapid response procedures) primarily into the terrestrial but also marine environment;
- Introduction of non-native species as ornamental, pets or for commercial purposes (e.g. aquaculture), including PRA of anything associated with these species such as soil substrate or packaging;
- Introduction of non-native species for biological control of invasives or as pest control agents in agriculture and horticulture.

For some PRAs such as the introduction of BC agents more specific factors such as the requirements for host range testing, climate suitability, likely establishment of control agents, and cost benefit analysis will be assessed, which will support a better integration of PRAs into the 'Weed Management Action Plan' (WMAP) currently being implemented on St Helena. Possible candidates for case study assessments during the projects are control agents for priority invasives such as *Austroepatorium inulifolium* or *Schinus terebinthifolius*.

WP 4: Create a biosecurity network for all SAUKOTs to share knowledge about species of concern, alerts, etc.

We will look into ways to make better use of a network of individual skills available in the territories and how to draw on expertise from other organisations such as FERA or CABI against a background of tight financial limitations. It will also address issues such as the periodical loss of skills and experience associated with fluctuation of staff and access to information, when internet access or other forms of communication are

limited.

We will also assess how such a network can include a repository (or at least access to it) of information and tools and to which degree frequent communication among islands officers is required to allow consistent updates of information and improvement of skills.

Many aspects of the four WPs can be covered by desk based activities, but there will also be the need for at least two workshops (one each year). A focus will be on frequent mentoring after the first workshop.

If necessary, please provide supporting documentation e.g. maps, diagrams etc., using the File Upload below.

The limit for any single file uploaded as supporting materials with your application is 6MB. Please ensure documents are saved in PDF form where possible in order to minimise size.

File name	Date uploaded
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7. Objectives, Stakeholders & Sustainability

Q15. Project Objectives

How does this project:

- Deliver against the priority issues identified in the assessment criteria
- Demonstrate technical excellence in its delivery
- Demonstrate a clear pathway to impact in the OT(s)

a) The project will significantly improve the capacity for biosecurity on the SAUKOTs, an area identified as with substantial need for improvement in a recent gap analysis study (Key, 2017, Tackling Invasive Non-Native Species in the UK Overseas Territories - Gap Analysis of Biosecurity Capacity).

b) Developing and applying a suitable PRA concept is an exercise which, although simple in concept, requires experience to facilitate delivery. The project will make use of CABI's 'Know-how' on the integrated management of IAS (including its Invasive Species Compendium) and take the latest developments with regards to integration novel online tools for horizon scanning and pathway analysis in the field of invasion ecology into account. The project will also employ a modern participatory approach to engage with stakeholders and the wider public throughout the project.

c) The project will have a direct impact on the OTs involved with regards to better biosecurity procedures and capacity of trained staff to conduct PRAs more confidently. Addressing concerns about the shortcomings of previous one-off training events regarding PRAs, continued mentoring after training during a first workshop will increase confidence to conduct PRAs after the project. Increased capacity for horizon scanning will reduce risks of future invasions by non-native species. As a case study, any outputs will be applicable to other UKOTs even if there is the need to adjust existing protocols and procedures to individual needs. With regards to the integration of biological control agents into a clear PRA system this will provide a clear path to initiate new classical biological control (CBC) projects/programmes on UKOTs ultimately leading to a better and more cost effective control of invasives and long term conservation of unique island ecosystems. Better PRA procedures will also reduce the rate of accidental introductions by increasing the level of preventative measures. Concerning the intentional introduction of new species such as ornamental plants these procedures will help to make better informed decisions with regards to their potential invasiveness and the risks of the introduction of associated species (for example species hiding in transport containers, soil etc.). Through public consultations, we will also build the background against which the nature of PRAs, and their benefits will be explained to the wider public covering aspects of prevention of accidental introduction and the benefits of deliberate introduction of biological control agents after comprehensive risk assessments. Public and government acknowledgement of CBC and an increased willingness to accept the introduction of thoroughly researched natural enemies will enable effective, environmentally benign control of destructive IAS.

The inclusion of the local community in the consultation process of this project will further encourage public participation with both biosecurity and to a certain degree with ongoing control efforts for introduced species. Outreach will take place in form of public consultation events during the team visits to St Helena and the Falklands and as well by using social media throughout the project.

Dissemination of the impacts of this work will be done by the CABI-UK team, who have a strong track record in this.

Q16. Project Stakeholders

Who are the stakeholders for this project and how have they been consulted (include local or host government support/engagement where relevant)? Briefly describe what support they will provide and how the project will engage with them.

Governmental departments

Governmental departments of St Helena and the Falkland Islands are main partners in this project. They will play an active part in shaping and conducting future PRA strategies during every step of the project. In addition, biosecurity staff will receive training to run PRA activities and use the tools made available more confidently following the project. The project will provide templates for PRA procedures applicable to other UK OTs. Some of the departments have already been engaged in discussions with CABI on Biosecurity for some time, others have only recently joined the discussion. The governments of Ascension and SG will not be full project partners, but are interested to engage with the project and have expressed support with letters attached to this proposal. Project activities will be highly complementary to current work by the GBNNSS on pathway analysis and horizon scanning. A project steering group including GBNNSS will be set up to coordinate the different projects and provide added value.

Other stakeholders

Improved PRA procedures may require changed procedures or regulations which are potentially of relevance for the wider public. Whenever this occurs there is an obligation to inform the public of any changes and to seek approval for these. Direct engagement with the public on the islands will be provided by participating governmental partners, along with social media postings from CABI. Successful and long term prevention of the introduction of invasive species will be of general benefit to conservation organisations (RSPB invited to steering group).

Q17. Institutional Capacity

Describe the lead organisation's capacity (and that of partner organisations where relevant) to deliver the project.

CABI has an extensive infrastructure that has delivered biocontrol programmes and

management of invasive species since its foundation in 1912. Attachments submitted with this application include the Annual Review (and accounts) of CABI which give details of our information and management capacities plus activities worldwide. In addition, the latest Annual Report of CABI-UK shows the wide range of activities carried out, specialising in the control of invasive species. CABI also produced influential policy statements and papers related to the use of biocontrol agents and the adequate conduct of PRAs.

CABI has already undertaken work for the SAUKOTs, producing a report on the feasibility of CBC on OTs in the South Atlantic (<https://tinyurl.com/y82a27xz>). On Ascension and St Helena, CABI has been involved in successful CBC programmes such as the control of *Insignorthezia insignis* threatening endemic gum trees and more recently in control of *Sagina procumbens* on Gough Island. CABI, ENRD, DoA of FIG and GoSG have also recently been working together on some aspects of this project during a previous Darwin+ project (DPLUS033) focused on enhancing biosecurity in the Falkland Islands.

The project leader has been involved with CBC and invasive species management since 2011. He has over 30 years' experience as an entomologist, has successfully managed projects in many countries, and participated in the previous and ongoing Darwin Initiative projects 14/030 and DPLUS033. Pablo Gonzalez Moreno is a plant ecologist with 10 years' experience in plant survey, ecological modelling and risk assessments. He is coordinating the pan European impact risk assessment for IAS within the COST Action Alien Challenge and has collaborated in the GB impact scoring update for non-native species (GB non-native species secretariat and in the assessment of management strategies for eradication of invasive species at European level (University of Newcastle).

ENRD and DoA FIG have the institutional capacity to cover any activities related to biosecurity within the three participating OTs. Their biosecurity officers bring a wealth of experience to this project, which will provide the basis for addressing any further needs and requirements identified within this project. They also have the capacity to promote any planned changes on biosecurity procedures through community awareness programmes and are well placed to carry out this activity through building on other ongoing awareness raising activities in these territories.

The participating governmental departments will work with CABI to develop capacity to conduct PRAs independently after completion of the project and to jointly initiate CBC programmes for priority species. Templates and training tools developed during the proposed project will be of great interest to the other UKOTs.

Q18. Sustainability

How will the project ensure benefits are sustained after the project has come to a close? If the project requires ongoing maintenance or monitoring, who will do this and how will it be funded?

One output of the project will be a set of completed PRAs for species, which may be

introduced either deliberately or – using horizon scanning - by accidental introduction. Training, in combination with improved access to information resources using a local network of skills, will also ensure that these can be kept up-to-date according to emerging threats and remain in long-term use. Increased capacity to confidently and independently conduct any required new PRAs will lead to improved biosecurity practices and higher levels of prevention. Through their CABI membership, the participating OTs will continue to have free access to the newly developed horizon scanning tool. PRAs on potential biocontrol agents to control priority IASs will provide sufficient background information to initiate CBC programmes as required and when funding becomes available. These will themselves promote the development of proposals for control programmes by outlining environmental and economic long term benefits. Well-integrated PRA procedures will improve the overall chance for implementation of CBC programmes, which will be completely self-sustaining when successfully implemented. Enhanced understanding of the role of CBC and PRA and for the control of IAS by the wider public will itself facilitate and promote the integrated management of invasive species.

8. Funding and Budget

Q19. Budget

Please complete the appropriate Excel spreadsheet linked below, which provides the Budget for this application. Some of the questions earlier and below refer to the information in this spreadsheet. Note that there are different templates for projects requesting over and under £100,000 Darwin Plus budget.

R6 D+ Budget form for projects under £100,000

R6 D+ Budget form for projects over £100,000

Please refer to the Finance Guidance for more information.

N.B.: Please state all costs by financial year (1 April to 31 March) and in GBP.

Budgets submitted in other currencies will not be accepted. Use current prices – and include anticipated inflation, as appropriate, up to 3% per annum. The Darwin Initiative cannot agree any increase in grants once awarded.

Please upload your completed Darwin Plus Budget Form Excel spreadsheet using the field below.

Q20. Co-financing

Are you proposing co-financing?

Yes

Secured

Provide details of all funding successfully levered (and identified in the Budget) towards the costs of the project, including any income from other public bodies, private sponsorship, donations, trusts, fees or trading activity, as well as any your own organisation(s) will be committing.

(See “Finance for Darwin & IWT” and the "Guidance for Applicants" documents)

Matching funding has been secured by CABI to develop a horizon scanning tool linked to CABI's compendia, which will be implemented into the PRA procedures of this project. CABI will reduce its indirect cost charges from the normal rate required for full cost recovery (120%) to 40%; the difference will be met from our own resources. Together, these contributions amount to the equivalent of £ 118K.

Unsecured

Provide details of any co-financing where an application has been submitted, or that you intend applying for during the course of the project. This could include co-financing from the private sector, charitable organisations or other public sector schemes.

Date applied for	Donor Organisation	Amount	Currency code	Comments

Please give brief details including when you expect to hear the result. Please ensure you include the figures requested in the Budget Spreadsheet as Unconfirmed funding.

No unconfirmed funding included in this application

Do you require more fields?

No

9. Financial Controls, Value for Money & Open Access

Q21. Financial Controls

Please demonstrate your capacity to manage the level of funds you are requesting. Who is responsible for managing the funds? What experience do they have? What arrangements are in place for auditing expenditure?

CABI's accounting is compliant with International Accounting Standards, and all project participants are experienced in budgetary management of projects. CABI projects are run under the PRINCE2 project management principles. The project leader is also responsible to manage the project budget throughout the project. The project leader has had experience in managing numerous projects of this size including previous Darwin projects. Auditing expenditure has been included in the budget.

Q22. Financial Management Risks

Explain how you have considered the risks and threats that may be relevant to the success of this project, including the risks of fraud or bribery.

Risk management processes and PRINCE2 project management systems are embedded throughout CABI and subject to regular review and update. CABI has a 'Collaborator Policy' concerning engagement of partners who will collaborate on the direct implementation of projects. It defines procedures and processes to reduce risks associated with the collaboration (legal, financial, operational or reputational). CABI's standard position is to reduce financial risk by paying collaborators in arrears if possible, unless advance payments are essential and of under £25k (for the present project, the amounts per collaborator would be far lower so appropriate means will be agreed based on need). For this reason, and because we have previously had successful and positive interactions with both main partners, we consider the collaborations low risk relationships. CABI's Bribery policy is adhered to regarding acceptance of hospitality and gifts, and political and charitable contributions. The Anti-Fraud Policy sets out responsibilities with regard to fraud prevention, what to do if fraud is suspected, and action that would be taken subsequently. Employees and collaborators must abide by these policies. The above considered, budgets and expenditure of both CABI and the partners will be monitored carefully and subject to audit.

Q23. Value for money

Please explain how you worked out your budget and how you will provide value for money through managing a cost effective and efficient project. You should also discuss any significant assumptions you have made when working out your budget.

Although the cost implications of damage caused by invasive species to the ecosystem and agriculture on the OTs are difficult to estimate, these are undoubtedly significant in relation to the population of the territories involved in this project. Value for money is provided by significant contributions of all project partners along with effective project management. Major costs are CABI staff time (244 days), overheads at 40% (reduced from CABI's standard 120%, with the difference representing co-funding), and travel and subsistence (£ 28,800). We will develop training materials for PRAs and for project management. Major costs for other project partners are £ 20,000 to cover staff time, mainly to participate in training and workshops. The governmental departments make significant co-funding contributions through provision of staff, resources and facilities for public awareness activities being part of the project.

CABI, as a not for profit organisation owned by member states can provide the highest levels of expertise at competitive cost rates. Adopting cost-effective procedures has enable CABI to keep of overheads to a minimum, particularly maintaining efficient conduct of overseas work. Further details are available from CABI's most recent annual financial reports (attached).

Q24. Outputs of the project and Open Access

All outputs from Darwin Plus projects should be made available on-line and free to users whenever possible. Please outline how you will achieve this and detail any specific costs you are seeking from Darwin Plus to fund this.

CABI is fully committed to promoting open access to all data and outputs from its projects, and is at the forefront of the movement to promote open data: we have recently been selected to host the Secretariat of the GODAN (Global Open Data in Agriculture and Nutrition) Initiative. All data gathered and analysed during the project will be made available in digitised format. This will also include the PRAs themselves. The data will be included as an annex to the final project report, subsequently becoming accessible through the Darwin Initiative website. In case of volume limitations to this, CABI can offer to make the data available on its own website.

10. Logical Framework

Q25. Logical Framework

Darwin Plus projects will be required to report against their progress towards their expected outputs and outcome if funded. This section sets out the expected outputs and outcome of your project, how you expect to measure progress against these and how we can verify this.

Annex D and Annex E in the Guidance Notes provides helpful guidance on completing a logical framework, including definitions of the key terms used below.

Impact:

Due to improved biosecurity the rate of invasion by alien species will be reduced. Long term this will reduce staff time and costs required for the control of invasive species.

Project Summary	Measurable Indicators	Means of Verification	Important Assumptions
<p>Outcome:</p> <p>Biosecurity on several SAUKOTS improved through the implementation of better PRA procedures; Biosecurity staff confident in independently conducting PRAs. Improved prevention of the introduction of invasive species</p>	<p>0.1 Increase of rejections of high risk species and higher acceptance of the import of low risk species over a five year period after termination of project compared to level before</p> <p>0.2 Increased interception of some high risk species due to raised alert after horizon scanning</p>	<p>0.1 Application protocols for deliberate introductions to the OTs</p> <p>0.2 Inspection protocols</p>	<p>Rate of inspections and applications remain on same level</p>

<p>Output 1:</p> <p>Existing PRA procedures reviewed and specific need for improvement in individual participating OTs identified</p>	<p>1.1 Based on existing GAP analysis by NNSS, specific needs are identified during first meeting of participants. Requirements are listed in order of priority.</p>	<p>1.1 Assessment of current PRA procedures reported and priority needs listed in annual project report</p>	<p>Need for improvement exists on all participating OTs</p>
<p>Output 2:</p> <p>Template for PRA developed and implemented into PRA procedures.</p>	<p>2.1 Template developed by end of first project year</p>	<p>2.1 Template available as word document</p>	
<p>Output 3:</p> <p>Use of CABI horizon scanning tool integrated into PRA procedures</p>	<p>3.1 Instructions for use of horizon scanning tool developed by end of year one 3.2 At least 6 risk assessment (2 marine species, 4 terrestrial species) for species identified with horizon spanning tool conducted</p>	<p>3.1 Instructions available as word document 3.2 Risk assessments available as annex to project report</p>	<p>Online access allows full access to tool and compendia information</p>

<p>Output 4:</p> <p>Biosecurity staff trained and confident in following PRA procedures</p>	<p>4.1 At least 2 staff from each participating territory trained in implementing PRA procedures</p>	<p>4.1 Training material and documentation of workshop made available in project reports</p>	<p>No fluctuation of staff during duration of project</p>
<p>Output 5:</p> <p>Network between biosecurity personnel of participating OTs established in order to pool individual expertise and make conduct of PRAs more reliable</p>	<p>5.1 Effective communication channels between trained staff established by end of project</p>	<p>5.1 Protocol available as annex of final report</p>	<p>Procedures in place to pass on communication protocol and introduction into PRA procedures in case of changing staff</p>

Do you require more Output fields?

It is advised to have less than 6 Outputs since this level of detail can be provided at the Activity level.

No

Activities

Each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1. Each new activity should start on a new line.

1.1 First audio/video conference with all project partners present; project introduction; discussion of work plan and amendments if necessary; establishment of communication channels/procedures; collation of information on existing PRA procedures and preliminary listing of priority needs and gaps

1.2 Circulation of agenda prior to second audio/video meeting. Prioritisation of individual requirements for each OT in more detail

- 1.3 Final document with requirements in prioritised order circulated and agreed on
- 2.1 Existing PRA procedures reviewed and draft for improved procedures developed
- 2.2 Draft template for PRA embedded in overall PRA procedures developed (tailored version for each territory) based on template developed during DPLUS033 on the Falkland Islands and circulated to project partners
- 2.3 Discussion and amendment of PRA template and PRA procedures at Workshop on St Helena based on results from output 1
- 3.1 Mechanism developed to integrate horizon scanning tool into PRA procedures of participating Ots
- 3.2 Horizon scanning tool explained and jointly tested during workshop on St Helena
- 4.1 Training to conduct PRAs during workshop on St Helena
- 4.2 Selection of case study PRAs for each territory to be conducted by trained staff and followed up on these after workshop
- 4.3 Review of training capacity during second workshop in Stanley or St Helena
- 5.1 Assessment of requirements for establishing network during first workshop on St Helena
- 5.2 Development of draft procedures/protocols for networking activities and skill sharing
- 5.3 Agreement on final approach during second workshop in Stanley or St Helena

11. Implementation Timetable

Q26. Provide a project implementation timetable that shows the key milestones in project activities

Please complete the Excel spreadsheet linked below to describe the intended workplan for your project.

[Darwin Plus Implementation Timetable XLS](#)

Please add 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 fill/shade only the quarters in which an activity will be carried out.

12. Monitoring and Evaluation

Q27. Monitoring and evaluation (M&E) plan

Describe, referring to the Indicators above, how the progress of the project will be monitored and evaluated, making reference to who is responsible for the project's M&E.

Darwin Initiative projects are expected to be adaptive and you should detail how the monitoring and evaluation will feed into the delivery of the project including its management. M&E is expected to be built into the project and not an 'add' on. It is as important to measure for negative impacts as it is for positive impact.

Regular project monitoring will be conducted through meetings and briefings via audio/video links, including the monitoring of progress against project outputs. This will be conducted by CABI and project partners throughout the project. The achievement of milestones will be planned and checked against the Implementation Timetable during at least three steering group video conferences. There will also be Darwin Plus reporting (six-monthly progress reports and the Final Report/Project Completion Report.).

Annual and final reports, as well as all published outputs, will be generated as collaborative activities, with responsibility shared equally between the project teams on the Ots and the UK. All project data will be made available for evaluation at the two planned workshops, during which the yearly plan of operations for the subsequent phase will also be developed, and progress achieved to date reviewed. This will allow for corrective actions to be taken in good time.

This project is largely desk-based but the activities conducted within individual work packages are expected to impact to a considerable degree on the conduct of subsequent work packages both with regards to the anticipated time frame or applied methodology. However, as the four work packages of the project need to be conducted sequentially, towards the end of each package a limited evaluation to agree necessary adjustments will be undertaken. At these points in the project consultation with involved stakeholders will evaluate ongoing activities and modify procedures whenever required. By the end of the project, the team will evaluate whether biosecurity personnel are designing and implementing their own PRAs, and whether a network to increase the pool of skills between individual OTs is an accepted management method in the study area. This will be evidenced by work reports and whether PRAs and biological control have been included in forward work planning beyond the life of this current project. However, the long term development of PRA procedures for the prevention of the introduction of IAS, and the subsequent more sustainable control of individual IAS already established, will only become apparent after completion of the project and cannot be assessed as part of this project.

CABI uses the PRINCE2™ project management methodology to manage and implement all its projects, ensuring that communication is maintained between collaborators, and with the project's sponsors through the use of structured reporting and clear communication channels. At the start of the project a detailed work plan will

establish responsibility for activities according to the project implementation timetable, specific performance indicators, mechanisms for modification of the implementation plan and for financial control.

CABI will retain overall financial control over the project, and all partners will be expected to account specifically for funds provided to them. The final project report and any publications based on the results of this project will be peer reviewed, internally by senior scientists in CABI, internally within the DI (if required) and externally before submission.

Number of days planned for M&E	4
Total project budget for M&E (this may include Staff and Travel and Subsistence Costs)	£1,500.00
Percentage of total project budget set aside for M&E (%)	1.5

13. Certification

Q28. Certification

On behalf of the

company

of

CABI

I apply for a grant of

£139,144.00

in respect of all expenditure to be incurred during the lifetime of this project based on the activities and dates specified in the above application.

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.

(This form should be signed by an individual authorised by the applicant institution to submit applications and sign contracts on their behalf.)

- I have uploaded CVs for project principals and letters of support.
- I have uploaded our most recent signed audited/independently verified accounts and annual report (if appropriate).



Name	Richard Shaw
Position in the organisation	Centre Director, CABI, Egham, UK

Signature (please upload e-signature)	
Date	05/10/2017

If this section is incomplete the entire application will be rejected.

14. Submission Checklist

Checklist for submission

	Check
Have you read the Guidance documents, including the ' <u>Guidance Notes for Applicants</u> ' and ' <u>Finance Guidance</u> '?	<input checked="" type="checkbox"/>
Have you read, and can you meet, the current <u>Terms and Conditions</u> for this fund?	<input checked="" type="checkbox"/>
Have you provided actual start and end dates for your project?	<input checked="" type="checkbox"/>
Have you provided your budget based on UK government financial years i.e. 1 April – 31 March and in GBP?	<input checked="" type="checkbox"/>
Have you checked that your budget is complete, correctly adds up and that you have included the correct final total at Q7?	<input checked="" type="checkbox"/>
Has your application been signed by a suitably authorised individual?	<input checked="" type="checkbox"/>
Have you uploaded a 1 page CV for all the Project Staff (listed at Q11) on this project, including the Project Leader?	<input checked="" type="checkbox"/>
Have you included a letter of support from the applicant organisation, <u>main</u> partner(s) organisations and the relevant OT Government?	<input checked="" type="checkbox"/>
Have you uploaded a signed copy of the last 2 years annual report and accounts for the lead organisation, or provided an explanation if not?	<input checked="" type="checkbox"/>
Have you checked the <u>Darwin Plus website</u> to ensure there are no late updates?	<input checked="" type="checkbox"/>