

Darwin Plus: Overseas Territories Environment and Climate Fund Annual Report

To be completed with reference to the "Writing a Darwin Report" guidance:
(<http://www.darwininitiative.org.uk/resources-for-projects/reporting-forms>). It is expected that this report
will be a **maximum** of 20 pages in length, excluding annexes)

Submission Deadline: 30th April 2020

Darwin Plus Project Information

Project reference	DPLUS094
Project title	Developing Marine Spatial Planning (MSP) Tools for the Turks and Caicos Islands
Territory(ies)	Turks and Caicos Islands
Lead organisation	South Atlantic Environmental Research Institute (SAERI)
Partner institutions	Turks and Caicos Government (TCIG), Department of Environment and Coastal Resources (DECR), Joint National Conservation Committee (JNCC), Economics for the Environment (eftec)
Grant value	£302,412.00
Start/end dates of project	01 April 2019 – 30 June 2021
Reporting period (e.g. Apr 2019-Mar 2020) and number (e.g. Annual Report 1, 2)	April 2019 – March 2020 Annual Report 1
Project Leader name	Tara Pelembe
Project website/blog/social media	https://www.south-atlantic-research.org/research/marine-science/developing-marine-spatial-planning-msp-tools-for-turks-and-caicos/
Report author(s) and date	Dr Julian Tyne 30/04/2020

1. Project summary

Marine Spatial Planning (MSP) is defined as ‘a public process of analysing and allocating the spatial and temporal distribution of human activities in marine areas to achieve ecological, economic, and social objectives that usually have been specified through a political process’. By combining governance and science MSP aims to identify the spatial distribution of activities and ecosystems in the ocean, so that existing and emerging uses can be maintained, conflicts reduced, and ecosystem health and services protected and sustained into the future

Through an innovative integrated, stakeholder-led approach - connecting science and communities - this project builds a Territory to Territory partnership between the South Atlantic Environmental Research Institute (SAERI) in the Falklands Islands and the Department of Environment and Coastal Resources (DECR) in the Turks and Caicos Islands.

This project aims to develop MSP tools for the Turks and Caicos Islands (TCI) to feed into long-term planning and decision-making in the marine environment and to address multiple and cumulative uses of the sea and achieving ecological, economic and social objectives.

TCI is one of 14 United Kingdom Overseas Territories (UKOT) located 145 km north of Hispaniola (Haiti and the Dominican Republic) and 925 km south-east of Miami (Figure 1). The easterly occurring Turks Islands are separated from the Caicos Islands by a deep-water channel approximately 35km wide. The TCI population is 42,953 (2019), and the total area of the Exclusive Economic Zone (EEZ) is 154,058 km². Tourism is the main contributor to the TCI economy, followed by the offshore financial sector, fishing for export to the US (mainly lobster and conch) is the third most important economic sector in the islands. The TCI is also rich in biodiversity, and provides important ecosystem goods and services, such as mangroves, coral reefs and seagrasses as barriers to storm surge, a vital disaster mitigation role.

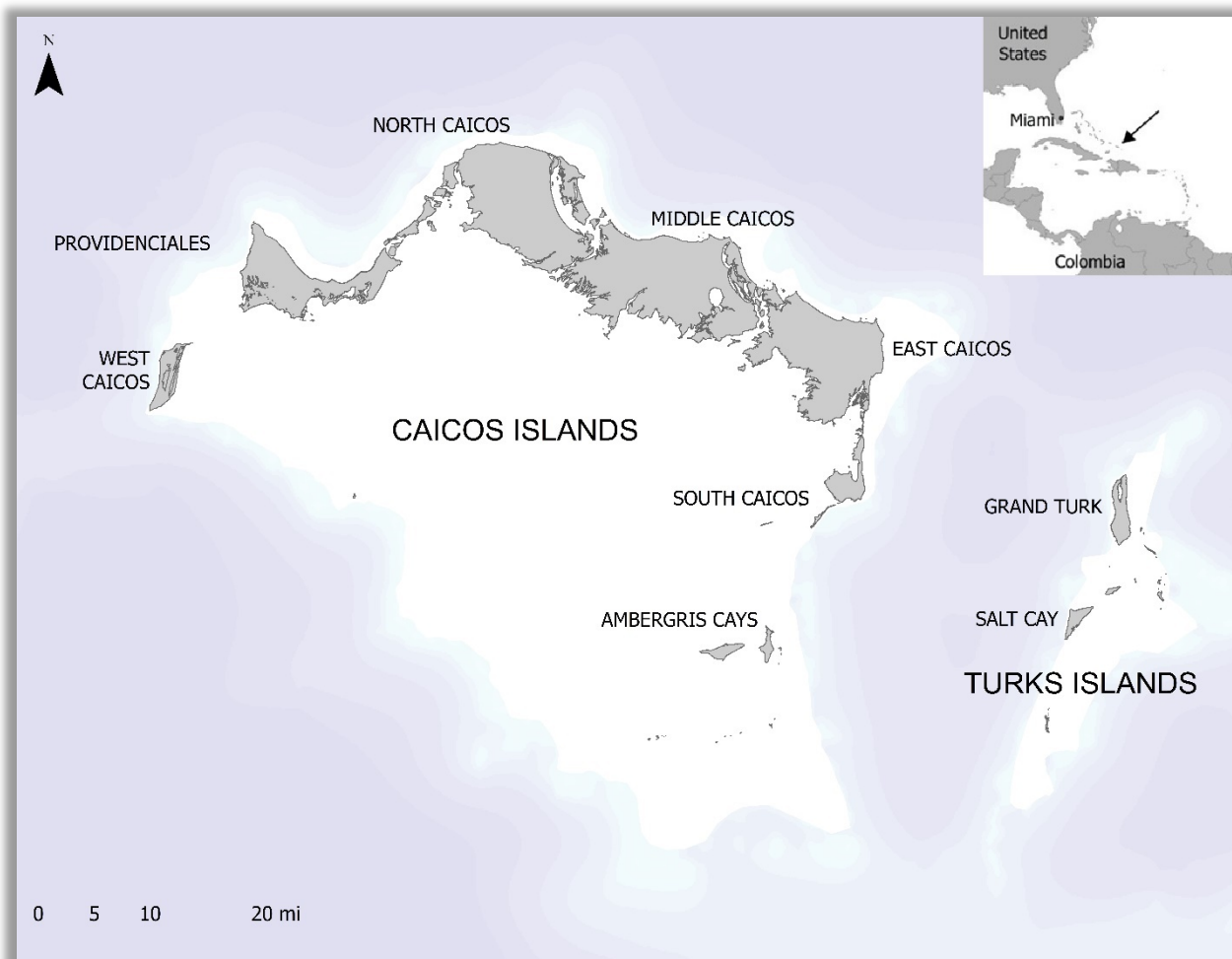


Figure 1 Turks and Caicos Islands

Despite the importance of its marine environment, and the perceived risks to it from resource extraction, continued coastal development and natural disasters, such as hurricanes, TCI currently has no holistic strategic approach to marine management. Developing a strategic approach to marine management was identified as a priority action in the 2012 TCI FCO/JNCC funded “Environmental Mainstreaming” report.

This project will create the framework and tools to bring together the functions of the TCI marine environment with the commercial activities within the TCI Exclusive Economic Zone (EEZ). Specifically, the project includes a series of reviews, stakeholder meetings and workshops, and a TCI metadata catalogue and GIS database for analyses and visualisation, all of which are essential for developing MSP in TCI. TCI are considering ratifying CBD and this work will contribute directly to Aichi Targets and to TCIG commitments that were established under the Environment Charters

2. Project stakeholders/partners

This project is led by the **SAERI** in collaboration with the **DECR** a Turks and Caicos Government (TCIG) department as the lead project partner. These organisations along with the two other project partners: The Joint National Conservation Committee (JNCC) and Economics for the Environment Consultancy (eftec) form the Project Management Group (PMG), and meet every three months, to monitor and guide the project, ensuring it aligns with the project proposal document, and delivers its outputs on time and on budget. The PMG also has a monitoring and evaluation function, and makes strategic decisions around the project. During this reporting period we have held two PMG meetings (see annex 4).

TCIG DECR: are the lead partner in the project. The DECR Director plays a pivotal role in providing the high-level engagement for the project at a senior and political level across TCIG. DECR Deputy Directors also provide direct support, identifying and liaising with key government officials and non-government officials. This important role of TCIG DECR is key to success. The two project staff are based in the TCI in DECR offices on Providenciales, and report to the Director of DECR as well as their SAERI line manager. DECR has provided office space, desk and internet access for the project officers who form part of DECR as well as SAERI teams.

JNCC: As a project partner sit on the PMG – their role in the project is primarily the provision of advice and support to ensure this project complements others.

eftec: As a project partner sit on the PMG, their role within the project focusses very specifically on economic valuation of the marine environment.

At project start up the staff met face-face with the PMG members both in UK and in TCI as part of the process of establishing robust working relationships (with Lormeka Williams (DECR Director), Dr Eric Salamanca (DECR Assistant Director for Research) and Luc Clerveaux (DECR Assistant Director of Enforcement), Dr Megan Tierney (JNCC, Senior ACAP and overseas territories advisor) Jake Kuyer (eftec).

One of the strengths of the partnership is embodied in the fact that the project staff are based in-territory full time in the offices of TCIG (the in-territory partners).

In addition, to the project partners, stakeholder engagement plays a key role in the success of this project, and there has been important focus on identifying and engaging the stakeholders in TCI. Given the broad scope of Marine Spatial planning – all entities undertaking activities in the marine environment are stakeholders.

There have been a number of activities that have involved the further engagement of other government departments, local communities and technical specialists who are not formally partners in the project:

Government

The Ministries and Government Departments with a portfolio that includes the marine environment have been engaged (see annex 5), and include: the Education Department, Department of Maritime and Shipping, Coastal Radar, Department of Planning (DoP), Port Authority, Survey and Mapping Department (SMD), Department Disaster Management and Emergency (DDME), Royal Turks and Caicos Police Force Maritime Division (RTCIPF), Environmental Health Department (EHD), Central Information and Technology Unit (CITU), Fishery Advisory Committee (FAC), Public Works Department. The relevant departments are being engaged through workshops and regular meetings, with Heads of Departments being updated by the DECR director, who also provides regular updates to the Permanent Secretary. There have been a series of high-level meetings during the two visits of SAERI Senior Management to TCI to launch the project. These have included meetings with the Minister of the Ministry of Tourism, Environment and Heritage, The Governor, the Permanent Secretary and Heads of departments.

Additional engagement with other government entities include:

TCIG Central Information and Technology Unit (CITU) are designing and configuring the server architecture so that it can run the MSP data portal and GIS databases.

TCIG Survey and Mapping Department (SMD) are the key repository for (terrestrial) spatial data on island and have met regularly with project staff to discuss how their existing GIS databases and their data sharing policies work, and explore the potential for the MSP system to integrate with theirs. In addition, DPLUS MSP staff are scheduled to spend at least a day a month at SMD for the duration of the project so that skills and expertise can be shared between both teams.

TCIG Coastal Radar Unit have agreed to provide their AIS tracking data for shipping in the TCI.

NGOs and local communities

In addition to Government Departments, the local communities and the NGOs are users of the marine environment, and important stakeholders in the project. Involvement of this stakeholder community is a key component to the success of this project, and their input essential in developing a marine spatial plan for the TCI. Stakeholders include fishermen, tour operators, Turks and Caicos Reef Fund (TCREEF), School for Field Studies (SFS), local community, Turks and Caicos Museum (TCNM), Turks and Caicos National Trust (TCNT), Turks and Caicos Hotel Tourism Association (TCHTA), SWA Environment, Marine Environment Services

All of these stakeholders have been engaged with the project through a series of workshops that were undertaken in 2020. As a consequence of stakeholders being dispersed across different islands, it was necessary to hold separate stakeholder workshops for each island. The workshops were all chaired by DECR (Deputy Director Luc Clerveaux) and facilitated by SAERI (Dr Julian Tyne and Tara Pelembe) with presentations by Dr Paul Brickle and Marcin Gorny.

In the project conception, it was envisaged that there would be a Project Stakeholder Group (PSG) that met regularly to engage this wider stakeholder network. However, since spending time on the island, and following the first round of stakeholder engagement workshops, this idea has been revisited.

It is difficult to develop any forum and platform that meaningfully connects people across all of the islands in a single PSG. The series of 4 workshops run on 3 different islands proved effective in their ability to engage a wide range of stakeholders on each of the islands and there was positive feedback from participants that noted the value of this.

As a consequence, the Project Management Group (PMG) is considering replacing the PSG with stakeholder engagement follow-up meetings that are more frequent and mirror the start-up workshop approach. i.e. every 2 months, the Project and DECR staff will travel to each of the 3 islands, and meet with the relevant stakeholders update them on the project progress and to garner stakeholder feedback. This is something that was positively supported as a next step at each of the start-up workshops.

In addition, an important component of the project is to collect and collate existing marine spatial data. Through workshops and meetings, local NGO's the TCREEF and SWA Environment, Marine Environment Services have contributed with the provision of reports, papers and marine spatial data on coral reefs, dive sites and anchorages.

3. Project progress

3.1 Progress in carrying out project Activities

Output 1: Work Package 1: Project Management structure, monitoring, evaluation and communications tools established.

Summary: All planned activities for this year have been completed

A Memorandum of Understanding (MOU) was signed by SAERI and the TCIG in October 2019 (see annex 3) (Activity 1.1). The Project Manager (Dr Julian Tyne) and Project officer/GIS specialist (Marcin Gorny) were recruited in May, and arrived on TCI in October 2019 after an induction in London where they met with SAERI deputy directors and UK-based project partner eftec.



Dr Julian Tyne is a marine scientist with a passion for marine conservation, and a particular interest in behavioural and population ecology, identifying important marine habitats and informing on appropriate management approaches.



Marcin Gorny is a GIS Specialist with an interest in environmental protection, ecology and biogeography. Originally from Poland he holds a MSc degree in Environmental Protection (Warsaw University, Poland). His interest and experience has been developed through a long term collaboration with Mammal Research Institute Polish Academy of Science where he served as a GIS Specialist.

(Activity 1.2). Terms of Reference of the PMG meetings have been drafted and approved by the PMG and are available on the [project website](#). The quarterly PMG meetings have been held in November 2019 and January 2020 (see annex 4) (Activity 1.3). PSG meetings were superseded by holding four workshops, reports available on the [project website](#), and regular follow up meetings every 2 months on each island, to update and garner feedback on the progress of the project (see Section 2). This change was necessary due to challenges in being able to gather stakeholders together on one island, which was also why it was necessary to hold stakeholder workshops on each island. However, with restrictions imposed due to the COVID-19 pandemic in TCI until May 4th 2020, Project staff have been unable to meet with stakeholders since the workshops in January and February this year. So, until the restrictions are lifted they will communicate with stakeholders electronically via email and Skype (Activity 1.4). A dedicated 'Developing Marine Spatial Planning (MSP) Tools for the Turks and Caicos Islands' project webpage has been setup on the SAERI [website](#) and one is being developed for the Department of Environment and Coastal Resources (DECR) website hosted by the TCIG (Activity 1.5). A Monitoring and Evaluation Plan has been developed and has been approved by the PMG and is available on the [project website](#) (Activity 1.6). The DPLUS Half yearly report was submitted and has been circulated to the PMG (Activity 1.7), this activity is ongoing throughout the project.

Output 2: Work Package 2: Development (and extensive analyses where appropriate and feasible) of GIS baseline data maps

Summary: The planned activities for this year have been completed

Existing data sets have been collected from the TCIG and other sources, 24 in total. These datasets are the basis of the metadata catalogue (Activity 2.1). A metadata catalogue has been created to the ISO19115 standard from the 24 existing data sets that were deemed useful and relevant. The metadata catalogue has been circulated to PMG and approved (see annex 6) (Activity 2.2). Project specific geospatial databases have been created from the initial 24 datasets (Figures 2 and 3).

Geospatial database images.

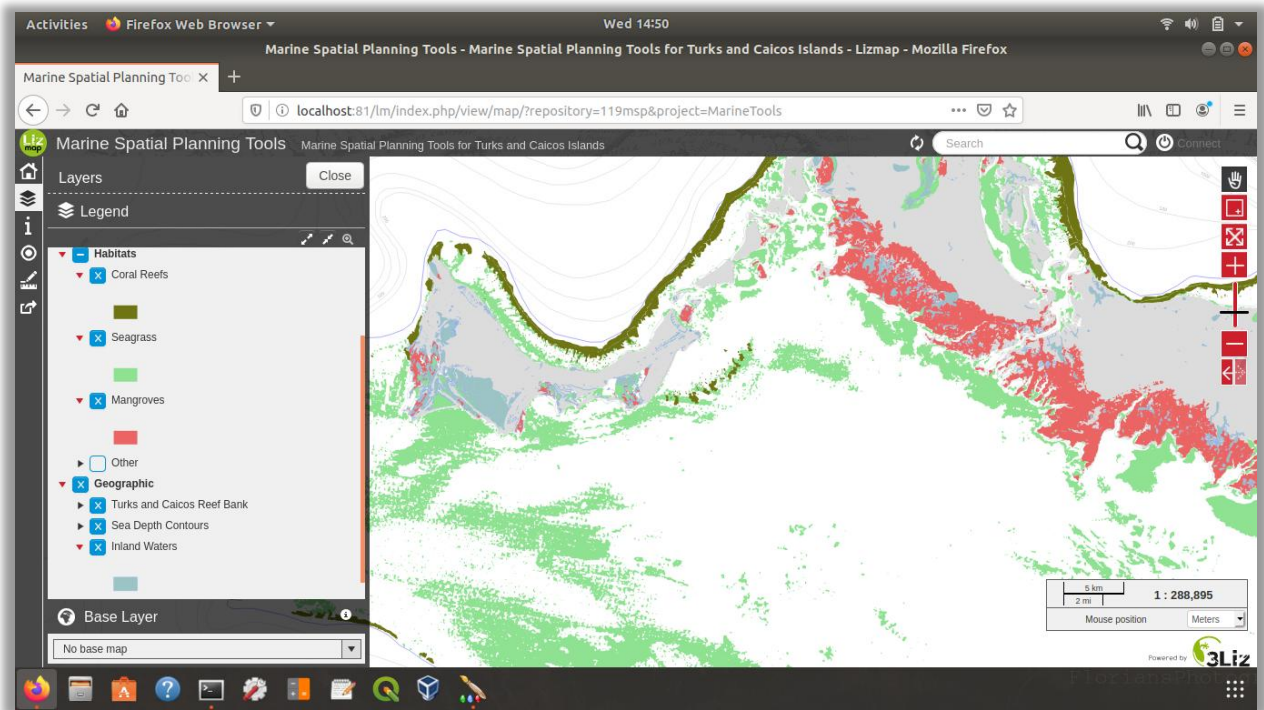


Figure 2 Screenshot of coral reef (dark green), seagrass (light green) and mangroves (red) habitats around the Turks and Caicos Islands visualised using WebGIS from the GIS database

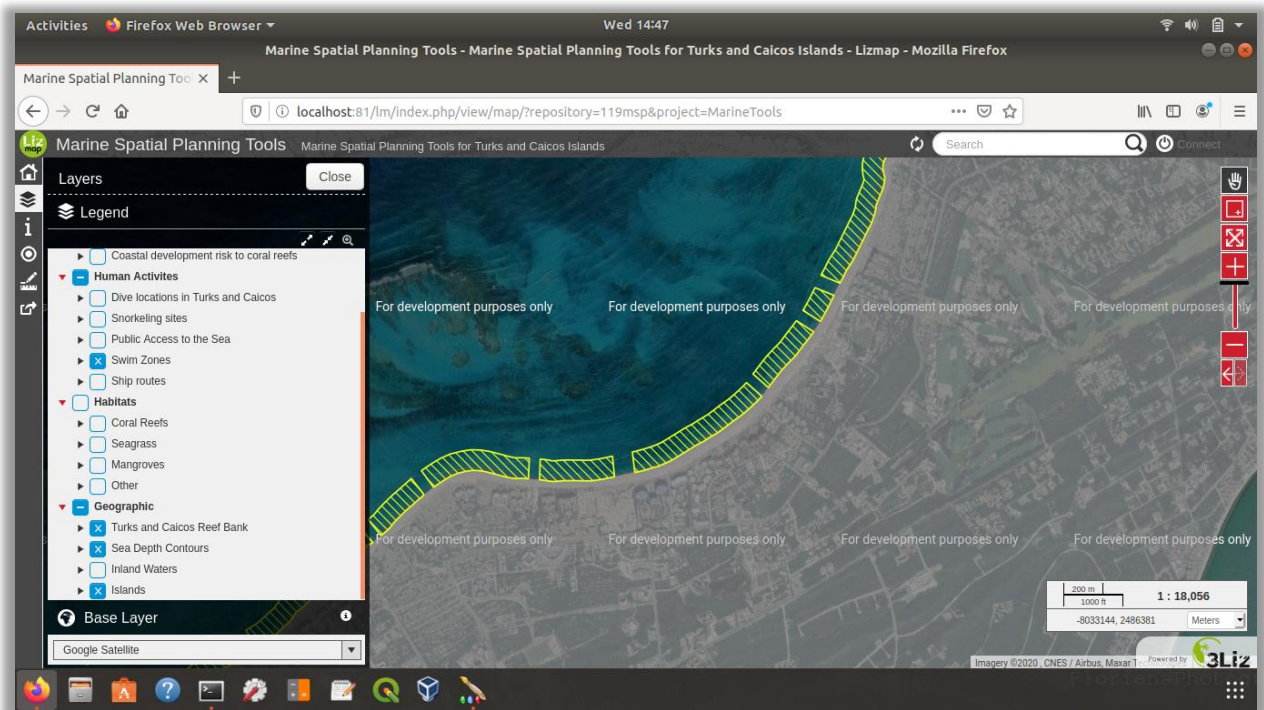


Figure 3 Screenshot of swim zones in Grace Bay on Providenciales in the Turks and Caicos Islands around the Turks visualised using WebGIS from the GIS database

On January 10th 2020 at the DECR conference room and with remote links to South Caicos, the MSP project officers held a metadata training course for seven DECR staff on how to use and maintain the metadata catalogue. The training consisted of a brief presentation on what metadata is and why it is necessary (Figure 4), followed by instruction on what each column describes in the metadata catalogue (Figure 5). Then, using data provided by the DECR, the group went through creating a metadata record. **(Activity 2.4).**

Developing Marine Spatial Planning (MSP) Tools for the Turks and Caicos Metadata Training

Julian A. Tyne and Marcin Gorny
South Atlantic Environmental Research Institute (SAERI)



Figure 4 Metadata training presentation

Metadata Form

A	B	C	D
1		PLEASE COMPLETE BELOW	
2	region		The region where the data was collected: FK Falklands SH St. Helena AC Ascension TA Tristan da Cunha GS South Georgia
3	organisation		Codes for departments and organisations; please add only the name of the organisation in few and Examples: 'UCL' (University College London), 'UMAINE' (University of Maine), 'BGS' (British Geologic Examples for St Helena: 'GIS', 'SHNT', 'EMD'. Examples for the Falklands: 'AGD', 'EPD', 'PWD', 'FC', 'S
7	title		Descriptive name of the file. Possibly add the year in the title if the data is collected repeatedly eve and month in case data is collected seasonally.
8	language		eng (english); spa (spanish); fre (french); ita (italian); ger (german)
	abstract		Should provide a clear and concise statement that enables the reader to understand the content o e.g. "SSSI in Wales classified by habitat type with the limit of each SSSI recorded as a polygon as at
9	topic_category		Please refer to the worksheet called topicCategory - CLICK HERE
10	keyword		Use keywords to indicate the general subject area of the data resource provided. Multiple entries a separated by COMMA e.g. landcover , fields boundaries . Refer to http://www.eionet.europa.eu/gen
11	temporal_extent_start		This is the date or date range that identifies the content of the data. It may refer to the period of c which the data are current IT MUST BE: YYYY-MM-DD or YYYY-YYYY if a range period, where possibl
12	temporal_extent_end		This is the date or date range that identifies the content of the data. It may refer to the period of c which the data are current IT MUST BE: YYYY-MM-DD or YYYY-YYYY if a range period, where possibl
13	dataset_reference_date		This is the date that identifies the currency of the publication data. It MUST BE: YYYY
14			Should provide indication of how the data was created.

Figure 5 Metadata training describing the metadata form

A review of relevant regional and international best practice is completed (**Activity 2.5**) [see project website](#), and a review of MSP frameworks implemented successfully on other small island nations is completed (**Activity 2.6**), [see project website](#).

There is no planned work for **Activities (2.7,2.8,2.9,2.10,2.11,2.12,2.13,2.14,2.15 and 2.16)** in this year.

Output 3: Work Package 3: Stakeholder engagement

Summary: All planned activities for this year have been completed

As outlined in section 2, it was unfeasible to get all stakeholders on one island for a single workshop, therefore it was necessary to hold four island specific stakeholder workshops, one

on South Caicos 27th January 2020 where 20 stakeholder representatives attended, one on Grand Turk 31st January 2020 where 16 stakeholder representatives attended and two on Providenciales 4th and 5th February 2020 where 16 stakeholder representatives attended, nine on the 4th February and seven on the 5th February.

Section 2 provides more information on the workshops. Some photos from the workshop series are shown here, (Figures 6 - 9) and the full workshop reports (including participants lists) have been circulated and are available on the [project website](#) (Activity 3.1 and 3.2).



Figure 6 South Caicos stakeholder workshop



Figure 7 Grand Turk stakeholder workshop



Figure 8 Providenciales stakeholder workshop 1



Figure 9 Providenciales stakeholder workshop 2

There is no planned work for **Activities (3.3,3.4,3.5,3.6,3.7 and 3.8)** in this year

Output 4: Work Package 4: Provide advice on appropriate policies, practices and frameworks for MSP

Summary: No activity was planned under this Work Package this year

3.2 Progress towards project Outputs

The project has made good progress towards achieving the project outputs. Despite the delays in getting the Project Manager and GIS Officer on island, project re-planning and an approved change request has addressed this.

Output 1 was establishing project management structure and establishing communication tools. Considering the baseline that no project management structure was in place before the start of the project, there is now a project management structure and communication tools in place, progress of this output is good. All work associated with indicators **1.1, 1.2, 1.3, 1.5, 1.6** are complete. Indicator **1.4** has been changed (**see section 3.1, Output 1**). A half-yearly report was submitted and indicator **1.7** is ongoing throughout the project. The indicators for Output 1 remain appropriate.

Output 2 involves collecting and collating existing marine spatial data to establish GIS baseline maps for the MSP database. The baseline for this output was data were dispersed among different owners, with little or no metadata and no GIS baseline maps. Overall progress is satisfactory, work associated with indicators **2.1** and **2.2** is complete (**see section 3.1, Output 2**). A delay in sourcing the server has prevented indicator **2.3** from being fully completed, but a database has been created on the SAERI server as a temporary measure (**see section 3.1, Output 2**), which can be mirrored on the MSP server when it becomes available, the plan is in April 2020. Work associated with indicator **2.4** is complete (**see section 3.1, Output 2**). The work associated with indicators **2.5** and **2.6** is completed. The indicators for **Output 2** remain appropriate and will be measured against the M & E plan.

Output 3 involves stakeholder engagement. The baseline for this output is that there was DECR stakeholder engagement on island on other initiatives, but none that related specifically to Marine Spatial Planning. Subsequently four stakeholder workshops have been held engaging over 50 stakeholders (**see section 3.1, Output 3**). As the TCI is divided up into different islands, rather than hold one workshop, it was necessary to hold four workshops. One on South Caicos, one on Grand Turk and two on Providenciales. Work associated with indicators **3.1** and **3.2** are complete. The project officers will be meeting with stakeholders

across the islands on a bi-monthly basis for project updates and stakeholder feedback. The indicators for **Output 3** are appropriate and will be measured against the M & E plan.

Output 4 involves providing advice on the appropriate policies and framework for implementing MSP in the TCI. No work is planned for this output in year 1. The indicators for **Output 4** are appropriate and will be measured against the M & E plan.

3.3 Progress towards the project Outcome

The project has made good progress this year towards the project Outcome '*The creation of an MSP toolbox, an MSP framework with stakeholder consultation and engagement leads to TCIG embarking on a robust and efficient MSP programme for their national waters.*' The baseline is that the TCIG has no policy framework (0.1) to support the adoption of a MSP process in the TCI national waters and EEZ (0.2).

Progress has been made towards drafting a policy paper in the form of collecting and collating over 20 existing marine spatial data sets. These data have been added to the GIS database to allow visualisation through the WebGIS interface (figures 2 and 3). This will be used to identify overlaps in the human uses of the TCI marine environment and overlaps between human uses and important habitats, which in turn will inform the policy paper. The data sets have also been added to the metadata catalogue (see annex 6), that will eventually form the TCI data portal database. Furthermore, stakeholder workshops have been held and feedback from the workshops has help identify other data sets that are required to be included in the MSP tool development. Workshop reports are available on the [project website](#).

Indicator 0.1 Policy Framework to support MSP is deemed appropriate which will also drive indicator 0.2 that the TCIG adopt an MSP process for their National waters and EEZ support. It is difficult to predict how the restrictions imposed as a consequence of the Covid-19 pandemic, will affect the progress of this project (see Section 3.4). However, at present is envisaged that the project will achieve its Outcome by end of July 2021.

3.4 Monitoring of assumptions

Assumption 1: Staffing turnover in TCIG enables the continued progress of policy development. Political will under the elected TCIG legislators will continue to support the progress of this process

Comments: There is continued support for the project from across the TCIG. Meetings have been held with the Governor of TCI, Permanent Secretary and the Minister for the Environment and they are supporting the progress of the project. Furthermore, stakeholder workshops have been held with TCIG departments and they continue to support the project. At present this assumption holds true.

Assumption 2: Recruitment results in appropriate candidates being recruited and available to be on island within the given time frame.

Comments: The candidates were recruited. There were initial delays around the candidates arriving on TCI within the given timeframe. This necessitated the re-planning of deliverables and submitting a change request, which was subsequently approved.

Assumption 3: Continued resource from project partners available to engage with the project for its duration.

Comments: DECR supports the project by providing the high-level support within the department, across departments and within government as outlined in section 2. DECR also provides access to existing data, office space, support staff, meeting venues, use of vessels

and other related facilities to ensure success for the project. From this support the project officers have collected over 20 datasets which have been added to the metadata catalogue, have given metadata training to DECR and held four stakeholder workshops. Other partners eftec have signed a contract to provide input on the coastal cultural values project and to engage in PMG meetings, JNCC have also signed a contract to provide technical support, satellite images, engage in PMG and to visit TCI for technical support, consequently this assumption still holds true. In sum, all project partners continue to be available and actively engage in the project.

Assumption 4: TCIG Policy and legal departments have the capacity to engage in the drafting processes within the given timeframe.

Comments: As no activities in Year 1 relate to the drafting of policy, there has been no testing of this assumption – however in Year 2 we will proactively seek to ensure that the required project policy deliverables are fed into the TGIG cabinet paper and policy processes.

New assumptions/risks

In addition to the existing assumption, the Covid-19 pandemic provides a new unforeseen potential risk to the project.

At present, for all assumptions there is the uncertainty of when the curfew restrictions imposed due to the COVID-19 pandemic will be lifted. In the near future this is likely to impact on the delivery of some of the work in the first quarter of Y2. We planned to hold a number of workshops with MSP experts to assist in modelling methodologies and data gaps and TCIG officials to present findings. In addition, an activity in the project is to model the coastal cultural values of TCI, a part of which involves undertaking surveys of at least 200 islanders. We would be unable to do these, under the present restrictions. If face-face delivery is not possible within the project time frames, we will explore mitigation for this by using remote working platforms (e.g. collect survey data for the coastal cultural values remotely). This has been added to the risk register and will be discussed at the next PMG meeting.

4. Project support to environmental and/or climate outcomes in the UKOTs

TCIG are considering ratifying the Convention on Biological Diversity (CBD). This work contributes directly to Aichi Targets 11 (10% of oceans in marine protected areas), 10 (Vulnerable Ecosystems) and 19 (biodiversity knowledge improved).

Furthermore, this project will help TCIG to meet its commitments that were established in the Turks and Caicos Environmental Charters, 1 (To recognised that all people need a healthy environment for their wellbeing and livelihoods and that all can help to conserve and sustain it), 2 (To use our natural resources wisely, being fair to present and future generations), 3 (To identify environmental opportunities, costs and risks in all policies and strategies), 5 (To aim for solutions which benefit both the environment and development).

The Ministry of Tourism, through DECR wishes to develop a new Environment Strategy for TCI in order to rationalise environmental plans and activities, ensure effective implementation of environmental priorities, and support sustainable development. The Environment Strategy will be designed to align with the existing legislative and policy framework in TCI and will be further guided by the principles and commitments set out in the TCI Environment Charter, the 25 Year Environment Plan and the UN Sustainable Development Goals.

JNCC, a project partner of this Darwin Plus project, is providing technical support for development of the Environment Strategy and therefore helping to ensure outcomes of the MSP project will also align with the objectives and framework established for the new strategy. JNCC attended the stakeholder workshops to showcase linkages between the two processes. The development of the MSP database system will provide an invaluable starting point for expansion to a wider information management system under the Environment Strategy that will

be capable of collating information needed for all aspects of environmental management and monitoring in the TCIs, and enabling public access and engagement.

5. OPTIONAL: Consideration of gender equality issues

The project teams working on this project proposal are of mixed genders, and both the Director of DECR and the project leader are female. The Project Manager and Project officer are male. The project is being delivered by a mixed gender team and we are working with TCIG staff and stakeholders of mixed gender, ensuring an equal gender representation wherever possible.

The Project Management group is 38% female and 62% male

It is recognised that attendance at stakeholder workshops or meetings may be limited by parental responsibilities. Therefore, this project will give consideration in the organisation of the timings of workshops and to allow stakeholders who may have parental duties the ability to attend more easily.

In the SAERI office, the current staff cohort is 60% female and 40% male, and SAERI has an equal opportunities policy as part of its internal policy framework.

6. Monitoring and evaluation

To ensure that the project outputs and activities contribute to the project Outcomes a Monitoring and Evaluation plan has been developed for this project and is available on the [project website](#). The project is overseen by the PMG; the overarching purpose of the PMG is to monitor and steer the project, ensuring it aligns with the project proposal document, and to ensure that the project delivers its outputs on time, and on budget. The PMG is also responsible for reviewing and monitoring the indicators quality of the project outputs as these are indicators of achievements towards the project Outcomes. All project partners (DECR, JNCC and eftec) sit on the PMG. An MOU that has been signed by SAERI and the lead partner DECR (see annex 3). Furthermore, contracts have been signed by eftec and JNCC on their specific contributions to the project.

The PSG meeting has been amended in the M & E plan. Having one stakeholder group meeting wasn't appropriate for this project as stakeholders were spread across different islands. It was logistically less challenging to meet with stakeholder groups on each island. Therefore, the M & E was amended to address this change and stakeholder workshops were held on South Caicos, Grand Turk and Providenciales and it was agreed that regular bi-monthly meetings with project stakeholders on these islands would take place to update stakeholders on the project process and to garner feedback. Reports for these meetings will be generated and circulated to the PMG for approval.

A Google drive has been set up to provide the PMG access to project documents.

7. Lessons learnt

There have been a number of lessons learnt to date.

Having the DECR as the lead partner on this project is invaluable. The DECR works closely with relevant TCIG departments such as the Department of Planning, Survey and Mapping, Agriculture, Environmental Health, among others. The DECR director plays a pivotal role in the project providing the high-level engagement for the project at a senior and political

level across TCIG. DECR Deputy Directors also provide direct support for the project, identifying and liaising with key government officials and non-government officials. This important role of TCIG DECR is key to the success of the project. The Department also supports the project by providing the access to existing data, office space, support staff, meeting venues, use of vessels and other related facilities to ensure success for the project. The DECR comprised of a small team located in different islands (Providenciales as the head office, with satellite offices in South Caicos and Grand Turk). In return, the Department's staff skills in spatial ecology and data management will be enhanced. DECR is headed by a Director and supported by a Deputy Director, 3 Assistant Directors (Enforcement; Protected Areas and Fisheries; Research and Development); Scientific Officer; Environmental Officers, Environmental Awareness Coordinator and Conservation Officers.

Stakeholder engagement is pivotal to the success of this project and with the help of the DECR staff over 50 stakeholders attended the workshops. However, for this project a single PSG wasn't deemed to be the best approach for stakeholder engagement. Therefore, stakeholder workshops were held separately on South Caicos, Grand Turk and Providenciales, in which the DECR were involved in organising. It was agreed that the project officers would update the stakeholders every 2 months and garner feedback on the project progress. It was also agreed that the project officers should engage with the fishermen on South Caicos, at a time that was more favourable to the fishermen, as some were unable to attend the first workshop because of work commitments. This would mean that the project officers would have to present the workshop in the evening and stay overnight. Furthermore, with the help of the DECR staff, the project officers have contacted and visited the Survey and Mapping Department (SMD) office to understand the GIS applications that are in place at the moment and what data sharing protocols are in place.

This method of regular engagement with the wide range of project stakeholders would not be possible if the project officers weren't permanently based in the TCI.

Territory to Territory working/skill share has proven invaluable. The learning and understanding between islands has helped the project 'hit the ground running' e.g. tools that are being shared have already been adapted to small islands.

Challenges: The main challenges relate to the recruitment and movement of staff. While these have been challenges at start up, they have all been resolved however it might be useful to highlight them here for future projects:

Staff recruitment and moving. Based on prior SAERI experience, the project was designed so that the first 6 months focussed on project start up activities, building in a long lead in time for recruitment. Nevertheless, as these posts are based in TCI, there were additional employment requirements which delayed the arrival of recruited staff. This has been managed through a change request which has been approved by Darwin. We now know how the process works in TCI, and therefore would be able to mobilise more quickly in the future. The lesson learnt is when recruiting for work in a new country/territory, anticipate a longer lead in time – i.e. suggest 9 months rather than 6 months (the latter still valid/appropriate for home territory recruitment). Staff were recruited internationally - moving to a new job in a new country can be a little stressful, but the team at DECR were extremely welcoming and made the project officers feel at home. Their office at the DECR building in Providenciales was ready with desks and internet access when they arrived. and helping to engage with other TCIG departments and project stakeholders.

Where projects (and associated costs and salaries) are based in countries/territories using non-GBP currencies (e.g. in TCI the currency is US Dollars), it would be useful to explore how currency fluctuations can be built into the donor funding distribution model.

8. Actions taken in response to previous reviews (if applicable)

Not applicable as this is the first Annual Report submitted for this project.

9. Other comments on progress not covered elsewhere

All progress has been covered in the other sections of the report.

10. Sustainability and legacy

This project will enable TCIG to plan for, and manage, the sustainable use of its marine environment. It will provide the foundation (of data and options for policy and practice) for MSP. Given the need to ensure sustainable development of local (and regional) marine resources in balance with conservation and protection of marine stocks, species, habitats and systems, TCIG and all stakeholders have a common interest in ensuring the future development and viability of this process.

It will also enable monitoring of potential climate change impacts on habitats, community structure, species and populations. Biodiversity and community ecology analyses of data will provide reference points for future comparisons to elucidate any climate change impacts.

Through the in-country based project posts, and project workshops, the project will build local and cross-territory capacity in data collection, analysis and implementation of MSP and will engage stakeholders in the sustainable use of the marine environment in order to develop a strategy for wider MSP

Metadata training has been provided to 7 DECR officers to give them an understanding on what metadata is and how it should be recorded and managed to the ISO19115 standard. Regular PMG meetings with project partners and regular follow up meetings with the stakeholders on each island serve as important platforms for engagement, promotion and awareness of the project around the TCI.

A WebGIS demonstration has been presented at the stakeholder workshops to provide examples of how the different spatial data layers can overlay each other and provide a context on how MSP works. This will eventually be public facing and the interface for the marine spatial data in the geodatabases. Data collected, modelling outputs and delineations for proposed designated areas, and will be updated post-project as new information is received acting as a functional management tool for TCIG and the wider community. Regular postings of project activity on twitter (hashtag #MSP_TCI).

The profile of the project has grown since the project officers arrived on the islands. There have been workshops with stakeholders to inform them of the project and introductions to other TCIG department and meeting with the Permanent Secretary, Minister for the Environment and the Governor of the TCI (see tweets in section 11).

This project has been developed with our local partners in the TCI Government (i.e. DECR) and project scoping consultations with TCIG have resulted in departmental and ministerial level support. This high-level support is crucial for ensuring the use and application of the tools that this project develops and ensuring the long-term continuation and sustainability of the MSP process. The project is being run by Islanders, for Islanders, building substantial local capacity and availability for essential follow-on work. It is envisaged that a project officer role will be absorbed into the DECR staff cohort after the project is completed to ensure long-term sustainability.

11. Darwin identity

We have the Darwin Initiative logo on the side of the project vehicle that was purchased from the funding for the first year. This vehicle will be handed to the TCIG when the project is complete.



Figure 10 MSP TCI project logo



Figure 11 MSP TCI project vehicle

The Darwin identity has been promoted as an integral part of all project outreach and engagement materials as required by the Darwin Plus Terms and Conditions.

Some examples of tweets below where @Darwin_Defra has been tagged. SAERI has 2089 followers on twitter. There are regular postings of project activity on twitter (hashtag #MSP_TCI)



Figure 12 Tweet from the South Caicos stakeholder workshop



Figure 13 Tweet from meeting with the Permanent Secretary



Figure 14 Tweet from meetings with the Minister of the Environment and the Governor of TCI



Figure 7 Tweet from the Grand Turk stakeholder workshop



Figure 8 Tweet from the Providenciales stakeholder workshops

The Darwin Initiative funding for this project is recognised as a distinct project with a clear identity.

12. Safeguarding

SAERI has a draft safeguarding policy that is currently under review, part of the review includes ascertaining its compatibility with in-territory government safe-guarding policies. Once finalised it will be presented to our Board for sign off. In the interim period, SAERI's projects apply the safeguarding principles as described. SAERI also has a whistle blowing policy which protects whistle blowers from reprisals and includes clear processes for dealing with concerns raised. During the reporting period of this project, there have been no actions that relate to this policy.

13. Project expenditure

Table 1: Project expenditure during the reporting period (1 April 2019 – 31 March 2020)

Project spend (indicative) since last annual report	2019/20 Grant (£)	2019/20 Total Darwin Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items				
Others (Please specify)				
TOTAL				

A change request was submitted and approved. The figures above are based on those approved in the change request.

Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2019-2020– if applicable

Project summary	Measurable Indicators	Progress and Achievements April 2019 - March 2020	Actions required/planned for next period
<p>Impact</p> <p>Review, analyses and consultation, the project will create the framework and tools essential for Marine Spatial Planning in the Turks and Caicos Islands. Enabling the planning and sustainable development of its marine environment.</p>		<p>The collection of 24 data sets and creation of a metadata catalogue, training of seven DECR staff on the collection and management of metadata. Engaged with over 50 stakeholders across South Caicos, Grand Turk and Providenciales in four stakeholder workshops. Creation of a GIS database and WebGIS interface to visualise the data collected so far.</p>	
<p>Outcome The creation of an MSP toolbox, a MSP framework with stakeholder consultation and engagement leads to TCIG embarking on a robust and efficient MSP programme for their national waters.</p>	<p>0.1 Policy Framework to support MSP</p> <p>0.2 TCIG adopt an MSP process for the national waters and EEZ</p>	<p>The project has made good progress toward achieving the project Outcome. Metadata training, metadata catalogue, four stakeholder workshops and reports</p>	<p>Collect and analyse data on coastal cultural values in TCI, meet with MSP experts and create an expert group to develop analytical methodologies and identify gaps in the data. Continue to locate, collect and collate existing data for the MSP, and to continue to engage with the stakeholders.</p>
<p>Output 1. Project Management structure, monitoring, evaluation and communications tools established</p>	<p>1.1 Memorandum of Understanding (MoU) agreed and signed by all partners by October 2019</p> <p>1.2 Project Officers recruited and in place by October 2019.</p> <p>1.3 A Project Management Group (PMG) meeting held every 3 months starting May 2019.</p> <p>1.4 A Project Stakeholders group (PSG) meeting held every 6 months starting November 2019</p> <p>1.5 At least 1 project webpage created by August 2019, and at least 1</p>	<p>1.1 <i>Complete - MOU signed 28th October 2019 (see section 3.2 of the report and annex 3)</i></p> <p>1.2 <i>Complete - Project Manager and project officer GIS officer recruited until October 2021</i></p> <p>1.3 <i>Complete – Terms of Reference approved by PMG, meetings held, minutes approved, metadata catalogue approved, M&E Plan approved, workshop reports approved. Indicator is appropriate (see section 3.2 of the report annex 4 – 6 and the project website)</i></p> <p>1.4 <i>On-track – workshops held and reports circulated to stakeholders (see section 3.2 of the report), as stakeholders are spread across the islands it has been agreed to visit each island every 2 months for regular updates and stakeholder feedback. Indicator is appropriate.</i></p> <p>1.5 <i>Complete – Project website created. Indicator is appropriate.</i></p>	

	<p>update to the page made every 3 months.</p> <p>1.6 Monitoring and evaluation plan developed and circulated by November 2019.</p> <p>1.7 Regular DPLUS reports submitted as required (yearly and half-yearly).</p>	<p>1.6 Complete - Monitoring and Evaluation plan approved by PMG (see section 3.2 of the report and the project website). Indicator is appropriate.</p> <p>1.7 On-track – DPLUS half yearly report approved by PMG and submitted. Indicator is appropriate.</p>	
Activity 1.1 Draft and sign project MOU		Complete (see annex 3) MOU signed between SAERI and lead partner DECR.	
Activity 1.2 Advertise, interview and recruit Project Manager and GIS officer.		Completed project officers recruited and on island	
Activity 1.3 Quarterly PMG meetings		Complete (see annex 4)	Quarterly PMG meetings
Activity 1.4 Bi-monthly stakeholder meetings on each island		Delayed due to COVID-19 restrictions in the TCI	Bi-monthly stakeholder meetings
Activity 1.5 Monthly webpage and social media updates		Complete	Monthly webpage and social media updates
Activity 1.6 Monitoring and Evaluation developed and approved by PMG		Complete (see project website)	Monitoring and Evaluation Plan discussed at PMG meetings.
Activity 1.7 Half yearly report written, approved by PMG and submitted		Complete	Half yearly and yearly reports drafted, approved by PMG and submitted.
Output 2. WP2. Development (and extensive analyses where appropriate and feasible) of GIS baseline data maps	<p>2.1 Review of extant data (20 data sets) relevant to MSP in the TCI by March 2020.</p> <p>2.2 Creation of metadata catalogue (ISO19115), February 2020 and ongoing.</p> <p>2.3 Collation, assimilation of relevant data (initial 20 data sets) and creation of project specific geospatial databases, ongoing.</p> <p>2.4 at least 5 DECR staff trained to use and maintain the metadata</p>	<p>2.1 Complete - 24 data sets have been reviewed relevant to MSP in TCI. Indicator appropriate.</p> <p>2.2 Complete - Metadata catalogue created and will become the data portal of the TCI (see annex 6) Indicator appropriate.</p> <p>2.3 On-track – project specific geospatial database has been created, temporarily hosted on the SAERI server until the MSP TCI server architecture has been completed.(See section 3 for weblink and login details)</p> <p>2.4 Complete - Seven DECR staff have been trained to use the metadata catalogue. Indicator appropriate.</p>	

	<p>catalogue by maintenance January 2020</p> <p>2.5 Review of relevant regional and international best practice, undertaken by January 2020.</p> <p>2.6 Review of Marine Spatial Planning frameworks implemented successfully on other small island nations / territories by January 2020</p> <p>2.7 Re-examination of tracked data Starting March 2020 until September 2020</p> <p>2.8 Examination of current MPA delineation in light of current analyses. May 2020</p> <p>2.9 Modelling coastal cultural values (at least 200 islanders surveyed). Journal article prepared., September 2020</p> <p>2.10 Build MSP GIS platform and supporting databases to accommodate data captured in the MSP metadata catalogue. Starting March 2020 and ongoing.</p> <p>2.11 At least 25 data sets that directly contribute to MSP objectives mapped. Starting March 2020 and on-going</p> <p>2.12 Open source public facing webGIS by June 2020 and ongoing.</p> <p>2.13 At least 30 TCIG Staff and relevant stakeholders trained in WebGIS use by June 2020.</p>	<p>2.5 Completed– Review of regional and international best practice (see project website).</p> <p>2.6 Completed – Review of MSP frameworks on small island nations (see project website).</p> <p>2.7 On-track – Re-examination of tracked data has started and is planned for completion in the next reporting period. Indicator appropriate.</p> <p>2.8 Planned for completion in the next reporting period. Indicator appropriate.</p> <p>2.9 Contract signed with project partner eftec. Planned for completion in the next reporting period. Indicator appropriate.</p> <p>2.10 On-track – Infrastructure and server for hosting the MSP GIS platform is being designed and is planned to be complete in April 2020, when the data portal databases will be built.</p> <p>2.11 On -track – datasets have started to be mapped, ongoing (see figures 2 & 3 in section 3.1 of the report). Indicator appropriate.</p> <p>2.12 On-track Delivery not due until next FY however - the WebGIS application is already available–. This will be continually updated. Project Officers trained in the maintenance of the public facing WebGIS. Planned for completion in the next reporting period.</p> <p>2.13 On-track Delivery not due until next FY however to date Project Staff, partners and at least 5 MSP stakeholders trained in the basics of GIS so they are able to do some basic analyses and visualise data. Planned for completion in the next reporting period.</p> <p>2.14- 2.16 On-track. Delivery not due until next FY however to date Metadata catalogue updated and data available on MSP GIS Platform and WebGIS. Planned for completion in the next reporting period.</p>
--	--	---

	<p>2.14 At least 15 new data sets and layers mapped. By September – October 2020</p> <p>2.15 At least 10 (Modelling) layers added to the MSP GIS platform by December 2020.</p> <p>2.16 At least 2 maps of areas of overlap and potential conflict and zoning options prepared between December 2020 – March 2021.</p>		
Activity 2.1. Collect, collate and review existing marine spatial data (at least 20 data sets)	Complete	Continue locating, collecting and collating data sets	
Activity 2.2. Create metadata catalogue to ISO19115 standard	Complete	Continue adding data sets to the metadata catalogue	
Activity 2.3 Create geospatial databases from the initial 20 data sets on the DECR server	Created on local machine, and shared via SAERI server awaiting TCI server architecture configuration to be complete, planned April 2020	Migrate to TCI server when ready	
Activity 2.4 Metadata training course held for 7 DECR staff	Complete	Continue to train others, NGO's etc on metadata collection procedures	
Activity 2.5 Drafting regional and international best practice review	Completed (see project website)		
Activity 2.6 Drafting review of successful MSP framework implementations on small island nations	Completed (see project website)	Submission to suitable journal for publication	
Activity 2.7 Examination of tracking data	Satisfactory progress being made. Planned completion in the next reporting period	Add tracking data to the MSP GIS database and data portal	
Activity 2.8 Examination of current MPA delineation in light of current analyses.	Planned completion in the next reporting period	Determine analytical methodologies with expert MSP group and use on existing data layers to examine MPA delineations.	
Activity 2.9 Modelling coastal cultural values (at least 200 islanders surveyed). Journal article prepared	Planned completion in the next reporting period	Design survey and analyse data, draft publication	

Activity 2.10 MSP create GIS database to accommodate metadata catalogue.	Satisfactory progress being made	Create data portal database and populated with metadata catalogue and implement data portal interface.
Activity 2.11 Data sets that directly contribute to MSP objectives being mapped	Satisfactory progress being made	Add data sets to MSP GIS database and data portal.
Activity 2.12 Public facing WebGIS developed and available	Planned completion in the next reporting period	Implement WebGIS interface and make available to public
Activity 2.13 TCIG staff and stakeholders trained in the use of WebGIS	Planned completion in the next reporting period	Organise WebGIS interface training sessions for TCIG staff and stakeholders
Activity 2.14 An additional 15 data sets mapped	Planned completion in the next reporting period	Locate, collect and collate 15 data sets and add them to the data portal and GIS database
Activity 2.15 Map at least 10 modelling layers	Planned completion in the next reporting period	Design and run models on existing datasets to produce modelled layers e.g distribution models
Activity 2.16 At least 2 maps of areas of overlap and potential conflict and zoning options prepared	Planned completion in the next reporting period	Overlay layers to identify potential conflicts and suggest zoning options.
Output 3. WP3: Stakeholder engagement	<p>3.1 Workshop 1 Attended by 20 stakeholders. to agree on vision and objectives January 2020</p> <p>3.2 Approach to be taken forward from the Best Practice and MSP review agreed in Workshop 1- January 2020.</p> <p>3.3 Workshop 2 At least 20 expert participants agree on modelling methodologies and data gaps August 2020</p> <p>3.4 A small 'expert working group' agreed to contribute to modelling work. August 2020.</p>	<p>3.1 Completed - Four workshops were held across three islands in the TCI, one on South Caicos 27th January 2020, one on Grand Turk 31st January 2020 and two on Providenciales 4th and 5th February 2020. Reports drafted, approved by the PMG and circulated to stakeholders and on project website</p> <p>3.2 completed - It was agreed that the approach to be taken forward was for the project officers to visit the islands on a bi-monthly basis for updates, discussions and stakeholder feedback.</p> <p>3.3 Planned for completion in the next reporting period. Indicator appropriate.</p> <p>3.4 Planned for completion in the next reporting period. Indicator appropriate.</p> <p>3.5 – 3.8 Planned for completion in the next reporting period. Indicator appropriate.</p>

	<p>3.5 Workshop 3; Project Officer and partners present work conducted to date</p> <p>3.6 Stakeholders and project team agree on zoning.</p> <p>3.7 Stakeholders and project team conduct and agree principles and future practices, agreeing a policy framework.</p> <p>3.8 Stakeholders and project team agree on an MSP strategy and legacy past the end of the current project. Workshop conducted in March 2021 with at least 50 attendees.</p>		
Activity 3.1 Four stakeholder workshops held, one on South Caicos, one on Grand Turk and two on Providenciales	Completed	Continue to engage with stakeholders on a bi-monthly basis	
Activity 3.2 Approach to be taken forward from the Best Practice and MSP review agreed in the workshops	Completed	Revisiting stakeholders on islands bi-monthly to update on project progress and to obtain stakeholder feedback.	
Activity 3.3 Organise workshop with least 20 expert participants agree on modelling methodologies and data gaps	Planned completion in the next reporting period	Contact potential 20 expert participants for the expert workshop and organise	
Activity 3.4 Agree on small 'expert working group' from workshop to contribute to modelling work	Planned completion in the next reporting period	From the 20 expert participants determine expert working group to contribute to modelling	
Activity 3.5 Present work conducted to date	Planned completion in the next reporting period	Organise presentation of work conducted to date	
Activity 3.6 Stakeholders and project team agree on zoning	Planned completion in the next reporting period	Organise stakeholder workshop to agree on zoning.	
Activity 3.7 Stakeholders and project team conduct and agree principles and future practices, agreeing a policy framework.	Planned completion in the next reporting period	Determine a policy framework and agree with stakeholders	

Activity 3.8 Organise stakeholder workshop with at least 50 attendees to agree on an MSP strategy agreed with project team and legacy past the end of the current project.	Planned completion in the next reporting period	Organise stakeholder workshop for at least 50 attendees.
Output 4: WP4: provide advice on appropriate policies, practices and frameworks for MSP	<p>4.1 Proceedings and recommendations of workshop communicated to senior TCIG officials. June 2021.</p> <p>4.2 Policy paper on MSP delivered to cabinet for adoption that includes MSP strategy going forward with the appropriate resource. July 2021</p>	<p>4.1. Planned for completion in the final reporting period. Indicator appropriate.</p> <p>4.. Planned for completion in the final reporting period. Indicator appropriate.</p>
Activity 4.1 Draft proceedings and recommendations from workshop and communicate to senior TCIG officials	Planned for completion in the final reporting period.	
Activity 4.2 Draft policy paper on MSP and strategy going forward and deliver to cabinet for adoption	Planned for completion in the final reporting period.	

Annex 2: Project’s full current logframe as presented in the application form (unless changes have been agreed)- if applicable

N.B. if your application’s logframe is presented in a different format in your application, please transpose into the below template. Please feel free to contact Darwin-Projects@ltsi.co.uk if you have any questions regarding this.

Project summary	Measurable Indicators	Means of verification	Important Assumptions
Impact:			
Marine Spatial Planning (MSP) decision making by the TCIG is enhanced by the visualisation and analysis of marine spatial and temporal data.			
Outcome: The creation of a MSP toolbox, a MSP framework with stakeholder consultation and engagement leads to TCIG embarking on a robust and efficient MSP programme for their national waters.	0.1 Policy Framework to support MSP 0.2 TCIG adopt a MSP process for their National waters and EEZ support MSP	0.1 Policy paper submitted to the TCIG Cabinet and agreed 0.2 MSP Strategy officially announced by TCIG	1. Staffing turnover in TCIG enables the continued progress of policy development Political will under the elected TCIG legislators will continue to support the progress of this process
Output 1 WP1. Project Management structure, monitoring, evaluation and communications tools established	1.1 Memorandum of Understanding (MoU) agreed and signed by all partners by October 2019	1.1 MoU signed by all parties.	2. Recruitment results in appropriate candidates being recruited and available to be on island within the given time frame. 3. Continued resource from project partners available to engage with the project for its duration.
	1.2 Project Officers recruited and in place by October 2019.	1.2 Project Officers' employment contracts signed.	
	1.3 A Project Management Group (PMG) meeting held every 3 months starting May 2019.	1.3 PMG meeting notes circulated and then available online.	
	1.4 A Project Stakeholders group (PSG) meeting held every 6 months starting November 2019	1.4 PSG meeting notes circulated and available online.	
	1.5 At least 1 project webpage created by August 2019, and at least 1 update to the page made every 3 months.	1.5 Project webpages hosted by TCIG and SAERI and online for viewing.	
	1.6 Monitoring and evaluation plan developed and circulated by November 2019.	1.6 Monitoring and evaluation plan available online.	

	1.7 Regular DPLUS reports submitted as required (yearly and half-yearly).	1.7 DPLUS reports available to project partners.	
Output 2: WP2. Development (and extensive analyses where appropriate and feasible) of GIS baseline data maps	2.1 Review of extant data (20 data sets) relevant to MSP in the TCI by March 2020.	2.1 Review forms the basis of the metadata catalogue that conforms to ISO19115	3. Continued resource from project partners available to engage with the project for its duration.
	2.2 Creation of metadata catalogue (ISO19115), February 2020 and ongoing.	2.2 The metadata catalogue is circulated to partners for approval and then available on the project's website	
	2.3 Collation, assimilation of relevant data (initial 20 data sets) and creation of project specific geospatial databases, ongoing.	2.3 Databases created and data secured within DECR's server and cloud and mirrored in SAERI's IMS-GIS Centre	
	2.4 at least 5 DECR staff trained to use and maintain the metadata catalogue by maintenance January 2020	2.4. Training feedback forms available.	
	2.5 Review of relevant regional and international best practice, undertaken by January 2020.	2.5 Regional Best practice report provided to the PMG and PSG for comment	
	2.6 Review of Marine Spatial Planning frameworks implemented successfully on other small island nations / territories by January 2020	2.6 Review presented to PMG and PSG. Developed review as a peer reviewed paper by Project Manager and Project Partners	
	2.7 Re-examination of tracked data Starting March 2020 until September 2020	2.7 A report circulated to PMG, PSG and TCIG officials. Metadata catalogue and MSP GIS platform updated	
	2.8 Examination of current MPA delineation in light of current analyses. May 2020	2.8 A report circulated to PMG, PSG and TCIG officials. Metadata catalogue and MSP GIS platform updated as necessary.	
	2.9 Modelling coastal cultural values (at least 200 islanders surveyed). Journal article prepared., September 2020	2.9 A report circulated to PMG, PSG and TCIG officials also available on project's website. Metadata catalogue and MSP GIS platform updated as necessary. Peer reviewed publication completed.	
	2.10 Build MSP GIS platform and supporting databases to accommodate data captured in the MSP metadata catalogue. Starting March 2020 and ongoing.	2.10 MSP GIS platform and databases created in open source and available to project partners and PMG. Data secured on MSP server housed in DECR and cloud.	

	2.11 At least 25 data sets that directly contribute to MSP objectives mapped Starting March 2020 and on-going.	2.11 GIS layers available for analyses and visualisation captured in MSP GIS platform. All data captured in MSP server and cloud.	
	2.12 Open source public facing WebGIS by June 2020 and ongoing.	2.12 Official launch of the webGIS application – open to all on the web. This will be continually updated. Project Officers trained in the maintenance of the public facing WebGIS.	
	2.13 At least 30 TCIG Staff and relevant stakeholders trained in WebGIS use by June 2020.	2.13 Project Staff, partners and at least 5 MSP stakeholders trained in the basics of GIS so they are able to do some basic analyses and visualise data.	
	2.14 At least 15 new data sets and layers mapped. By September – October 2020	2.14-2.16 Metadata catalogue updated and data available on MSP GIS Platform and WebGIS	
	2.15 At least 10 (Modelling) layers added to the MSP GIS platform by December 2020.		
	2.16 At least 2 maps of areas of overlap and potential conflict and zoning options prepared between December 2020 – March 2021.		
Output 3 WP3: Stakeholder engagement	3.1 Workshop 1 Attended by 20 stakeholders. to agree on vision and objectives January 2020	3.1 Vision for MSP in TCI and objectives captured in workshop report and circulated to PMG, PSG and senior TCIG officials. Report also available on project website.	3. Continued resource from project partners available to engage with the project for its duration.
	3.2 Approach to be taken forward from the Best Practice and MSP review agreed in Workshop 1- January 2020.	3.2 Agreed approach captured in workshop report and circulated to PMG, PSG and senior TCIG officials. Report also available on project's website.	
	3.3 Workshop 2 At least 20 expert participants agree on modelling methodologies and data gaps August 2020	3.3 Workshop report circulated to PMG, PSG, partners, TCIG officials and available on Project's website	
	3.4 A small 'expert working group' agreed to contribute to modelling work. August 2020.	3.4 Expert working group ToRs drawn up to help with second phase data analyses.	

	3.5 Workshop 3; Project Officer and partners present work conducted to date	3.5 – 3.8 Workshop report circulated to PMG, PSG, partners, TCIG officials and available on Project's website. This results in an agreement (PMG, PSG and TCIG) for project officer positions being retained as part of established TCIG posts with in the DECR	
	3.6 Stakeholders and project team agree on zoning.		
	3.7 Stakeholders and project team conduct and agree principles and future practices, agreeing a policy framework.		
	3.8 Stakeholders and project team agree on an MSP strategy and legacy past the end of the current project. Workshop conducted in March 2021 with at least 50 attendees.		
Output 4: WP4: provide advice on appropriate policies, practices and frameworks for MSP	4.1 Proceedings and recommendations of workshop communicated to senior TCIG officials. June 2021.	4.1 Meeting between Project Team, important stakeholders and senior TCIG officials results in agreement with workshop recommendations.	4. TCIG Policy and legal departments have the capacity to engage in the drafting processes within the given timeframe.
	4.2 Policy paper on MSP delivered to cabinet for adoption that includes MSP strategy going forward with the appropriate resource. July 2021.	4.2 Policy paper drawn up by Project Team and PMG and submitted to TCIG to be reviewed by Cabinet. Cabinet agree recommendations, implementation of MSP strategy for TCI and the retention of a MSP team within DECR.	
<p>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)</p> <p>1.1 A Memorandum of Understanding (MoU) agreed and signed by all partners 1.2 Project Staff recruited 1.3 A Project Management Group (PMG) meeting held every 3 months 1.4 Project Stakeholders group (PSG) meetings held every 2 months 1.5 Project webpage created and updated every 3 months 1.6 Monitoring and evaluation plan created 1.7 Regular DPLUS reports submitted as required (yearly and half-yearly)</p> <p>2.1 Extant data review across TCIG and organisations relevant to MSP 2.2 Creation of the metadata catalogue (ISO19115) 2.3 Project Officers collate, assimilate relevant data create project specific geospatial databases 2.4 SAERI IMS-GIS Centre staff member helps create web-based metadata catalogue and provides training to project staff to support maintenance 2.5 Project Officers complete regional and international best practice review and reviewed by PMG and PSG</p>			

- 2.6 Project Officer complete a review of Marine Spatial Planning frameworks implemented successfully on other small island nations / territories and reviewed by PMG and PSG.
- 2.7 Re-examination of tracked data (megafauna) to ascertain ecologically important areas, shipping routes (from AIS), biodiversity and environmental data.
- 2.8 Re-examination of MPA delineation in light of analyses above. MPA delineation reviewed and reported to TCIG.
- 2.9 Coastal Cultural Values survey complete and mapped and incorporated into the MSP GIS Platform
- 2.10 Project Officers, in conjunction with SAERI's IMS-GIS staff build MSP GIS Platform.
- 2.11 Project Team Map specific data that contribute to MSP objectives.
- 2.12 Project Team, with support by SAERI's IMS-GIS Centre staff, create public facing webGIS.
- 2.13 SAERI's IMS-GIS Centre staff provide training for the opens source form GIS platform.
- 2.14 New data and layers mapped and added MSP GIS platform and webGIS.
- 2.15 Project Team and Expert Working Group Conduct modelling work.
- 2.16 Project Team Map create zoning options Shape files added to GIS Platform

- 3.1 and 3.2 Stakeholder Workshop 1. Agreed approaches captured in workshop report and circulated to PMG, PSG and posted on project's website
- 3.3 Stakeholder Workshop 2. Modelling approach agreed and further gaps identified. Workshop report circulated in PMG, PSG and TCIG.
- 3.4 Expert working group formed and ToRs drawn up.
- 3.5 – 3.8 Workshop report complete capturing agreed zoning, principles and future practices. Agree Policy framework. Paper to TCIG to retain an MSP team within DECR

- 4.1 Negotiation and communication to senior TCI officials – communicating agreements and recommendations from workshop 3.
- 4.2 Policy paper drawn up by Project Team and delivered to cabinet to approve MSP strategy going forward with appropriate resource.

Annex 3 Memorandum of Understanding (MOU)

Checklist for submission

	Check
Is the report less than 10MB? If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line.	Yes
Is your report more than 10MB? If so, please discuss with Darwin-Projects@ltsi.co.uk about the best way to deliver the report, putting the project number in the Subject line.	No
Have you included means of verification? You need not submit every project document, but the main outputs and a selection of the others would strengthen the report.	Yes
Do you have hard copies of material you want to submit with the report? If so, please make this clear in the covering email and ensure all material is marked with the project number. However, we would expect that most material will now be electronic.	No
Have you involved your partners in preparation of the report and named the main contributors	Yes
Have you completed the Project Expenditure table fully?	Yes
Do not include claim forms or other communications with this report.	