Darwin Plus:
Overseas Territories Environment and Climate Fund
Annual Report

To be completed with reference to the "Project Reporting Information Note"
(https://darwinplus.org.uk/resources/information-notes)

It is expected that this report will be a **maximum of 20 pages** in length, excluding annexes)

Submission Deadline: 30th April 2023

Submit to: BCF-Reports@niras.com including your project ref in the subject line

Darwin Plus Project Information

Project reference	DPLUS154
Project title	Sustainable management planning for St Helena's National Conservation Areas
Territory(ies)	St Helena
Lead Partner	Joint Nature Conservation Committee
Project partner(s)	St Helena Government (SHG), SAERI (Falklands) Ltd (SFL)
Darwin Plus grant value	£344,345.00
Start/end dates of project	December 2021 / September 2024
Reporting period (e.g. Apr 2022-Mar 2023) and number (e.g. Annual Report 1, 2)	April 2022 – March 2023, Annual Report 2 (AR2).
Project Leader name	Dr Megan Tierney
Project website/blog/social media	Project website to be created later in the project. Social Media handles: @JNCC_UK, @StHelenaGovt, @SAERI_FI
Report author(s) and date	Dr Megan Tierney and Eve Englefield, May 2023

1.   Project summary

St Helena Island (STH) is one of the UK Overseas Territories (UKOTs) that lies in the South Atlantic Ocean. Its iconic, and highly endemic, biodiversity is of international importance. The Island's unique flora and fauna is now under pressure from the impacts of climate change, invasive species, introduced pests and diseases and land-use pressures associated with economic development. In recent years, the island has experienced significant loss of biodiversity resulting in an environment that is less resilient to pests and diseases and more prone to impacts from drought and other climate-related pressures. The water shortages, experienced during periods of drought, have caused food shortages, increasing the whole population's reliance on food imports. Further to this, the Covid-19 health crisis led to a cessation in some tourism-related income. This has highlighted the need to find more locally based solutions to support sustainable livelihoods.

The Island has 14 'nature' National Conservation Areas (NCA; Figure 1). These cover 38% of the island, helping to protect the 502 endemic and 38 globally threatened native species. However, the demands for development and land use change within the NCAs is increasing, exerting yet more pressure on the Island's biodiversity.

To fulfil the protected status conditions of the STH Land Development Control Plan (2012-22[1]), and gain legal protection, each NCA is required to have a Management Plan. Without the necessary Management Plans, the NCA's legal status can be challenged, potentially placing more pressures on land-use change within the protected areas. Currently, only one of the fourteen NCAs – The Peaks (including Diana's Peak National Park) – has a Management Plan.

The 'Sustainable management planning for St Helena's National Conservation Areas' (DPLUS154) project is an international collaboration lead by the Joint Nature Conservation Committee (JNCC) and St Helena Government (SHG), in partnership with SAERI (Falklands) Limited (SFL). The project was awarded Darwin Plus (DPLUS) funding in 2021 to undertake a 2.75-year project in STH to address these issues. JNCC, SHG and SFL will work in collaboration to develop sustainable-use NCA Management Plans for the remaining 13 NCAs of STH. Alongside these, analytical tools and a monitoring framework for the NCAs to help conserve and restore biodiversity will also be developed. Further, through active engagement with local communities, businesses, and landowners, in and around the NCAs, the partnership will develop management options for sustainable land-use and identify opportunities for alternative livelihoods created within the NCAs and within the legal conditions.

This will be achieved through activities under the following four integrated Work Packages:

- **Work Package (WP1):** Reviewing and gathering evidence for Management Plan development (including criteria, data collection and methodology for NCA assessment).
- **Work Package (WP2):** Training for SHG and St Helena National Trust (SHNT) on data collection and decision support tools.
- **Work Package (WP3):** Modelling and assessment of Management Plans, including framework for monitoring effectiveness.
- **Work Package (WP4):** Stakeholder engagement, including public consultation on NCA management options.

As well as supporting SHG to ensure legal adoption and local buy-in of the NCA's, the project will lay the foundation for effective governance of STH's NCAs and identify options for sustainable alternative livelihoods. This will serve to help protect and enhance the Island's unique biodiversity and improve resilience to future pressures.

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[1] Currently being reviewed by SHG, but there is no set timeline for when this will be completed. However, no substantial changes to the NCAs are expected to be made. As such it is anticipated that each NCA will still require a Management Plan to gain legal protection.
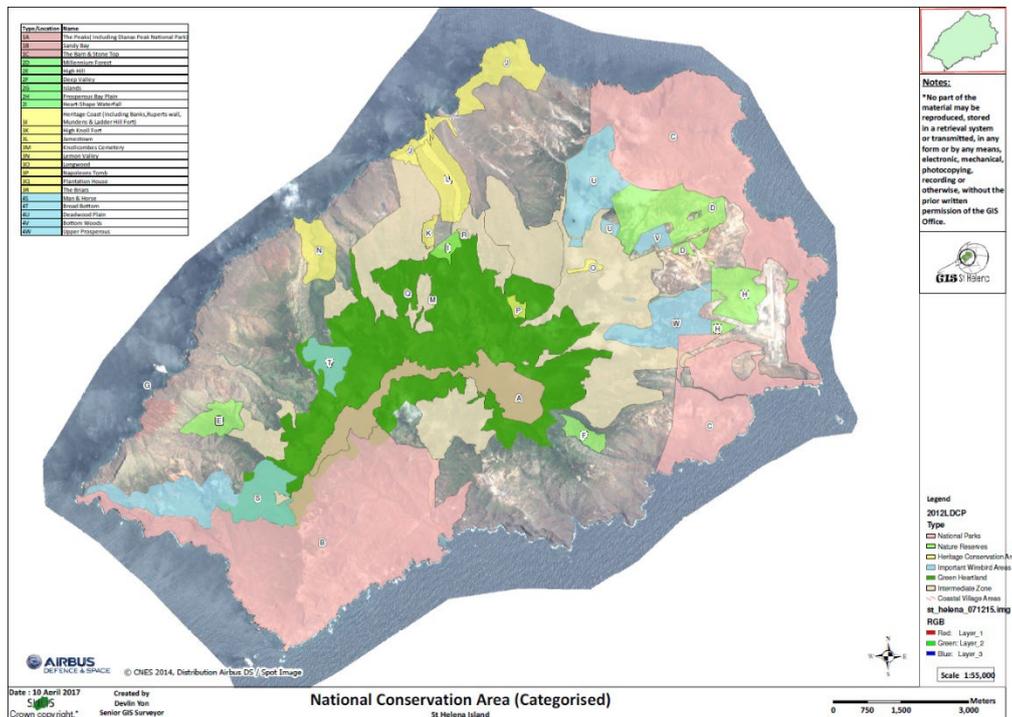
Figure 1. National Conservation Areas in Saint Helena. Source: St Helena Government GIS Department. Note, Heritage Conservation Areas (shaded yellow) are not being considered in this project.

2.   Project stakeholders/partners

Background to development of project partnerships and project conception

JNCC is the public body that advises UK Government, the devolved administrations and UKOTs on nature conservation. More specifically, JNCC has been working with SHG over a number of years on a range of environmental conservation and management projects. In 2019, SHG opened dialogue with JNCC to support the development of Management Plans to protect the legal status of STH's NCA's. The DPLUS154 project is the result of discussions between JNCC and SHG Environment, Natural Resources and Planning Directorate (ENRPD), Infrastructure and Transport Directorate and Information and Technology Department, as well as with SFL, the latter also having worked closely with JNCC and SHG on environmental data management. The project will enable the legal protection of the NCA's, and the associated species found within them.

DPLUS154 is led by JNCC and SHG, in partnership with SFL. All three partners have extensive project management experience within the context of UKOTs, and each bring unique expertise, covering terrestrial protected area management, environmental research, evidence-based decision making and leading public consultations. The Project Partners were involved with all aspects of project design, and together with relevant stakeholders have engaged and/or been kept informed of project progress during the reporting period as follows:

Project Partners

The Project Management Group (PMG), continues to monitor and steer the project, ensuring it aligns with the project proposal, and that the project is delivered on time and within budget. The PMG also consider and advise on the overall project management plan, including supporting documents such as the Monitoring and Evaluation Plan, Risk Register, and Issues Log (**Annex 7**), and review and approve all primary project outputs prior to external release. The PMG will also continue to highlight synergies between this project and other, related projects which they may be involved with to align and maximise outputs of each.

The PMG are currently meeting every second week to discuss project progress, identify new linkages within the project and to review project outputs, including the baseline reports, database report and stakeholder report that have been produced in Year 2 (Y2) of the project (**see Section 3.1**). These regular meetings have helped significantly in terms of progressing the project despite the ongoing delays in the recruitment of the Project Officer (**see Section 10**). Once the Project Officer is in post (anticipated for June 2023), the frequency of the meetings may be reviewed.

Core Delivery Group

To support project delivery, a wider Core Delivery Group (CDG) was established during Year 1 (Y1) of the project. This consisted of PMG representatives, additional staff members from Project Partner organisations, and key specialists from the SHNT. The CDG has not met regularly during Y2, but with the completion of the stakeholder mapping and engagement plan (**see Section 3.1, Annex 6c**), the Project Partners intend to review and reinstate a similar wider group of key stakeholders to help steer the project.

Project Stakeholders

A key objective of the project is to raise stakeholder and public awareness about the need for sustainably managed NCAs in order to maximise stakeholder buy-in for the Management Plans. The first significant stakeholder engagement took place during the workshops held in October 2022 (**see Section 3.1 and 3.2, Annex 6a,b**). These workshops provided an opportunity to present the project to stakeholders and give them the chance to provide feedback on desired content and format of the management plans and how the project should progress in terms of stakeholder engagement. The communications plan that has now been developed (**see Section 3.1, Annex 6c**) identifies the different types of stakeholder groups, communication methods and identifying key communication dates for project outputs. This plan should help to ensure there is effective outreach to and/or input from all relevant stakeholders at key points of the project.

3.   Project progress

3.1   Progress in carrying out project Activities

Following the Change Request (CR22-129) submitted in Y2Q3 and accepted in Y2Q4 the activities listed below have been amended since the previous Annual Report, and we report on the progress of each here.

Output 1: Up to 13 NCA Management Plans, which include governance arrangements, submitted to SHG for adoption and legal endorsement.

Summary: Activity 1.1, 1.2 and 1.4 have been completed on scheduled but it is noted there will be ongoing additions to these products throughout the life of the project. There have been some delays to Activity 1.3 which was due to commence in this reporting period.

Activity 1.1: Due to the delays associated with the recruitment of the Project Officer (**see Section 10**), project partner SFL was contracted to lead on the collection and collation of the historic and existing data for each of the 13 nature NCAs, which would then feed into the draft baseline reports (**see Activity 1.4 and Annex 4**). This work required reviewing available datasets, including those publicly available through the online St Helena Data Portal, as well as existing reports and other grey literature. The Project Officer will continue this activity once in post; therefore, this activity is ongoing.

Activity 1.2: The pressures and threats of each of the NCAs were included in the baseline reports (**see Activity 1.4 and Annex 4**), and this will be built upon during the baseline review workshops (Activity 4.4 and scheduled for Y3). The Project Officer will continue this activity once in post; therefore, this activity is ongoing.

Activity 1.3: Commencement of this activity was reliant on having either the Project Officer and/or Data Collectors in place. Unfortunately, as outlined in **Section 10**, there was a delay in the recruitment process

for the Project Officer and Data Collectors and so it has not been possible to progress this activity as planned in this reporting round.

Activity 1.4: Project Partner SFL have led on compiling the draft baseline reports for each of the 13 NCAs (**Annex 4**), and which incorporate information from Activity 1.1 and 1.2. The 13 draft baseline reports are complete but will remain as 'living' documents, to be updated throughout the life of the project (primarily by the Project Officer), as additional existing data is identified or can be accessed; or as new data is collected (e.g. under Activity 1.5); therefore, this activity is ongoing.

Activities 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, and 1.11: There was no planned work against these activities in this reporting period.

Output 2: Trained SHG/National Trust Officers able to manage, monitor, assess, report, intervene and undertake future reviews of Management Plans and determine the effectiveness of NCA sites (capacity, guidance and tools)

Summary: There was no planned work against these activities in this reporting period. (NB: Activity 2.1 was reported upon in Y1).

Output 3: Modelling and testing management options for effective and sustainable Management Plans to achieve better nature conservation and socio-economic outcomes

Summary: Good progress on Activity 3.3 – the only Activity due to commence under this Output in this reporting period – has been made.

Activity 3.3: SFL, in consultation with SHG, undertook the initial steps of this activity in Y2 by: i) conducting a review of how environmental data is currently stored and managed in St Helena; and then ii) generating a methodology for how elements can be built into this system to enable data specific to each NCA (or NCA-group – e.g. all Important Wire Bird NCAs) to be identified, extracted and utilised. The report which captures this work (**Annex 5**) uses the Millennium Forest NCA as a case study, but the same process will be applicable to all NCAs. The ability to assign and/or extract information from the Data Portal that is specific to an NCA will be a valuable tool both during the development of the Management Plan and for their ongoing monitoring. Further population of the database with products from this project will continue in Year 3 (Y3) and Year 4 (Y4) of the project.

Activities 3.1, 3.2, 3.4, and 3.5: There was no planned work against these activities in this reporting period.

Output 4: Stakeholder awareness and understanding of the benefits of sustainably managed NCAs to maximise stakeholder buy-in and engagement during the development of the Management Plans.

Summary: Activities 4.1 and 4.2 commenced and were completed on schedule in this reporting period. It is noted, however, that these products will be reviewed and updated as required throughout the life of the project.

Activity 4.1 and Activity 4.2: The first step in identifying and mapping all stakeholders that will be relevant to this project and identifying the most effective means for engagement was undertaken during a series of workshops held on St Helena in October 2022 (see more details in **Section 3.2, Output 4**, as well as **Annex 6a,b**). This initial scoping exercise was built upon by Project Partner SFL following the workshops. SFL: i) completed a full stakeholder mapping exercise to identify the range and types of stakeholders which should be consulted during this project to ensure its success; ii) identified modes for engaging and communicating with the different types of stakeholder groups (i.e. a communications and engagement plan was developed); and iii) provided a set of key messages which will form the basis for communications coming out of the project (**Annex 6c**). The stakeholder list and communications plan will be considered a 'living' document, and, due to the importance of adapting stakeholder engagement based on feedback and lessons learnt, both will be reviewed/updated as necessary throughout the life of the project .

Activities 4.3, 4.4., 4.5, 4.6, and 4.7: There was no planned work against these activities in this reporting period.

Output 5: Project management, monitoring, and evaluation

Summary: With the exception of Activity 5.4, all planned activities for this reporting round have commenced or been completed on schedule.

Activity 5.1: This activity was completed in Y1, and the key Project Partners continue to meet regularly.

Activity 5.2: A Core Delivery Group was established in Y1. As part of the stakeholder engagement work (Activities 4.1 and 4.2), the structure of this group is being revised to ensure maximum effectiveness for the project, and to optimise the availability of the group. This will be refined by the Project Officer and Project Partners in Y3, and ToRs will be established as needed.

Activity 5.3: Despite challenges encountered during Y2 in regard to the recruitment of the Project Officer (**see Section 10**), the recruitment process was able to take place during February and March 2023. A suitable candidate has been identified and been offered the position. At the time of writing this report, contract finalisation was ongoing, but assuming the candidate formerly accepts the post and work permits are obtained, it is anticipated that the Project Officer will start by June 2023.

Activity 5.4: The data collectors will be recruited in Y3 once the Project Officer has had opportunity to complete the baseline reports and identify the priority data gaps.

Activity 5.5: There was no planned work against this activity in this reporting period.

Activity 5.6: A Monitoring and Evaluation plan, together with a project Risk Register and Issues Log has been developed for the project (**see Section 6 and Annex 7**). These are updated and reviewed regularly by the Project Leader and PMG.

Activities 5.7: The development of the methodology for gender monitoring and evaluation has been developed. It will be presented to the PMG for their agreement once the Project Officer is in place, to allow their input to also be considered.

Activity 5.8: This activity is ongoing throughout the life of the project. All activity and financial reports have been submitted to DPLUS as required.

3.2   Progress towards project Outputs

Output 1: Up to 13 NCA Management Plans, which include governance arrangements, submitted to SHG for adoption and legal endorsement.

Output 1 is progressing according to schedule and progress against the individual Indicators is outlined fully in the **Annex 1** logframe. At the start of the project, no Management Plans were in place for any of the 13 NCA's included in the project. The Management Plans and associated governance are not due for delivery until the end of the project, but some good progress on initial steps has been made, including the production of the draft baseline reports for each of the 13 NCAs (**see Section 3.1, Output 1; Annex 4**) based on the review and collation of existing and historical data, as well as development of a methodology for identifying/extracting data from the online data portal for specific NCAs (first steps of Indicators 1.1, 1.2, 3.1). As a result of the challenges in recruitment of the Project Officer and Data Collectors (**see Section 10**), there has been some delays in progressing all planned activities (**see Section 3.1, Output 1**), but this is not expected to have an overall impact on the ability of the project to meet Output 1. Therefore, it is expected that Output 1 will be achieved within the project timeframe, and the current Indicators are still considered appropriate.

Output 2: Trained SHG/National Trust Officers able to manage, monitor, assess, report, intervene and undertake future reviews of Management Plans and determine the effectiveness of NCA sites (capacity, guidance and tools).

It is expected that by the end of the project, all relevant SHG and SHNT staff will have the ability to implement and review NCA Management Plans. Most of the work required to meet this Output will occur during Y3, apart from the GIS training that took place during Y1 (Indicator 2.2) - see full details of progress against each Indicator outlined in the **Annex 1** logframe. It is expected that Output 2 will be achieved within the project timeframe, and the current Indicators are still considered appropriate.

Output 3: Modelling and testing management options for effective and sustainable Management Plans to achieve better nature conservation and socio-economic outcomes.

Most of the work required to meet this Output will occur during Y3 - see full details of progress against each Indicator outlined in the **Annex 1** logframe. The database report (forming part of Indicator 3) produced in this reporting round (**see Section 3.1, Output 2; Annex 5**), forms the foundation for continuing this Output in Y3. It is expected that Output 3 will still be achieved within the project timeframe, and the current Indicators are still considered appropriate.

Output 4: Stakeholder awareness and understanding of the benefits of sustainably managed NCAs to maximise stakeholder buy-in and engagement during the development of the Management Plans.

Significant progress has been made on this output in this reporting round - see full details of progress against each Indicator outlined in the **Annex 1** logframe. Key stakeholders have been identified as well as how best to engage different stakeholder groups (Indicator 4.1). The workshop held in October 2022 engaged 37 different stakeholders (Indicator 4.4), including representatives from local government, NGOs, the private sector, and a local co-operative, with an almost 50/50 gender split (51% females:49% males) (Indicator 4.5). The purpose of the workshop was the first targeted, on-island stakeholder engagement event. Two half-day workshops and one evening session were used to discuss what a management plan could look like, how to effectively engage stakeholders, what relevant data is already available and what research priorities might be for NCAs. Each session was held at a different location across the island to maximise participation as much as possible. By involving stakeholders early on in this phase of management plan development, it is hoped that stakeholder buy-in will be in place from the start, providing a foundation on which to build throughout the rest of the project. As requested by the participants at the workshop, a summary of the workshop was produced alongside the full workshop report, for easier reading of the key outcomes and findings (**Annex 6b**).

During the visit to St Helena, the workshop was discussed during a local radio show (Indicator 4.2). The project was well received across the stakeholders, and feedback was gathered on how best to increase stakeholder awareness and understanding further. It is expected that Output 3 will still be achieved within the project timeframe, and the current Indicators are still considered appropriate.

Output 5: Project management, monitoring, and evaluation

Progress against Output 5 has been mixed - see full details of progress against each Indicator outlined in the **Annex 1** logframe. This Output is primarily focussed on project management and monitoring. The PMG is currently meeting every other week to review project progress (Indicator 5.1) and regular meetings will continue to occur throughout the project, with frequency changed as required. Work associated with Indictor 5.2 is also ongoing. Work against Indicators 5.3 and 5.4 has been delayed – further details on this are outlined in **Section 10**. Work against Indicator 5.5 was not expected to start during this reporting period. Work against Indicator 5.6 is ongoing with no issues. Despite some delays/challenges, it is expected that Output 5 will be achieved within the project timeframe, and the current Indicators are still considered appropriate.

3.3 Progress towards the project Outcome

The stated outcome for this project is '*Community supported management plans to support the long-term sustainable improvement of St Helena's 13 National Conservation Areas presented to SHG for adoption and legal endorsement*'.

Despite some challenges, the project has made a good start towards achieving this outcome in this reporting period. Evidence cited in **Section 3.2 (all Outputs)** as well as **Annexes 4-6** shows progression against this.

During this reporting period, work has focused on collating the evidence base on which the management plans will be built. This has included identifying the key stakeholders and establishing the best methods to engage them effectively – this will be crucial in building their support, which will be shown in Y4 through their agreement/adoption of the Management Plans (Indicator 0.2). The baseline reports have also provided a strong foundation for achieving the Outcome, providing a structure through which to identify key research gaps (linked to Indicator 0.3) and for developing the management plans themselves (Indicator 0.1). All Outcome indicators are still considered appropriate, and we anticipate that the project will be able to achieve the stated Outcome by the end of the project (September 2024).

3.4 Monitoring of assumptions

Several important Risks and Assumptions were identified for this project and included in the project logframe (see **Annex 2**). At its inception, the project team developed a Risk Register, as well as an Issues Log, to monitor critical conditions for project success. The register allows monitoring of the original risks and assumptions, as well as the addition of new risks and assumptions. Unless otherwise noted below, all identified risks and assumptions remain true. Also noted are any actions taken to manage assumptions relevant to this reporting period.

Assumption 2.2. Fibre Optic cable is live providing consistent connectivity to St Helena to enable virtual training if required

Comments: Fibre Optic cable is not yet in place on St Helena and personal internet connections remain expensive for the community. No exact timeframe has been given, but it is still expected that fibre optic internet will be in place before the end of the project, and in time for training sessions if required to take place virtually. In the meantime, activities will take place on-island with as little reliance on internet as possible, to ensure all relevant stakeholders can be engaged.

Assumption 5.3. A suitable on-island Project Officer can be appointed in a timely manner

Comments: The recruitment of the Project Officer did not occur within the original timeframes. The Project Partners have shown considerable innovation and flexibility to progress as many of the scheduled activities for this reporting round without the Project Officer or Data Collectors in place. The Project Officer has now been recruited (as of March 2023) and the start date is expected to be June 2023. Although this assumption was not met, it is now expected that the project activities will be able to continue in line with the anticipated timeline.

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

SHG has a range of policies and strategies in place, or in development, which strive to achieve good environmental management and where their implementation will be enhanced by increased knowledge and tools provided by this project. Of most importance to this project, DPLUS154 will deliver Management Plans for each of 13 identified NCAs. Provision and adoption of these Management Plans are a mandatory requirement under the SHG Land Development Control Plan (2012-22[1]) to complete the full legal designation of an NCA. Legal designation will serve to strengthen the protection of STH's unique flora and fauna, which account for the majority of the UK's endemic species. The project will also contribute to helping SHG meet the ten commitments under the SHG Environment Charter.

Project outcomes will also support UK policy objectives within the UK Overseas Territories Biodiversity Strategy (UKOTBS) and the 25 Year Environmental Plan (25YEP). Strategic priorities under the current (2014) UKOTBS[2] include providing UK Government support to: 1) enable data collection on the location and status of biodiversity interests and the human activities affecting biodiversity to inform the preparation of policies and management plans (including baseline survey and subsequent monitoring); and 2) develop tools to value ecosystem services to inform sustainable development policies and practices. By improving knowledge on baseline biodiversity, developing tools that can help assess natural capital, including indicator development, this project will also contribute to the following key policy areas of the 25YEP: Using and managing land sustainably and recovering nature and enhancing the beauty of landscapes.

The Convention of Biological Diversity (CBD) has been extended to STH and this project will contribute to achieving the following CBD Kunming-Montreal 2030 Global Targets:

- Target 1 (*Ensure that all areas are under participatory integrated biodiversity including spatial planning and/or effective management processes addressing land and sea use change, to bring the loss of areas of high biodiversity importance, including ecosystems of high ecological integrity, close to zero by 2030, while respecting the rights of indigenous peoples and local communities*). This will be through identifying the most effective management processes for each of the NCAs as part of the management plan development process, and identifying ways to reduce the key threats of habitat loss and disturbance, with stakeholder engagement throughout thereby providing resilience from a healthy natural environment while respecting the rights of the local community.

- Target 3 (*Ensure and enable that by 2030 at least 30 per cent of terrestrial, inland water, and of coastal and marine areas, especially areas of particular importance for biodiversity and ecosystem functions and services, are effectively conserved and managed through ecologically representative, well-connected and equitably governed systems of protected areas and other effective area-based conservation measures, recognizing indigenous and traditional territories, where applicable, and integrated into wider landscapes, seascapes and the ocean, while ensuring that any sustainable use, where appropriate in such areas, is fully consistent with conservation outcomes, recognizing and respecting the rights of indigenous peoples and local communities, including over their traditional territories*). This will be through confirming management and legal status of STHs 13 terrestrial NCAs that cover 38% of STHs landmass via stakeholder developed and agreed Management Plans for each NCA. Analytical tools to review effectiveness of Management Plans and support alternative management options will also be developed.

In this reporting round, the DPLUS154 project has collated existing data and started to explore database options to support the NCA Management Plans and subsequent management/reporting. Additionally, stakeholders have been identified and engaged in the importance of NCAs, and the positive role the management plans will play (**see Section 3.1 and 3.2, Output 4 and Annex 6c**).

5. Gender equality and social inclusion

Please quantify the proportion of women on the Project Board[3].	80%
Please quantify the proportion of project partners that are led by women, or which	100%

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[2] In their capacity as statutory international nature conservation advisors to the UK Government, JNCC is supporting Defra and the UK Overseas Territories to update the Overseas Territories Biodiversity Strategy (2009; Review 2014). The aim of this work is to build collaboration and consensus to deliver both the UK Government and OT Governments priorities for biodiversity and nature conservation. The intention is to develop this Strategy within the next 18 months via consultation with each of the UKOTS, and then support OT Governments with the development of implementation plans during the final 18 months. As the priorities take shape, we will assess how DPLUS154 aligns with them.

[3] A Project Board has overall authority for the project, is accountable for its success or failure, and supports the senior project manager to successfully deliver the project.

have a senior leadership team consisting of at least 50% women[4].	

Gender inclusion data will be collected within every part of the project to establish if there are differences of roles between genders. This will include those working within Government and direct stakeholders and in the wider consultation process. The project will promote gender equality where possible and ensure equal opportunities to participate in consultation. The recruitment, selection and hiring processes of the Project Officer and Data Collectors has been, and will be, guided by gender equality principles.

As part of gender disaggregation monitoring, the gender split of workshop participants was recorded during the workshop sessions held in October 2022. Overall, across 37 participants, 18 were male (49%) and 19 were female (51%). Methods of stakeholder engagement were discussed, and a variety of methods will be used going forward to ensure a diversity of gender and social characteristics are considered and included as is most effective for the project Outcome.

6. Monitoring and evaluation

Three tools have been developed for the project which are used by the PMG to effectively monitor and govern the project: a Monitoring and Evaluation Plan, Risk Register, and Issues Log (**Annex 7**). The PMG (JNCC, SHG, SFL) is jointly responsible for monitoring and steering the project, ensuring it aligns with the project proposal, and that the project is delivered on time and within budget. The PMG will review and approve all primary project outputs prior to external release. There have been no major changes or additions to the M&E Plan, Risk Register or Issues Log during the reporting period.

Project Indicators and Outputs are listed within the project logframe (**Annex 2**) and support the monitoring and evaluation of the project. Timeframes have been amended (through approved Change Requests) for some indicators in the logframe because of delays in project start date and subsequent challenges presented by overlapping commitments by some key staff in SHG, as well as ongoing delays to the recruitment of Project Officer. Although there have been small amendments to the project Outputs, and activities have been revised and restructured for clarity, it has not changed the overall purpose of the project. Progress towards the stated Outcome and Outputs can be clearly cross-referenced with the relevant Indicators. As most of the indicators relate to specific markers of progress or end products, they are relatively easy to measure – e.g., number of people trained, creation of reports or databases, results from before and after surveys to gauge levels of increased capacity.

7. Lessons learnt

In this reporting period, the primary aspect that has been of benefit to the project, and would be recommended approaches for other projects where relevant is:

- *Adaptability and flexibility*: Project Partners have shown adaptability and flexibility in the face of some of ongoing challenges, particularly around recruitment of a Project Officer and the knock-on effects this had to progress of activities. By working together, formulating alternative options, and the Project Partners taking on additional roles, we were able to run the recruitment process for the Project Officer by the end of the reporting round, and the majority of tasks that had been scheduled for Y2 were started or completed as planned.

The following points continued to be of benefit to the project, and may also be something other projects wish to consider:

- *In-territory Partner*: Having SHG as a lead partner on the project has proved invaluable for: i) ensuring the direction of the project and the outputs will be of true value and relevance to STH;

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[4] Partners that have formal governance role in the project, and a formal relationship with the project that may involve staff costs and/or budget management responsibilities.

and ii) identifying and engaging with relevant on-island stakeholders which will be critical for helping to also ensure outputs are relevant and engendering buy-in amongst wider stakeholders.

- *Working with known partners*: The strong, established relationships between all Project Partners (JNCC, SHG, SFL) has resulted in good cooperation and ensured that a high level of enthusiasm for project has been maintained.

The primary lesson learnt for this reporting round, which will be taken into consideration for the remainder of this project, and for future implementation of projects, is to put stricter time limits on when an issue needs to be addressed and alternative plans instigated. Despite the efforts of the Project Partners, particularly SHG to move the recruitment of the Project Officer through their internal processes as quickly as possible but without substantial success, and the adaptability of the team, as noted above, we potentially could have made a decision earlier on to look for alternative routes for recruitment. This would then have eased pressure on the Project Partners to formulate and implement a new plan, both for the recruitment side and for those activities that needed to be completed in Y2 to keep the project on track.

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

We received a number of useful comments from the Reviewer on our first Annual Report (AR1) which were to be addressed in Annual Report 2 (AR2):

Comment 1: The Project timeline should be further updated to take account of the delays reported in activity implementation.

- *Action taken*: A Change Request (CR22-129) was submitted in Y2Q3, and subsequently approved, which included a revised activities list and timeline which took into account delays that had been experienced in both Y1 and Y2 (see the revised logframe in **Annex 2**). The project is currently on track with this new timeline.

Comment 2: Clarify the Overhead charge for FY1, which is indicated as an expenditure (although no Darwin budget was provided). CR21-097 indicates that overheads are an 'in-kind' contribution to the project.

- *Action taken*: this was corrected in the Y1Q4 Actuals claim (submitted after AR1), which was approved by DPLUS/Defra.

Comment 3: Please provide complete documents as evidence – rather than screenshots of excerpts. Ideally provide these as separate, linked / signposted documents.

- *Action taken*: We have provided complete documents for some of the evidence presented in this report (see **Annexes 4-6**; however, we are still in the process of setting up a project webpage which will be used to showcase outputs from the project, as well links to access them. A task for the newly recruited Project Officer will be to set up this webpage early-on in their posting. In the absence of this, we have included screenshots of some of the larger documents (e.g. baseline reports, communications and engagement plan etc.) to demonstrate they have been completed, and noted they can be provided upon request.

Comment 4: The logframe indicators are generally good and mostly SMART. However, a few suggestions for improvement have been made at [AR1] Section 7 below – and these should be considered. (NB Indicators 1.1 and 2.1 appear to be the same.)

- *Action taken*: The Change Request submitted in Y2Q3 (CR22-129) included a major review of the project indicators, which we believe has helped to improve and make them more 'SMART'. The revised indicators are included in the log-frame in **Annex 2**.

9. Risk Management

The Risk Register allows monitoring of project risks and is overseen by the PMG. There have been no new risks that have arisen in the last 12 months, but the delay to recruitment of the Project Officer continued (**see Section 10**). To mitigate further impact of this situation to prevent significant risk to project delivery, it was decided that the recruitment would be undertaken by SFL as a posting to St Helena, rather than recruited by St Helena Government as originally anticipated. This has prevented the need for significant adaptations to project design, as it has allowed the recruitment process to go ahead as quickly as possible.

10. Other comments on progress not covered elsewhere

DPLUS154 has continued to face some challenges in recruiting a Project Officer (PO), which has had knock-on effects to the remainder of the project, particularly in terms of completing some of the activities upon which subsequent steps are dependent. While the Project Partners attempted to keep things moving, either by taking on some of the tasks the PO or Data Collectors would have done, spare capacity within the team early in Y2 was limited. As such there were additional delays to certain activities. The Project Officer was initially intended to be recruited through SHG and the SHG Project Leader worked closely with the SHG Human Resources department, following the requisite steps to have the post approved, to try and enable the recruitment process to get underway. However, despite these efforts, the post was still waiting for approval at the mid-point of Y2. Therefore, the Project Partners followed an alternative plan, where the PO can be employed directly by Project Partner SFL. Since there is precedence for SFL employees to be based in St Helena and work out of SHG offices, this significantly expedited recruitment of the PO and the recruitment process was able to start in Y2Q4, and it is now anticipated that the selected candidate will be able to commence their post as PO by June 2023.

In the absence of the Project Officer during Y2, and in order to progress the project in some capacity, the Project Partners were able to reassign some tasks to Project Partner SFL who had increased human resources available towards the end of Y2Q3 and Q4. Tasks included fall under Output 1, 3 and 5 and focused on data collation and identification of data gaps, compilation of the baseline assessment reports for each NCA, including identification of pressures and threats, and formalising stakeholder groups. A formal Change Request (CR22-129) was submitted at the end of Y2Q3 for consideration by DPLUS and was approved in Y2Q4.

11. Sustainability and legacy

The project has been promoted through the on-island workshop held in October 2022, and through the dissemination of the associated workshop report (**Annex 6a,b**). There has already been some informal media interest in the project, and it is hoped that the communications plan and expected stakeholder engagement will continue to increase interest and capacity resulting from the project.

There are currently no foreseen changes to the planned exit strategy, and therefore project outcomes will still be sustained in the long term through:

- Trained STH-based personnel (minimum 6), with skills spread across SHG/SHNT, to implement and review management options in all the NCAs, and in sufficient number to build on-island resilience.

- At least two SHG individuals undergoing Train-the-Trainer programmes to enable future on-island training of relevant management tools.

- A continued collaborative partnership working between SHG and key stakeholders, to deliver the management of other NCAs, as determined through the project.

- Continued use, by SHG/Stakeholders of the NCA database, models, decision support tools and effectiveness framework to support on-going sustainable management of the NCAs.

- Local communities/stakeholders actively adopting sustainable land-use activities driven by their understanding of the role and value of biodiversity.

- SHNT committing to ongoing management of the Heart-Shaped Waterfall and Millennium Forest NCAs, as well as continued partnerships with SHG for the five Important Wirebird Areas.

In addition to this, JNCC's UKOT programme provides long-term support to the Territories. In parallel with the work of DPLUS154, JNCC continues to build GIS capacity in STH. They are also working with the Territories, including STH to develop long-term condition monitoring programmes based on the UK Government's 25YEP framework, as well developing a new UK Overseas Territory Biodiversity Stratgey[2].

12. Darwin Plus identity

There is a good understanding of the Darwin Initiative, including DPLUS, within STH, with a range of projects having been funded by it over the years.

Within the PMG, the project is referred to by the Darwin Project Code (DPLUS154), ensuring that the Darwin identity is always at the forefront when the project is discussed. The DPLUS logo has been included along with all Project Partner logos on all project outputs so far, including the workshop report and summary, the stakeholder report, the database report and the draft baseline reports. DPLUS was also introduced as the project funder in each of the presentations given at the workshop sessions and evening session. It will continue to be highlighted on all stakeholder engagement sessions and project documents during the remainder of the project.

13. Safeguarding

Has your Safeguarding Policy been updated in the past 12 months?		No
Have any concerns been investigated in the past 12 months		No
Does your project have a Safeguarding focal point?	Yes/~~No~~ [*If yes, please provide their name and email*] ▮▮▮▮▮▮	
Has the focal point attended any formal training in the last 12 months?	~~Yes~~/No [*If yes, please provide date and details of training*]	
What proportion (and number) of project staff have received formal training on Safeguarding?		Past: 0% [and number] Planned: 0% [and number]
Has there been any lessons learnt or challenges on Safeguarding in the past 12 months? Please ensure no sensitive data is included within responses. N/A		
Does the project have any developments or activities planned around Safeguarding in the coming 12 months? If so please specify. No formal developments or activities are planned, however, as the lead partner, JNCC is committed to creating a safe environment for all staff and those with whom we work. For JNCC, safeguarding means protecting its staff and communities from potential harm from encountering anyone working for, or with us, or from our activities/programmes of work. JNCC's primary safeguarding objective is to do no harm, and we take a zero-tolerance approach to anyone who contravenes our policies. Safeguarding is a specific risk in the JNCC organisational risk register. JNCC's safeguarding policy makes clear the JNCC policy applies to all partners and contractors. For this project, the partners MoU: a) incorporate JNCC's Safeguarding Policy or otherwise implement reasonable due diligence and monitoring procedures of its sub-awards consistent with JNCC's Policy; b) include appropriate language requiring contracting entities/individuals, and their employees/volunteers to abide with a Code of Conduct that reflects standards of JNCC's Policy; and c) expressly state that the failure of those		

entities/individuals to take preventive measures against sexual harassment, exploitation and abuse and child abuse, to investigate and report allegations in a timely manner, or to take corrective actions when breaches have occurred, shall constitute grounds for JNCC to terminate such agreements.

14. Project expenditure

Table 1: Project expenditure during the reporting period (1 April 2022 – 31 March 2023)

Project spend (indicative) in this financial year	2022/23 D+ Grant (£)	2022/23 Total actual D+ Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items				
Others (Please specify)				
TOTAL	56,314	56,146		

Table 2: Project mobilising of matched funding during the reporting period (1 April 2022 – 31 March 2023)

	Matched funding secured to date	Total matched funding expected by end of project
Matched funding leveraged by the partners to deliver the project.		
Total additional finance mobilised by new activities building on evidence, best practices and project (£)		

15.   OPTIONAL: Outstanding achievements or progress of your project so far (300-400 words maximum). This section may be used for publicity purposes

We have opted not to complete this section for this reporting round.

List of Annexes:
- Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2021-22
- Annex 2: Project's current logframe
- Annex 3: Standard Indicators
- Annex 4: Evidence for progress against Output 1
- Annex 5: Evidence for progress against Output 3
- Annex 6: Evidence for progress against Output 4
- Annex 7: Evidence for progress against Output 5

Annex 1: Report of progress and achievements against logframe for Financial Year 2022-2023 – <u>if applicable.</u> [This logframe is that agreed after submission Change Requests CR22-129].

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
Impact: **The network of 13 'nature' National Conservation Areas are effectively governed, with engaged communities to protect and enhance St Helena's unique biodiversity and improve resilience to future pressures.**		In this reporting period, the primary contribution towards achieving the stated Impact of this project has the development of the baseline reports for each of the NCAs. Additionally, activities focusing on stakeholder engagement have engaged community members in the project, to build upon during the next year of project implementation. These are providing a solid baseline of knowledge and support on which to develop relevant and effective NCA Management Plans, to ensure their long-term success in conserving the biodiversity of STH.	
Outcome: **Community supported management plans to support the long-term sustainable improvement of St Helena's 13 nature National Conservation Areas presented to SHG for adoption and legal endorsement.**	0.1 Management Plans for up to 13 nature NCAs submitted to SHG for adoption (by Y4Q2). 0.2 Community members (including landowners) agree/adopt Management Plans to support sustainable management of the NCAs (by Y4Q2). 0.3 At least 2 research projects designed to fill gaps in knowledge for the nature NCAs apply for funding within 3 years of project end.	0.1 and 0.2 In this reporting period, the in-person workshop in October 2022 identified key components of the management plans, which will provide a basis on which to develop the draft plans to ensure they are supported by the community while also meeting the biodiversity needs of the area. Additionally, a finalised stakeholder engagement plan has been produced, generating the buy-in required to ensure uptake and adoption of the NCA Management Plans. The draft baseline reports will be finalised in Y3	0.1 Agree assessment methodology and draft management plans for each NCA; explore sustainable land management tools and models. 0.2 Implementation of programme of stakeholder events to gather input for or raise awareness of the NCA Management Plan development process, including stakeholder survey. 0.3 Commence critical examination of identified data and knowledge

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
		and will then be used to inform work towards 0.3.	gaps to start formulating research priorities.
Outputs 1. **Up to 13 NCA Management Plans, which include governance arrangements, submitted to SHG for adoption and legal endorsement (WP1).**	1.1 Existing data for each NCA identified (by Y2Q4) and centralised into database (by Y4Q2). 1.2 Baseline assessment reports (including pressures and threats assessment) for up to 13 nature NCAs completed and delivered to Project Partners and key stakeholders (by Y3Q3). 1.3 Metrics and indicators for monitoring environmental or socio-economic change in the nature NCAs, and for monitoring effectiveness of Management Plans, identified and agreed by Project Partners and key stakeholders (by Y3Q3). 1.4 New field data collected (by Y3Q4) and centralised into NCA database (by Y4Q2). 1.5 Desk based literature review on Sustainable Financing Mechanisms (SFMs), and assessment of their applicability to St Helena, presented to Project Partners and key stakeholders (by Y3Q3). 1.6 Management Plans (including framework for monitoring	1.1 In progress. Data has been identified but will continue to be updated as the project progresses, as it is expected that there will be further data that becomes accessible. Database report (**Annex 5**) has been produced, to form the foundation for database development. 1.2 In progress. Draft baseline reports have been drafted and reviewed by the PMG, but will remain as living documents in case more data becomes accessible, and updated accordingly by the Project Officer, as well as through the baseline report review workshops. 1.3 Scheduled for Y3 of the project, however the baseline reports will help to inform this indicator. 1.4 Scheduled for Y3/Y4 of the project, however the baseline reports and database report will help to inform this indicator. 1.5 Scheduled for Y3 of the project. 1.6 Scheduled for Y3/Y4 of the project, however the baseline reports and database report will help to inform this indicator. 1.7 Scheduled for Y3/Y4 of the project. 1.8 Scheduled for Y3/Y4 of the project.	

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
	effectiveness and SFM options) for up to 13 nature NCAs completed and delivered to SHG (by Y4Q2). 1.7 Revised and updated NCA Policy prepared and delivered to SHG (by Y4Q2). 1.8 Report on future research recommendations to fill gaps to support ongoing implementation of the Management Plans delivered to Project Partners and key stakeholder (by Y4Q2).		
Activity 1.1 Collate historic and existing data for each of the 13 nature NCAs to inform the baseline assessment reports (Activity 1.4) and to identify data gaps.		Complete. Existing and historical data for each of the 13 NCAs have been collated based on what has been accessible to date; however, identification of additional data will continue throughout the life of the project.	The draft reports based on the existing and historical data will be finalised through workshops with key stakeholders (Activity 4.4 and 1.6).
Activity 1.2 Conduct a pressures and threats assessment for each of 13 nature NCAs to inform the baseline assessment reports (Activity 1.4).		Complete. Pressures and threats have been identified and included in the draft baseline reports.	The draft reports will be finalised through workshops with key stakeholders (Activity 4.4 and 1.6).
Activity 1.3 Identify metrics and indicators that can be used to monitor change in key environmental and socio-economic parameters of each of the 13 nature NCAs.		Delayed. Due to the delays related to the recruitment of the Project Officer.	This activity is now expected to be undertaken in Y3. Will involve review of existing information and consultation with SHG.

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
Activity 1.4 Compile baseline assessment reports for each of the 13 nature NCAs.		Complete. Draft baseline assessment reports for each of the 13 NCAs have been produced based on existing and historical accessible data.	The draft reports will be finalised through workshops with key stakeholders (Activity 4.4 and 1.6).
Activity 1.5 Collect new field data to commence filling identified data gaps (Activity 1.1); update baseline assessment reports as appropriate.		N/A – Scheduled for Y3 of the project.	Based on priority gaps identified in the baseline reports, a programme of work will be developed to collect new relevant field data to being filling these gaps. Data collectors will be contracted (Activity 5.5) to undertake this work.
Activity 1.6 Based on feedback from stakeholder consultation (Activity 4.4), revise and finalise each of the 13 nature NCA baseline assessment reports.		N/A – Scheduled for Y3 of the project. N/A – Scheduled for Y3 of the project.	Feedback from the stakeholder workshops will be incorporated into the baseline reports.
Activity 1.7 Conduct systematic review of relevant Sustainable Financing Mechanisms (SFMs) and assess which could be applied in St Helena to help support ongoing/long-term implementation of the nature NCA Management Plans.		N/A – Scheduled for Y3 of the project. N/A – Scheduled for Y4 of the project. N/A – Scheduled for Y3/Y4 of the project.	This activity is likely to be contracted out to an expert in the field to undertake the review of SFMs and to assess how they may be applied to the St Helena context.
Activity 1. 8 Draft Management Plans for each of the 13 nature NCAs – plans to include a framework (with relevant indicators) to monitor effectiveness of the management plans, and SFM options based on recommendations provided by Activity 1.7.		N/A – Scheduled for Y3/Y4 of the project.	Using the baseline reports as a starting point, a review of management plans used elsewhere and relevant policy, plus feedback from stakeholders as to what should be included, draft management plans for each of the NCAs will be developed, ready for consultation (Activity 4.5).

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
Activity 1.9 Based on feedback from targeted stakeholder consultation (Activity 4.5) and the public consultation (Activity 4.6), revise and finalise each of the 13 nature NCA Management Plans and submit to SHG.			Feedback from the stakeholder workshops and public consultation will be incorporated into the management plans.
Activity 1.10 Review and update the NCA Policy which was drafted as part of the 2012 report 'National Conservation Areas of St Helena: proposals for identification, validation, gazetting and management' by Nautilus Consultants. Submit to SHG for consideration and adoption.			This activity is likely to be contracted out to an expert update the NCA Policy which was drafted in 2012. This will be presented to SHG for review/comment, with finalisation occurring in Y4.
Activity 1.11 Based on updated data collection (Activity 1.5) and remaining data gaps identified (Activity 1.1), compile report outlining future research recommendations.			Exploring future areas of priority research will be built into the various stakeholder consultations being held in Y3, as well as analysis of what would be beneficial to help strengthen the management plans and tools being developed under the project. These will then be compiled/ranked/assessed in Y4 in order to present recommendations to SHG.
Output 2. **Trained SHG/National Trust Officers able to manage, monitor, assess, report, intervene and undertake future reviews of Management Plans and determine the effectiveness of NCA sites (capacity, guidance and tools) (WP2).**	2.1 Up to six personnel complete training in field data collection skills (by Y3Q2). 2.2 At least three GIS Unit Officers complete training in data preparation, storage, standards and management (by Y1Q4).	2.1 Scheduled for Y3 of the Project 2.2 Completed. Initial training provided to SHG and wider stakeholders on mapping/mapping tools/data management by Project Partner SFL during Y1. 2.3 Scheduled for Y3 of project. 2.4 Scheduled for Y3/4 of project. 2.5 Scheduled for Y3 of project. 2.5 Scheduled for Y4 of project.	

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
	2.3 At least three SHG or SHNT staff complete training in the use of analytical and decision support tools (by Y4Q1). 2.4 At least three SHG or SHNT complete training in methods for assessing the effectiveness of management plans for 13 NCA sites (by Y4Q1). 2.5 At least two SHG/SHNT staff given training in invertebrate identification (by Y3Q1). 2.6 At least two SHG or SHNT staff complete the Trainer-the-Trainer course in at least one of the project training modules (by Y4Q2).		
Activity 2.1 Up to six field staff trained in relevant field data collection skills (e.g., fauna and flora species identification, survey methods, GIS, data curation, reporting) and field safety.		N/A – Scheduled for Y3 of the project	Once priority data gaps have been identified (from the baseline reports), together with a planned programme of work PoW, data collectors will be recruited to implement the PoW. The Project Officer will coordinate provision of any necessary training required by the Data Collectors.
Activity 2.2 SFL design and deliver training in data preparation, storage, standards, management and assessment tools (e.g., SQL and QGIS).		Completed. This activity was completed in Y1.	N/a

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
Activity 2.3 JNCC and SFL design and deliver training in analytical and decision-support tools (e.g., species distribution models, Bayesian Belief Networks and scenario modelling).		N/A – Scheduled for Y3/Y4 of the project	Relevant personnel from SHG and wider organisations will be offered training on how to use and apply the land management tools which will have been developed (under Activity 3.2) and tested on St Helena data (Activities 3.5 and 3.5).
Activity 2.4 JNCC design and deliver training in how to monitor effectiveness of management plans.		N/A – Scheduled for Y3/Y4 of the project	As for Activity 2.3.
Activity 2.5 SHNT design and deliver training in invertebrate identification.		N/A – Scheduled for Y3/Y4 of the project	SHNT will be contracted to provide data collectors (recruited under Activity 5.4) with the relevant skills required to ID the range of invertebrates which they may need to collect data on.
Activity 2.6 Project Partners design a Train-the-Trainer programme for at least one of the identified training modules developed for the project (i.e., data collection and management, decision support tools and modelling, or development and implementation of Management Plans) and identify at least two SHG or SHNT staff to participate in programme.		N/A – Scheduled for Y3/Y4 of the project	As the draft management plans and tools are developed in Y3, the Project Partners will be able to start identifying capacity needs to ensure they can be implemented or applied post-project by the relevant NCA managers. This information will be used to develop the Train-the-Trainer programme in Y4.
Output 3. **Modelling and testing management options for effective and sustainable Management Plans to achieve better**	3.1 Desk based literature review of land management tools, and assessment of their applicability to St Helena, presented to Project Partners and key stakeholders (by Y3Q1).	3.1 Scheduled for Y3 of the project. 3.2 Scheduled for Y3 of the project.	

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
nature conservation and socio-economic outcomes (WP3).	3.2 Decision support tool to inform land management options developed and agreed by Project Partners and key stakeholders (by Y3Q3). 3.3 NCA database created (by Y2Q4), populated with metadata and data and made available to SHG (by Y4Q2). 3.4 Data prepared for modelling (by Y3Q2) and testing of modelled management options complete for up to 13 NCAs (by Y3Q4).	3.3 Ongoing. Database report produced in this reporting period will provide the foundation of this work. The rest of the work is scheduled for Y3 of the project. 3.4 Scheduled for Y3 of the project.	
Activity 3.1 Review existing land-management data analysis tools available and assess applicability to St Helena.		N/A – Scheduled for Y3 of the project.	A desk-based review will be conducted to identify different land management tools and assess whether they could be applied in St Helena.
Activity 3.2 Agree and develop new decision support tools (e.g. Bayesian Belief Networks, species distribution models) to inform land-management options for the nature NCAs.		N/A – Scheduled for Y3 of the project	Based on the outputs of the review undertaken in 3.1, the Project Partners, in consultation with relevant stakeholders and other experts, will conduct a systematic assessment to select which tools will be most applicable to use in terms of land management for the NCAs. It is noted that different tools may be required for different NCAs.
Activity 3.3 Create NCA database and populate with field, modelled and scenario data (when becomes available). Develop and agree guidelines and responsibilities of SHG GIS department for ongoing maintenance of database.		Ongoing. This activity has started, through the production of a database report.	This activity will continue during Y3 of the project with relevant data

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
			being added to the database as it is produced or found.
Activity 3.4 Historic data, new field data and modelled data cleaned, validated and prepared for testing management options.		N/A – Scheduled for Y3 of the project	As the land management tools and methods are identified or developed (Activity 3.1 and 3.2), relevant data will also be identified and prepared in readiness for testing the models.
Activity 3.5 Test modelled management options for each of the 13 nature NCAs.		N/A – Scheduled for Y3 of the project	Once the models and tools have been developed, a series of tests will be conducted to assess their performance and ease of use. This will involve consultation and testing by the intended end-users.
Output 4. **Stakeholder awareness and understanding of the benefits of sustainably managed NCAs to maximise stakeholder buy-in and engagement during development of the Management Plans (WP4).**	4.1 Stakeholder/community engagement and communication strategy developed and agreed by Project Partners (by Y2Q4). 4.2 At least 10 different communications activities (e.g. news articles, project webpage updates, social media posts, public presentations/interviews) undertaken both on and off-island throughout life of project (by Y4Q2). 4.3 At least 30% increase in stakeholder understanding of the value and benefits that sustainably managed NCAs can bring to St Helena (by Y4Q2).	4.1 Completed. This indicator has been met. However, the stakeholder communication and engagement strategy will remain as a living document and will be updated as necessary throughout the remainder of the project. 4.2 Ongoing. There have been 3 community engagement session (workshops in October 2022), and one radio interview during Y2. 4.3 Scheduled for Y3/Y4 of the project. 4.4 Ongoing. The October 2022 workshops engaged 37 participants over three sessions. 4.5 Ongoing. The October 2022 workshops had 49% male and 51% female participant input.	

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
	4.4 At least 20 stakeholders regularly attend and engage in consultation meetings over the life of the project (by Y4Q2). 4.5 50:50 gender mix input into the consultation process across the life of the project (by Y4Q2).		
Activity 4.1 Undertake stakeholder mapping exercise, and develop communications and engagement strategy, setting out planned delivery. Aim to avoid stakeholder fatigue through join-up and/or alignment of events with other relevant St Helena-based projects.		Completed. Key stakeholders have been mapped and a communications and engagement strategy developed.	This strategy will act as a live document and will continue to be updated throughout the project as necessary.
Activity 4.2 Deliver stakeholder communications and engagement plan – e.g. stakeholder events/meetings/workshops, community information sessions, multimedia information dissemination.		Ongoing. To date, there have been three stakeholder workshops (held in October 2022).	There will continue to be a range of stakeholder engagement events following the communications and engagement plan throughout Y3/Y4. The first major event is anticipated to be the consultation on the draft baseline reports.
Activity 4.3 Conduct surveys to assess level of change between start and end of project in stakeholder and community understanding of how sustainably managed NCAs can provide long-term benefits to St Helena and its community through i) improving biodiversity conservation; ii) improving land-management practises and hence economic return; and iii) providing a range of alternative livelihood opportunities.		N/A – Scheduled for Y3 of the project	In Y3, surveys will first be designed to capture the information for required for the assessment. Key points in the project timeline will then be identified as to when/how surveys can be run during Y3 and Y4, with analysis occurring in Y4.
Activity 4.4 Hold stakeholder consultation workshop to review baseline assessment reports prepared for each of the 13 nature NCAs (Activity 1.4). Likely to be held in tranches to be defined by NCA type or location.		N/A – Scheduled for Y3 of the project	Stakeholder workshops or consultation sessions will be arranged for early Y3, with feedback being incorporated into the final baseline reports (Activity 1.6), and

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
			also being used to help shape the PoW to collect required field data (Activity 1.5) to inform development of the management plans.
Activity 4.5 Hold stakeholder consultation workshop to review the Management Plans (including modelled land-management options) prepared for each of the 13 nature NCAs (Activity 1.8 and 3.5) and the updated NCA Policy (Activity 1.10). Likely to be held in tranches to be defined by NCA type or location.		N/A – Scheduled for Y3 of the project	Stakeholder workshops or consultation sessions will be arranged for early Y3Q4, with feedback being incorporated into the draft management plans (Activity 1.9).
Activity 4.6 Tranche planning for, and implementation of, the 28-day public consultation on the Management Plans developed for each of the 13 nature NCAs.		N/A – Scheduled for Y3/Y4 of the project	Planning (i.e. timing, promotion) for the formal public consultation will take place in mid-Y3, being sure to adhere to SHG protocol for such consultations. The consultations will then be undertaken in late Y3Q4 once the draft plans have been finalised following initial input from stakeholders (Activity 4.5).
Activity 4.7 Gender assessment and analysis undertaken from at least three stakeholder or community engagement events.		N/A – Scheduled for Y3 of the project	Gender assessment will be undertaken on selected events throughout Y3, with results reported on as required.
Output 5. Project management, monitoring, and evaluation (WP5).	5.1 MoU developed and agreed by Project Partners (by Y1Q4) and online meetings of Project management Group (PMG) held quarterly over life of project.	5.1 Ongoing. MoU is agreed and the PMG are meeting every second week. 5.2 Ongoing. A CDG has established in Y1, but will be revised during Y3 to align with the new stakeholder communication and engagement plan. 5.3 Ongoing. Recruitment process started by Y2Q4. Project Officer should be in post early in Y3 (June 2023).	

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
	5.2 ToRs for Project Core Delivery Group (CDG) agreed by members (by Y1Q4); online meetings held quarterly over life of project. 5.3 On-island Project Officer appointed (by Y2Q4). 5.4 Up to six on-island data collectors appointed (by Y3Q1). 5.5 Contracted awarded to expert in invertebrate identification (by Y3Q1). 5.6 Project Monitoring and Evaluation plan, risk assessment and issues log presented to PMG (by Y1Q4). Biannual updates provided to PMG throughout life of project. 5.7 Methods for gender disaggregation presented to Project Partners (by Y2Q4). 5.8 DPLUS reports and project finances submitted as required (biannually).	5.4 Delayed. The data collectors will be recruited in Y3 once the Project Officer has had opportunity to complete the baseline reports and identify the priority data gaps. 5.5 Scheduled for Y3 of the project. 5.6 Ongoing. A monitoring and evaluation plan, together with a project Risk Register and Issues Log has been developed for the project (**Annex 7**) and will be maintained and updated throughout the project. 5.7 Delayed. The methodology has been developed and will be presented to the PMG once Project Officer is in place. 5.8 Ongoing. Reports have been and will continue to be submitted as required.	
Activity 5.1 Project Management Group membership and TOR established. Maintain regular liaison between key Project Partners, including regular meetings to monitor project progress and delivery.		Complete. The PMG consists of representatives from each of the three Project Partners (JNCC, SHG, SFL). An MoU has been signed and ToRs agreed by all Partners.	N/A
Activity 5.2 Project Core Delivery Group membership and TOR established. Maintain regular liaison between members, including regular meetings to help monitor, steer and deliver project.		Ongoing. A CDG has established in Y1, but will be revised during Y3 to align	Membership of the CDG (or similar) will be determined, together with ToRs. The group will meet according

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
		with the new stakeholder communication and engagement plan.	to the schedule agreed through out the life of the project.
Activity 5.3 Recruitment of on-island Project Officer.		Ongoing. Recruitment process commenced in Y2Q4. It is now expected that the Project Officer will be in post by June 2023.	Contract finalisation and obtaining necessary work permits for commencement of the Project Officer post.
Activity 5.4 Recruitment of on-island Data Collectors (up to six in total).		Delayed. The data collectors will be recruited later in Y3 once the Project Officer has had opportunity to complete the baseline reports and identify the priority data gaps	Recruitment and contracting of the Data Collectors.
Activity 5.5 Award contract for expert invertebrate identification.		N/A – Scheduled for Y3.	Contracting of expert in invertebrate identification.
Activity 5.6 Develop and maintain project M&E Plan, Risk Assessment and Issue Log.		Ongoing. A monitoring and evaluation plan, together with a project Risk Register and Issues Log has been developed for the project (**Annex 7**) and will be maintained and updated throughout the project.	The monitoring and evaluation plan, together with a project Risk Register and Issues Log will continue to be updated regularly.
Activity 5.7 Methodology for gender monitoring and evaluation process agreed.		Ongoing. The methodology has been developed.	The methodology will be presented to the PMG including the Project Officer.
Activity 5.8 Prepare regular activity and financial reports for Darwin Plus in line with reporting timetable.		Ongoing. Activity and financial reports will be prepared and submitted to DPLUS in line with the reporting timetable.	Activity and financial reports will continue to be prepared and submitted to Darwin in line with the reporting timetable.

Annex 2: Project's full current logframe as presented in the application form (unless changes have been agreed). [This logframe is that agreed after submission of Change Request CR22-129].

Project Summary	SMART Indicators	Means of Verification	Important Assumptions
Impact: The network of 13 'nature' National Conservation Areas are effectively governed, with engaged communities to protect and enhance St Helena's unique biodiversity and improve resilience to future pressures.			
Outcome: **Community supported management plans to support the long-term sustainable improvement of St Helena's 13 nature National Conservation Areas presented to SHG for adoption and legal endorsement.**	0.1 Management Plans for up to 13 nature NCAs submitted to SHG for adoption (by Y4Q2). 0.2 Community members (including landowners) agree/adopt Management Plans to support sustainable management of the NCAs (by Y4Q2). 0.3 At least 2 research projects designed to fill gaps in knowledge for the nature NCAs apply for funding within 3 years of project end.	0.1 Finalised Management Plans presented to SHG. Documented evidence (e.g. Ministerial meeting minutes) demonstrates intended commitment from SHG to take next steps to adopt and implement plans. 0.2 Management Plans agreed (demonstrated through consultation outcomes/reports) between SHG and community members, including landowners. 0.3 Applications sent to funders.	Government and local communities remain supportive of the NCA process and fully engage with project to develop Management Plans. St Helena Government remain committed to the adoption of the 13 Management Plans and agree to give them legal status. St Helena Government remain committed to the identified research priorities and support the submission of relevant project proposals.
Outputs 1. **Up to 13 NCA Management Plans, which include governance arrangements, submitted to SHG for adoption and legal endorsement (WP1).**	1.1 Existing data for each NCA identified (by Y2Q4) and centralised into database (by Y4Q2). 1.2 Baseline assessment reports (including pressures and threats assessment) for up to 13 nature NCAs completed and delivered to Project Partners and key stakeholders (by Y3Q3). 1.3 Metrics and indicators for monitoring environmental or socio-economic change in	1.1 Details of available data included in baseline assessment reports; metadata and data uploaded to NCA database. 1.2a Draft versions of baseline assessment reports in project file structure. 1.2b Workshop report(s) summarising stakeholder feedback on draft baseline reports published and available on project webpage.	Data can be located and NCA database is developed within project timeframe Indicators already exist for some sites and are relevant to multiple sites. Data collectors are recruited and trained in time to collect relevant new data.

Project Summary	SMART Indicators	Means of Verification	Important Assumptions
	the nature NCAs, and for monitoring effectiveness of Management Plans, identified and agreed by Project Partners and key stakeholders (by Y3Q3).	1.2c Final baseline assessment reports published and available on project webpage	SHG and key stakeholders can agree format and content of Management Plans for adoption.
	1.4 New field data collected (by Y3Q4) and centralised into NCA database (by Y4Q2).	1.3 Minutes or reports from consultation sessions with Project Partners and key stakeholders confirm details of indicators to be used for monitoring environmental or socio-economic(?) change, and for monitoring management effectiveness of NCA Management Plans.	
	1.5 Desk based literature review on Sustainable Financing Mechanisms (SFMs), and assessment of their applicability to St Helena, presented to Project Partners and key stakeholders (by Y3Q3).	1.4 Metadata and data uploaded to NCA database.	
	1.6 Management Plans (including framework for monitoring effectiveness and SFM options) for up to 13 nature NCAs completed and delivered to SHG (by Y4Q2).	1.5 SFM summary report and proposed options for St Helena published and available on project webpage.	
	1.7 Revised and updated NCA Policy prepared and delivered to SHG (by Y4Q2).	1.6a Draft versions of Management Plans in project file structure.	
	1.8 Report on future research recommendations to fill gaps to support ongoing implementation of the Management Plans delivered to Project Partners and key stakeholder (by Y4Q2).	1.6b Workshop report(s) summarising stakeholder ad public feedback on draft Management Plans published and available on project webpage	
		1.6c Final version of Management Plans in project file structure; Email train confirming final version of Management Plans for adoption and legal endorsement sent to and received by SHG.	
		1.7 Updated NCA Policy in project file structure; Email train confirming final	

Project Summary	SMART Indicators	Means of Verification	Important Assumptions
		version of proposed NCA Policy for adoption sent to and received by SHG. 1.8 Report on research recommendations published on project webpage, and also available from the St Helena Research Institute.	
Output 2. **Trained SHG/National Trust Officers able to manage, monitor, assess, report, intervene and undertake future reviews of Management Plans and determine the effectiveness of NCA sites (capacity, guidance and tools) (WP2).**	2.1 Up to six personnel complete training in field data collection skills (by Y3Q2). 2.2 At least three GIS Unit Officers complete training in data preparation, storage, standards and management (by Y1Q4). 2.3 At least three SHG or SHNT staff complete training in the use of analytical and decision support tools (by Y4Q1). 2.4 At least three SHG or SHNT complete training in methods for assessing the effectiveness of management plans for 13 NCA sites (by Y4Q1). 2.5 At least two SHG/SHNT staff given training in invertebrate identification (by Y3Q1). 2.6 At least two SHG or SHNT staff complete the Trainer-the-Trainer course in at least one of the project training modules (by Y4Q2).	2.1 Record of training (e.g. course particulars, attendance, assessments) in the various modules (i.e. field skills, GIS, decision support tools, management effectiveness monitoring, invertebrate identification, Train-the-Trainer) undertaken by selected personnel or SHG/SHNT staff in project file structure; photos/social media of personnel participating in training posted on project webpage/social media channels. 2.2 Guidance documents/materials for relevant training modules published on project webpage.	SHG or SHNT staff have sufficient time available to participate in training modules. Appropriate expert can be identified and is available to provide invertebrate identification training. Fibre optic cable is live providing consistent connectivity to St Helena to enable virtual training if required. Training modules can be designed to be effectively delivered by virtual (remote) means if required.
Output 3. **Modelling and testing management options for effective and sustainable**	3.1 Desk based literature review of land management tools, and assessment of their applicability to St Helena, presented to	3.1 Literature review of land management tools published on project webpage.	Land management tools appropriate for St Helena can be identified and/or developed.

Project Summary	SMART Indicators	Means of Verification	Important Assumptions
Management Plans to achieve better nature conservation and socio-economic outcomes (WP3).	Project Partners and key stakeholders (by Y3Q1). 3.2 Decision support tool to inform land management options developed and agreed by Project Partners and key stakeholders (by Y3Q3). 3.3 NCA database created (by Y2Q4), populated with metadata and data and made available to SHG (by Y4Q2). 3.4 Data prepared for modelling (by Y3Q2) and testing of modelled management options complete for up to 13 NCAs (by Y3Q4).	3.2 Minutes/email train or reports from meetings/consultation sessions with Project Partners and key stakeholders confirm land management decision support tool to be developed. 3.3a Minutes/email train between Project Partners and SHG confirm NCA database will be maintained by SHG GIS Unit. 3.3b NCA database, together with agreed protocols, is incorporated into SHG data management system and is live and ready to receive data 3.4a Summary report detailing outputs from trials testing modelled management options published on project webpage. 3.4b Relevant land management options included in NCA Management Plans.	Suitable data is available to test land management tools/models. SHG GIS Unit continue to be engaged with project. SHG GIS Unit has suitable infrastructure to support NCA database.
Output 4. Stakeholder awareness and understanding of the benefits of sustainably managed NCAs to maximise stakeholder buy-in and engagement during development of the Management Plans (WP4).	4.1 Stakeholder/community engagement and communication strategy developed and agreed by Project Partners (by Y2Q4). 4.2 At least 10 different communications activities (e.g. news articles, project webpage updates, social media posts, public presentations/interviews) undertaken both on and off-island throughout life of project (by Y4Q2). 4.3 At least 30% increase in stakeholder understanding of the value and benefits	4.1 Stakeholder/community engagement and communications strategy available in project file structure. 4.2 Event materials/resources in project file structure, photos from events, attendance lists, updates published on project webpage/social media etc. 4.3 Survey results from the start and end of project summarised and presented to Project Partners and published on project webpage; reported upon in project final report.	Access to resources and media to develop community engagement material. Willingness of stakeholders to engage in activities. In the case of travel or social-mixing restrictions (e.g. for Covid-19), events can be carried out remotely or by virtual means.

Project Summary	SMART Indicators	Means of Verification	Important Assumptions
	that sustainably managed NCAs can bring to St Helena (by Y4Q2). 4.4 At least 20 stakeholders regularly attend and engage in consultation meetings over the life of the project (by Y4Q2). 4.5 50:50 gender mix input into the consultation process across the life of the project (by Y4Q2).	4.4 Meeting/consultation event agenda, resources and attendance records available in project file structure. 4.5 Disaggregated gender outputs from the consultation process and meeting records analysed and reported upon in project final report.	
Output 5. **Project management, monitoring, and evaluation (WP5).**	5.1 MoU developed and agreed by Project Partners (by Y1Q4) and online meetings of Project management Group (PMG) held quarterly over life of project. 5.2 ToRs for Project Core Delivery Group (CDG) agreed by members (by Y1Q4); online meetings held quarterly over life of project. 5.3 On-island Project Officer appointed (by Y2Q4). 5.4 Up to six on-island data collectors appointed (by Y3Q1). 5.5 Contracted awarded to expert in invertebrate identification (by Y3Q1). 5.6 Project Monitoring and Evaluation plan, risk assessment and issues log presented to PMG (by Y1Q4). Biannual updates provided to PMG throughout life of project.	5.1 MoU, ToRs and minutes of PMG meetings available in project file structure. 5.2 ToRs and minutes of CDG meetings available in project file structure. 5.3 Project Officer in post on St Helena. Signed contract available in project file structure. 5.4 Data collectors in post on St Helena. Signed contracts available in project file structure. 5.5 Signed contract with invertebrate identification expert available in project file structure. 5.6 Monitoring and Evaluation plan, Risk Assessment and Issues Log circulated to PMG and available in project file structure. 5.7 Gender methodology integrated into the Monitoring and Evaluation plan, and minutes from PMG confirm agreement	Continued resource from Project Partners available to engage with the project for its duration. Continuity/availability of staff/capacity is sustained throughout the project duration to enable project delivery. PMG and CDG members continue to engage in project. A suitable on-island Project Officer, Data Collectors and Invertebrate Identification Expert can be appointed within required timeframes. Where international travel is required to St Helena by Project Partners or other key contacts, this is possible/permissible w.r.t Covid-19 (or other) restrictions.

Project Summary	SMART Indicators	Means of Verification	Important Assumptions
	5.7 Methods for gender disaggregation presented to Project Partners (by Y2Q4). 5.8 DPLUS reports and project finances submitted as required (biannually). .	5.8 Reports held by DPLUS and available on project webpage.	

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)

Management Plans

1.1 Collate historic and existing data for each of the 13 nature NCAs to inform the baseline assessment reports (Activity 1.4) and to identify data gaps.

1.2 Conduct a pressures and threats assessment for each of 13 nature NCAs to inform the baseline assessment reports (Activity 1.4).

1.3 Identify metrics and indicators that can be used to monitor change in key environmental and socio-economic parameters of each of the 13 nature NCAs.

1.4 Compile baseline assessment reports for each of the 13 nature NCAs.

1.5 Collect new field data to commence filling identified data gaps (Activity 1.1); update baseline assessment reports as appropriate.

1.6 Based on feedback from stakeholder consultation (Activity 4.4), revise and finalise each of the 13 nature NCA baseline assessment reports.

1.7 Conduct systematic review of relevant Sustainable Financing Mechanisms (SFMs) and assess which could be applied in St Helena to help support ongoing/long-term implementation of the nature NCA Management Plans.

1. 8 Draft Management Plans for each of the 13 nature NCAs – plans to include a framework (with relevant indicators) to monitor effectiveness of the management plans, and SFM options based on recommendations provided by Activity 1.7.

1.9 Based on feedback from targeted stakeholder consultation (Activity 4.5) and the public consultation (Activity 4.6), revise and finalise each of the 13 nature NCA Management Plans and submit to SHG.

1.10 Review and update the NCA Policy which was drafted as part of the 2012 report 'National Conservation Areas of St Helena: proposals for identification, validation, gazetting and management' by Nautilus Consultants. Submit to SHG for consideration and adoption.

1.11 Based on updated data collection (Activity 1.5) and remaining data gaps identified (Activity 1.1), compile report outlining future research recommendations.

Training

2.1 Up to six field staff trained in relevant field data collection skills (e.g. fauna and flora species identification, survey methods, GIS, data curation, reporting) and field safety.

2.2 SFL design and deliver training in data preparation, storage, standards, management and assessment tools (e.g. SQL and QGIS).

2.3 JNCC and SFL design and deliver training in analytical and decision-support tools (e.g. species distribution models, Bayesian Belief Networks and scenario modelling).

2.4 JNCC design and deliver training in how to monitor effectiveness of management plans.

2.5 SHNT design and deliver training in invertebrate identification.

Project Summary	SMART Indicators	Means of Verification	Important Assumptions

2.6 Project Partners design a Train-the-Trainer programme for at least one of the identified training modules developed for the project (i.e. data collection and management, decision support tools and modelling, or development and implementation of Management Plans) and identify at least two SHG or SHNT staff to participate in programme.

Modelling & testing management options for effective & sustainable Management Plans

3.1 Review existing land-management data analysis tools available and assess applicability to St Helena.

3.2 Agree and develop new decision support tools (e.g. Bayesian Belief Networks, species distribution models) to inform land-management options for the nature NCAs.

3.3 Create NCA database and populate with field, modelled and scenario data (when becomes available). Develop and agree guidelines and responsibilities of SHG GIS department for ongoing maintenance of database.

3.4 Historic data, new field data and modelled data cleaned, validated and prepared for testing management options.

3.5 Test modelled management options for each of the 13 nature NCAs.

Stakeholder engagement

4.1 Undertake stakeholder mapping exercise, and develop communications and engagement strategy, setting out planned delivery. Aim to avoid stakeholder fatigue through join-up and/or alignment of events with other relevant St Helena-based projects.

4.2 Deliver stakeholder communications and engagement plan – e.g. stakeholder events/meetings/workshops, community information sessions, multimedia information dissemination.

4.3 Conduct surveys to assess level of change between start and end of project in stakeholder and community understanding of how sustainably managed NCAs can provide long-term benefits to St Helena and its community through i) improving biodiversity conservation; ii) improving land-management practises and hence economic return; and iii) providing a range of alternative livelihood opportunities.

4.4 Hold stakeholder consultation workshop to review baseline assessment reports prepared for each of the 13 nature NCAs (Activity 1.4). Likely to be held in tranches to be defined by NCA type or location.

4.5 Hold stakeholder consultation workshop to review the Management Plans (including modelled land-management options) prepared for each of the 13 nature NCAs (Activity 1.8 and 3.5) and the updated NCA Policy (Activity 1.10). Likely to be held in tranches to be defined by NCA type or location.

4.6 Tranche planning for, and implementation of, the 28-day public consultation on the Management Plans developed for each of the 13 nature NCAs.

4.7 Gender assessment and analysis undertaken from at least three stakeholder or community engagement events.

Project management

5.1 Project Management Group membership and TOR established. Maintain regular liaison between key Project Partners, including regular meetings to monitor project progress and delivery.

Project Summary	SMART Indicators	Means of Verification	Important Assumptions
5.2 Project Core Delivery Group membership and TOR established. Maintain regular liaison between members, including regular meetings to help monitor, steer and deliver project. 5.3 Recruitment of on-island Project Officer. 5.4 Recruitment of on-island Data Collectors (up to six in total). 5.5 Award contract for expert invertebrate identification. 5.6 Develop and maintain project M&E Plan, Risk Assessment and Issue Log. 5.7 Methodology for gender monitoring and evaluation process agreed. 5.8 Prepare regular activity and financial reports for Darwin Plus in line with reporting timetable.			

Annex 3: Standard Indicators

It is our understanding that as an existing project we are not required to complete this section in this reporting round. We will endeavour to do so for the next.

Checklist for submission

	Check
Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the **correct template** (checking fund, type of report (i.e. Annual or Final), and year) and **deleted the blue guidance text** before submission?	
Is the report less than 10MB? If so, please email to BCF-Reports@niras.com putting the project number in the Subject line.	
Is your report more than 10MB? If so, please discuss with BCF-Reports@niras.com about the best way to deliver the report, putting the project number in the Subject line.	
Have you included means of verification? You should not submit every project document, but the main outputs and a selection of the others would strengthen the report.	
Do you have hard copies of material you need 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.	
If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 15)?	
Have you involved your partners in preparation of the report and named the main contributors	
Have you completed the Project Expenditure table fully?	
Do not include claim forms or other communications with this report.	