



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: <u>BCF-Reports@niras.com</u> including your project ref in the subject line

Project reference	DPLUS177
Project title	Humpback Whales of the Pitcairn Islands
Territory(ies)	Pitcairn Islands
Lead Partner	King's College London
Project partner(s)	Government of Pitcairn Island
Darwin Plus grant value	£99,723
Start/end dates of project	Jun 2022-Dec 2024
Reporting period (e.g. Apr 2022-Mar 2023) and number (e.g. Annual Report 1, 2)	Jun 2022-Mar 2023
Project Leader name	Terry Dawson
Project website/blog/social media	https://www.kcl.ac.uk/research/humpback-whales-of-the- pitcairn-islands
Report author(s) and date	Terry Dawson, Emily Hardman, 2 nd May 2023

Darwin Plus Project Information

1. Project summary

The humpback whales (Megaptera novaeangliae) found around the Pitcairn Islands are of scientific and conservation interest as they appear to be a satellite group of International Whaling Commission breeding sub-stock F2 (Oceania) from neighbouring French Polynesia. Whilst populations of humpback whales in the rest of the world have recovered well from commercial whaling, the Oceania sub-population, has not recovered so swiftly. It is likely to have declined 70% since 1942 due to intense Soviet whaling in Antarctic feeding grounds and was listed as Endangered on the IUCN Red List in 2008. The exact links between the humpback whales in the Pitcairn Islands and breeding sub-stock F2 are unknown due to the current lack of migratory and connectivity studies.

Understanding key demographic factors is essential in assessing their recovery from this intense exploitation and is a crucial step for their conservation worldwide. The IUCN Marine Mammal Protected Areas Task Force notes that the Pitcairn Islands are considered to be of significant interest for potential marine mammal conservation within the Pacific Island region as an important breeding and calving site and may require enhanced effort for monitoring species of marine mammal. The proposed project will collect photo-identification and genetic data to facilitate an

assessment of connectivity to other sites in the Oceania region, improving our understanding of the population's status and enhancing regional conservation efforts. It will directly address a number of actions in the Oceania Humpback Whale Recovery Plan specifically investigating emerging areas of interest with little or no historical records of whales and determining importance as breeding grounds or migratory corridors as well as improving understanding of breeding stock structure. The Pitcairn Islands Marine Protected Area (MPA), which covers almost 842,000 km2 of ocean prohibits all damaging human activities and provides a safe haven for the visiting whales. Improved understanding of site fidelity and importance of the area for breeding will help to assess the significance of the MPA for the conservation of humpback whales within the wider South Pacific region.

Humpback whales are an iconic species for the South Pacific; they also underpin the economic benefits derived from whale-watching in many Pacific Island states. In the Pitcairn Islands, a whale watching code of conduct has been developed to prevent disturbance to the humpback whales. The information obtained as part of this project will be used to develop materials to raise awareness of the importance of the MPA for marine species such as humpback whales amongst tourists and encourage responsible behaviour. It will also provide training to the local community to enable them to act as local tour guides for both land-based and boat-based whale watching. The project will therefore ensure that management measures within the MPA are effective in terms of minimising threats to the humpback whale population and, in particular, will ensure that current and future tourism activities are well managed and do not cause disturbance to the animals.

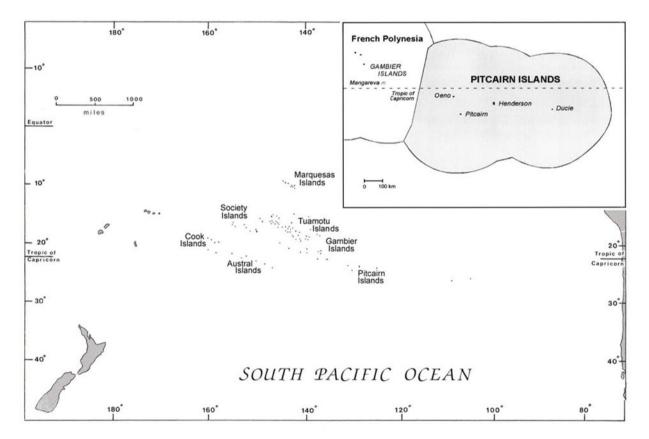


Figure 1. Map showing the location of the Pitcairn Islands within the central South Pacific and (insert) the extent of the EEZ around the islands.

2. Project stakeholders/partners

The main project partners are as follows:

Terry Dawson Project (Leader), King's College London

Michele Christian (Island logistics coordinator), Pitcairn Island Government

Emily Hardman (Blue Belt programme coordinator and tourism lead), Marine Management Organisation, UK

Ellen Garland and Luke Rendell, (hydrophone technical support and whale song analysis), Sea Mammal Research Unit, St. Andrews University

Tilen Genov (genetics and biopsy sampling lead, photo IDs and training), Morigenos - Marine Mammal Society of Slovenia.

The team have all worked together on projects previously.

This project builds upon an earlier Darwin project 20-006 "A sustainable marine and fisheries management plan for the Pitcairn islands" where the Pitcairn Islands were first identified as an important breeding ground for the endangered Oceania sub-population (Dawson et al., 2017; Irving et al., 2018) and a citizen science whale sightings recording scheme was trialled. A follow-up expedition to Pitcairn Island in 2018 by Dawson and Hardman resulted in the collection of two biopsy samples for DNA analysis recorded in the South Pacific Whale Research Consortium database. Through the Blue Belt Programme, Hardman has assisted the GPI to develop a whale watching code of conduct and facilitated practical training for Island-based tour operators in the implementation of this code of conduct. However, further training is necessary to enable the islanders to create a citizen science photo catalogue of natural marking patterns for individual whale identifications.

Consultations with GPI and the local community to inform development of the 5-year Pitcairn Islands MPA Management Plan highlighted the humpback whales as one of the key values of the MPA and the Plan includes actions to promote and monitor implementation of the whale watching code of conduct. To date, communications with the Pitcairn Island stakeholders have been conducted by email and MS-Teams.

The project is already working in partnership with the island community (Pitcairn Tourism and Environment, Conservation and Natural Resources Division, GPI. This support has already been firmly established through a 12+ years collaboration with the project leader, Environmental, Conservation & Natural Resources and Tourism Divisions as well as the wider enthusiastic Island community.

3. Project progress

3.1 Progress in carrying out project Activities

At this time, we have not yet completed a full year into the project, so there were no milestones/indicators to report at this time. However, we have been working on several activities relating to the scientific outputs concerning the humpback whale population monitoring and surveying. The project is preparing for the first fieldwork campaign, scheduled to start in July 2023, with several partners stationed on Pitcairn Island from July until September 2023. Specific activities since the start of the project are as follows:

Terry Dawson attended the LÍF641M 'Studying marine mammals in the wild' course, Whale Research Station, University of Iceland, Húsavík, Iceland, 12-16 June 2022 (Techniques and methods including Photo-Ids, Passive Acoustic Monitoring, Aerial surveying using drones and Tracking).

Terry Dawson presented a public lecture - "Humpback whales, tourism and management challenges in the Pitcairn Islands", presented on 15 June 2022 at the Húsavík Whale Museum, Húsavík, Iceland (Audience of 40+).

On 1st December 2022, Terry Dawson visited the Scottish Oceans Institute, University of St. Andrews and gave a presentation to staff and students entitled "The Pitcairn Islands: Sanctuary of the enigmatic Oceania humpback whales". Collaborations meetings were also held with Dr Luke Rendell (Sea Mammal Research Unit and Project partner) and Dr Mark James (Operations Director of the Marine Alliance for Science and Technology for Scotland (MASTS), a key Pitcairn Islands stakeholder)

A PhD student, Katy McColl has been recruited through the NERC London Doctoral Training Programme studentship. The PhD studentship was awarded through a competitive application and provides a student stipend over four years, research fieldwork and training costs and also covers the cost of tuition fees of the host institution. At current rates the total value of the studentship is circa £100,000 over 4 years. This comprises a stipend of 4 x £18602 (£74408), tuition fees of 4 x £4596 (£18384) to King's College London and project costs of £7000. Katy officially started with the project in April 2023. Katy has also booked to attend the LÍF641M 'Studying marine mammals in the wild' course, Whale Research Station, University of Iceland, Húsavík, Iceland, 11 - 20 June 2023.

Scientific equipment purchases and specialised electronics for drone blow sampling and hydrophone recorders have been designed and constructed. Terry Dawson participated in an expedition to undertake blow sampling and photo-IDs of humpback whales in Cape Verde from March to April 2023, which was an opportunity to trial the drone survey equipment in the field. Hydrophone equipment is also currently being tested in the laboratory.

Two questionnaires have been designed: the first, provides baseline information on the level of awareness of visitors of the importance of the Pitcairn Islands for humpback whales; the second builds our understanding of the level of interest in marine nature-based tourism amongst the Pitcairn Island community. These questionnaires will be carried out during September 2023 and will inform development of the Strategy and Action Plan for nature-based tourism in the MPA. A poster to raise awareness with visitors about the MPA and important species such as the humpback whales has also been designed to be installed on the Silver Supply in September.

Flights, accommodation and ship berths have been booked for the first Pitcairn fieldwork campaign for the following project members:

Terry Dawson: 15 July to 3 August 2023

Tilen Genov: 15 July to 3 August 2023

Katy McColl: 15 July to 28 September 2023

Emily Hardman: 10 to 28 September 2023

The project team have been in regular contact throughout the year relating to travel logistics, on-island accommodation and negotiating local facilities, visas, and scientific permits. Note that an application has been made and successfully granted by the Governor of the Pitcairn Islands for the provision of a Letter of Authority / Permit to conduct the scientific research as described in the project application. This resulted in the provision of technical support to the Attorney General to create a process for assessing applications for undertaking scientific activities that do not comply with current regulations, bylaws or code-of-conduct contained in the Pitcairn Islands legislation, and to provide a template for a letter of authority/permit, which has now been adopted.

3.2 Progress towards project Outputs

Due to unavailability of the island residents, with many off-island during the current period, the training relating to the whale-watching and tour guides (Output 4, Activity 4.1) will be conducted

in September 2023 (we had originally planned for a February-March 2023 timing). This short delay does not affect our overall outputs and outcomes over the duration of the project, but the outputs will be reported in the next 6-monthly report.

3.3 **Progress towards the project Outcome**

We have yet to generate any information to support the project outcomes at this stage, but we are confident that we will achieve those outcomes by December 2024, the scheduled end of funding.

3.4 Monitoring of assumptions

Too early to report at this time. No expected changes to indicators.

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

This project supports the Government of Pitcairn Islands' commitments under the Convention on the Conservation of Migratory Species of Wild Animals and associated Memorandum of Understanding for the Conservation of Cetaceans and their Habitats in the Pacific Islands Region, which aims to conserve all cetaceans and facilitate the exchange of scientific information necessary to coordinate conservation measures.

The project will help towards achievement of indicator K3 'Status of endemic and globally threatened species in the UK Overseas Territories' in the 25 Year Environment Plan through action to recover threatened or iconic species and prevention of human-induced extinction or loss of threatened species.

The project directly supports the Government of Pitcairn Islands Marine Protected Area Management Plan 2021 to 2026, Management Strategy 4 'The local community is obtaining economic benefit from the MPA and these benefits are distributed equitably' which includes specific aims to develop and promote new eco-tourism activities, including action:

• 4.1.1. Promote and monitor implementation of the whale watching code of conduct.

The project will also address a key evidence gap highlighted in the MPA Monitoring and Research Plan Management Strategy 3 Understanding of the marine environment around the Pitcairn Islands is enhanced through a comprehensive research and monitoring programme.

5. Gender equality and social inclusion

The core project team is equally balanced with regard to gender. King's College London's Equality, Diversity & Inclusion Policy statement outlines the university's commitment to equality and diversity in all its activities and areas of work. All King's students, staff, affiliates and suppliers are responsible for meeting these commitments to value diversity and create an inclusive environment. The Department of Geography at King's College London has been awarded a Bronze Athena SWAN award in recognition and celebration of the department's practices towards the advancement of gender equality in higher education.

Please quantify the proportion of women on the Project Board ¹ .	50% of the principal project partners
Please quantify the proportion of project partners that are led by women, or which have a senior leadership team consisting of at least 50% women ² .	50%. The core project team is equally balanced with regard to gender

6. Monitoring and evaluation

There had been no significant changes to the monitoring and evaluation plan. All of our indicators were selected on the basis that they were SMART (specific, measurable, achievable, relevant and time-bound).

7. Lessons learnt

Not applicable at this stage of the project

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

Not applicable.

9. Risk Management

No changes to risk or assumptions

10. Other comments on progress not covered elsewhere

N/A

11. Sustainability and legacy

We have had ongoing discussions with the Pitcairn Island Tourist Board and the Division of Natural Resources and Conservation, Pitcairn Island Government and have introduced our project and planned outputs and outcomes to the new Deputy Governor of Pitcairn Islands, Alasdair Hamilton (British Consulate General, Auckland, NZ) as well as the recently recruited Pitcairn Island Administrators, Fiona Kilpatrick and Stephen Townsend, both based on Pitcairn Island.

12. Darwin Plus identity

All project presentations, web sites and publications utilise the Darwin Initiative logo and/or highlight acknowledgements of the Darwin Initiative financial support. Given the earlier Darwin Initiative projects in Pitcairn awarded to Terry Dawson (Nos. EIDCF003 and 20-006) (2010-

Darwin Plus Annual Report Template 2023

¹ 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.

² 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.

2012 and 2014-2017 respectively), the Darwin Initiative is well known by all members of the island community, and the wider Pitcairn stakeholder groups.

At present, the project information is hosted on the following webpage:

https://www.kcl.ac.uk/research/humpback-whales-of-the-pitcairn-islands

13. Safeguarding

Has your Safeguarding Policy been updated in	Yes /No				
Have any concerns been investigated in the p	ast 12 months	Yes /No			
Does your project have a Safeguarding focal point?	Yes/ No [<i>If yes, please provide their name and email</i>] The project is included in the King's College London Safeguarding policies, see https://www.kcl.ac.uk/kghp/safeguarding.				
Has the focal point attended any formal training in the last 12 months?	Yes/No [If yes, please provide date and det of training]				
What proportion (and number) of project staff have received formal training on Safeguarding? Planned: 0% [and number]					
Has there been any lessons learnt or challeng Please ensure no sensitive data is included wi		e past 12 months?			
N/A					
Does the project have any developments or a coming 12 months? If so please specify.	activities planned around	Safeguarding in the			
No.					

14. Project expenditure

Project spend (indicative)	2022/23	2022/23	Variance	Comments
in this financial year	D+ Grant (£)	Total actual D+ Costs (£)	%	(please explain significant variances)
Staff costs				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items				
Others (Please specify)				
TOTAL	41,270	41,270		

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

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

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

File Type (Image / Video / Graphic)	File Name or File Location	Caption, country and credit	Online accounts to be tagged (leave blank if none)	Consent of subjects received (delete as necessary)
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No

Annex 1: Report of progress and achievements against logframe for Financial Year 2022-2023 – if applicable

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
Impact Insert agreed project Impact statement		(Report on any contribution towards positive impact on biodiversity or positive changes in the conditions of human communities associated with biodiversity e.g. steps towards sustainable use or equitable sharing of costs or benefits)	
<i>Outcome</i> (Insert agreed project Outcome statement)	(Insert agreed Outcome level indicators)	(Report against the indicators on progress towards achieving the project Outcome)	(Highlight key actions planned for next period)
Output 1. (Insert agreed outputs with activities relevant to that outputs in lines below. Activities relevant to more than one Output should be cross- referenced rather than repeated)	(Insert original Output level indicators)	(Report general progress against indicat and reference where evidence is provide of report and Annex X))	ors, comment on their appropriateness, ed e.g. <i>Evidence provided in section 3.2</i>
Activity 1.1 Insert activities relevant to the	s Output	(Report completed or progress on activities that contribute toward achieving this Output)	(Outline what will be carried out in the next period)
Activity 1.2, Etc.			
Output 2. (Insert agreed output)	(Insert agreed Output level indicators)	(Report against the indicators on progres	ss towards achieving the Output)
Activity 2.1.			
Activity 2.2. Etc.			
Output 3. Etc.			1

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

Project Summary	SMART Indicators	Means of Verification	Important Assumptions
	numpback whale population connectivity nomic benefits to the Pitcairn communi		ngthening local and regional
Outcome: Baseline populations of humpback whales established and conservation management strengthened at local to international scales to support Convention on Migratory Species commitments and encourage environmentally responsible nature- based tourism. (Max 30 words)	 0.1 At least 20 Genetic and whale- song analyses provide understanding of connectivity and relatedness of Pitcairn's whales to other humpback populations by the end of Q2 Year 3. 0.2 Citizen science programme is actively contributing sightings data to regional datasets improving understanding of the population status trends by end of Q2 Year 3. 0.3 100% of whale watching activities (including expedition cruise ships) are fully compliant with the whale watching code of conduct by end of Q2 Year 3 	0.1 Genetic and song databases. 0.2 Published reports and papers. 0.3 Compliance spot checks by GPI and feedback from visitor questionnaires.	 Whales continue to show same migration schedule in the Pitcairn Islands as they have since early 1990s. The supply ship runs to schedule during whale season over period of project. Tourists return to Pitcairn following Covid-19 pandemic.
Outputs: 1. Humpback whale population around the Pitcairn Islands documented, analysed and findings published, generating recommendations on standardised monitoring methods to inform UK Blue Belt and international commitments.	 1.1 20+ Humpback and other species' distribution, abundance data from drone and genetic surveys compiled by Q2 Year 3. 1.2 16+ Genetic and song data from Pitcairn's humpbacks analysed and compared to existing regional song and DNA data by Q2 Year 3. 1.3 Report of consolidated methodologies for monitoring humpback and other species of whales in UKOTs prepared by end of Year 1, improved through further 	 1.1 Maps of marine megafauna distribution and abundance around Pitcairn and the outer Islands. 1.2 Species lists and numbers of marine megafauna around Pitcairn and the outer islands. 1.3 Genetic data on GENBANK 1.4 Song profiles aligned with regional profiles. 1.5 Draft report, documented input across UKOTs, publication. 	Berths available for visiting scientists Weather conditions and boat availability allow for successful sampling, using at least one of the range of methods proposed. Samples are successfully exported and analysed

2. Citizen science programme established and populated with individual whale identifications.	 data collection and consultation with relevant UKOTs and updated, published and disseminated by end of Year 2. 2.1 Standardised methodology implemented with images and video data contributed by at least 10 citizen scientists, starting in Year 1 with community members and scientists, and with 24+ tourists by end of Year 2. 2.2 Analysis of image/video data identifies individual whales by end of Year 1 and continues to end of Year 2. 	 2.1 Number of image/video contributions. 2.2. Number of contributors and category (scientist, community member, tourist). 2.3. Number of whales with individual identification. 	Citizen scientists can be successfully recruited from the island community. Sufficient images and video submissions to allow individual identification.
3. Marine megafauna database established for Pitcairn Islands, with data contributing to relevant national and international databases documenting individual humpback whales, GENBANK (DNA sequence data) and whale-songs.	 3.1 Data management system in place and populated by end of Year 3.2 100% of personnel in the Government of the Pitcairn Islands - Environmental, Conservation & Natural Resources Division (GPIENRC trained in database management and uploading data by end of Year 1. 	 3.1 Database. 3.2 Names of trained island personnel. 3.3 Number of data entered when scientists not on island. 	Database uses universal, simple software packages that do not become obsolete and is compatible with other regional and international relevant databases.
4 . Visitors to the Pitcairn Islands are aware of the importance of humpback whales and know how to behave responsibly and Strategy and Action Plan for nature-based tourism in the MPA produced to inform future development of activities.	 4.1 20% of island residents (circa 4- 8 people) trained as marine tour guides by end of Year 1 4.2 Four 1 to 3 minute and two 10- to-15-minute films produced about the project are filmed in Year 1 and shown on TV, press, online (Pitcairn government and tourism, Pitcairn Environment Group websites) during Year 2 	 4.1 Training logs and certificates 4.2 Films online and number of downloads/views, likes and shares. 4.3 Presentations by marine tour guides 4.4 Questionnaires with tourists demonstrate improved awareness 4.5 Strategy and Action plan for nature-based tourism in the Pitcairn MPA published. 	Tourists return to Pitcairn following current border closures due to the Covid-19 pandemic Promotional films and media drive an increase in tourists participating in nature-based tourism activities on Pitcairn

		4.3. 24 tourists on 2 x Explorers		
		Voyages and 100+ passengers on 6		
		cruise ships aware of the		
		importance of the Pitcairn Islands		
		for humpback whales and the		
		importance of responsible behaviour		
		by end of Year 2.		
		4.4. Strategy and Action plan for		
		nature-based tourism in the Pitcairn		
		Islands MPA developed in		
		collaboration with the Tourist		
		Department and supported by local		
		community by end of Year 2.		
Activ	ities (each activity is numbered	according to the output that it will contr	ibute towards, for example 1.1, 1.2 and	1.3 are contributing to Output 1)
1.1	Conduct surveys to determine	the occurrence and spatial distribution	of humpback whales and their nursery/	calving grounds at all islands.
1.2		npling using standardised approaches		
1.3		d produce methodological report and p	ublications	
2.1		methods for photo-ID catalogue and co		d visiting scientists
2.2		se to enable citizen scientist to upload		5
3.1		Il individual whale sightings and associa		d online and linked/updated to
		NBANK and the Antarctic Humpback W		
3.2		the Environmental, Conservation & Na		
4.1		irn islanders to enable them to work as		
4.2		e with Pitcairn Islands Tourism for public		
4.3		to develop presentations to give to tour		d Explorers Voyages
4.4		visitors to capture environmental aware		
4.5		ith Pitcairn Tourism and the local comm		
-	m in the MPA		and to agree objectives for orderegy a	
4.6		Plan report and present to Pitcairn Tour	ism for approval	
u	r repare offategy and Action i	an report and present to r health rour		
1				

Annex 3: Standard Indicators

Table 1 Project Standard Indicators

DPLUS Indicator number	Name of indicator using original wording	Name of Indicator after adjusting wording to align with DPLUS Standard Indicators	Units	Disaggregation	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Total planned during the project
DPLUS-A01	4.1. 20% of island residents (circa4-8 people) trained as marine tour guides by end of Year 1	Number of people from key national and local stakeholders completing structured and relevant training	People Proportion			20%			20%
DPLUS-A03	Technical support to generate a system and documentation for the assessment and provision of scientific permits (Not on the original project proposal)	Number of local/national organisations with improved capability and capacity as a result of project	Number of organisations	Organisation Type: Government of Pitcairn Island	1			1	1
DPLUS-A04	3.2. 100% of personnel in the Government of the Pitcairn Islands - Environmental, Conservation & Natural Resources Division (GPIENRC trained in database management and uploading data by end of Year 1	Number of people reporting that they are applying new capabilities (skills and knowledge) 6 (or more) months after training.	People	Gender; Age Group		TBD			TBD
DPLUS-B05	2.1. Whale identifications with images and video data contributed by at least 10 citizen scientists, starting in Year 1 with community members and scientists, and with 24+ tourists by end of Year 2.	Number of people with increased participation in local communities / local management organisations (citizen science programme)	People			10	24		34
DPLUS-C02	1.1. 20+ Humpback and other species' distribution, abundance data from drone and genetic surveys compiled by Q2 Year 3.	Number of new conservation or species stock assessments published	Number				20		20

Table 2 Publications

Title	Type (e.g. journals, manual, CDs)	Detail (authors, year)	Gender of Lead Author	Nationality of Lead Author	Publishers (name, city)	Available from (e.g. weblink or publisher if not available online)

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

N/A

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 <u>BCF-Reports@niras.com</u> putting the project number in the Subject line.	•
Is your report more than 10MB? If so, please discuss with <u>BCF-Reports@niras.com</u> about the best way to deliver the report, putting the project number in the Subject line.	No
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.	No
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.	No
If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 15)?	N/A
Have you involved your partners in preparation of the report and named the main contributors	Yes
Have you completed the Project Expenditure table fully?	Yes
Do not include claim forms or other communications with this report.	1