

Applicant: **Cairns-Wicks, Rebecca**  
Organisation: **St Helena Research Institute**  
Funding Sought: **£46,829.03**  
Funding Awarded: **£0.00**

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# **DPLR3\1023**

## **iRecord St Helena: A data-driven approach, empowering bird conservation**

The project will improve how bird data on St Helena is collected, accessed, and utilised. All bird records will be consolidated into iRecord St Helena and a data management system established for the Trust. iRecord St Helena will support monitoring programmes and interrogation of data sets, ensuring data is accessible to interpret. Data analysis will inform the Trust bird strategy and management practices. A Governance framework will ensure the release of benefits of biological recording to the island.

## PRIMARY APPLICANT DETAILS

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**Title** Dr  
**Name** Rebecca  
**Surname** Cairns-Wicks  
**Organisation** St Helena Research Institute  
**Website (Work)** [REDACTED]  
[REDACTED]  
**Tel (Work)** [REDACTED]  
**Email (Work)** [REDACTED]  
[REDACTED]  
**Address** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

# DPLR3\1023

iRecord St Helena: A data-driven approach, empowering bird conservation

## Section 1 - Project Title & Contact Details

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### Q1. Project Title

iRecord St Helena: A data-driven approach, empowering bird conservation

### Q2. Please select whether you are applying as an organisation or as an individual (Guidance section 3 and Guidance Glossary)

Organisation

#### PRIMARY APPLICANT DETAILS

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<b>Title</b>	Dr
<b>Name</b>	Rebecca
<b>Surname</b>	Cairns-Wicks
<b>Organisation</b>	St Helena Research Institute
<b>Website (Work)</b>	www.sthelenaresearch.edu.sh
<b>Tel (Work)</b>	[REDACTED]
<b>Email (Work)</b>	[REDACTED]
<b>Address</b>	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]

#### GMS ORGANISATION

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Type	Organisation
Name	St Helena Research Institute
Phone (Work)	[REDACTED]
Email (Work)	[REDACTED]
Website (Work)	[REDACTED]
Address	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]

## Section 2 - Overseas Territory(ies)

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### Q3. Overseas Territory (Guidance section 1.3):

Which UK Overseas Territory(ies) will your project be working in? Please note that in case of a non-permanent resident population you need to demonstrate a clear, meaningful, long-term link to the territory.

St Helena, Ascension and Tristan da Cunha\*

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

St Helena

In addition to the UKOT(s) you have indicated, will your project directly benefit any other UK OT(s) or country(ies)?

No

## Section 3 - Project Partners

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### Q4. Project partners (Guidance section 3.2)

In this section, please give details of all the partners involved (including the Lead Partner) and provide a summary of their roles.

Project Leader name (Guidance section 3.1): Rebecca Cairns-Wicks

Lead Partner name (if applying as an organisation; Guidance section 3.1): St Helena Research Institute

Lead Partner Website (if applicable): <https://sthelenaresearch.edu.sh/>

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**Is the Lead Partner based in a UKOT where the project is working (Guidance section 3.1)?**

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Yes

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**List other partners involved and where are they based:**

St Helena National Trust,  
Broadway House,  
Jamestown,  
[REDACTED]

RSPB,  
RSPB Centre for Conservation Science  
David Attenborough Building  
Pembroke Street  
Cambridge  
Cambridgeshire  
[REDACTED]

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**Summary of roles and responsibilities of each partner in the project:**

St Helena Research Institute will manage the project, providing project technical and financial reporting, and coordinating the delivery of project activities in line with the workplan, communications plan. The Research Institute will chair working group meetings held at monthly intervals throughout the project cycle with representation from the partner organisations, project staff and technical advisors. Meetings would include progress updates, issue resolution and collaborative decision-making, review of risks & M&E. The Research Institute will host project funded fixed term staff.

St Helena National Trust will actively contribute to the detailed design and implementation of the project ensuring that the project meets their organisational needs and bring to the project their experience and expertise to assist the project in achieving its outcome; 2 staff members will represent the Trust on the project working group, Trust staff will participate in project activities, including training and workshops and development and adoption of new techniques and methodologies developed by the project.

The RSPB will provide advice and guidance on the implementation of the project as a member of the project working group and will bring their experience to the project to support delivery project activities and support project outcomes. Facilitating a workshop reviewing historic and current data and provide training in best data management practises, data science and policy and procedures.

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**I confirm that all listed partners are aware of this application and have indicated support:**

Checked

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**Attach a Cover Letter for your application (Guidance section 4.2).**

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📎 [2023 Cover letter Final](#)

📅 29/11/2023

🕒 20:17:23

📄 pdf 187.41 KB

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## Section 4 - Project Summary & Description

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### Q5. Project Summary (Guidance section 3.8)

**Please provide a brief summary of your project. This may be used in communication activities and/or published online, if your application is successful.**

The project will improve how bird data on St Helena is collected, accessed, and utilised. All bird records will be consolidated into iRecord St Helena and a data management system established for the Trust. iRecord St Helena will support monitoring programmes and interrogation of data sets, ensuring data is accessible to interpret. Data analysis will inform the Trust bird strategy and management practices. A Governance framework will ensure the release of benefits of biological recording to the island.

### Q6a. Description (Guidance section 2.1 and 6)

**Please provide a description of your project, including:**

- the overall objective
- the current situation and the problem the project is trying to address
- what success will look like and how you will measure it

**Please be as specific as possible when describing the project, using quantified data and evidence where available. You may wish to consider: what are the specific threats to the environment that the project will attempt to address, and what should we know about these threats? What does your successful project look like? And how will you demonstrate whether and how your project has been successful?**

The project has two main objectives:

- 1) To develop, improve and implement biological records data management policies and procedures within the Trust and SHG. A Governance framework, agreed between core partners, the Trust, and SHG, for iRecord St Helena that is clear on the benefits for the partners, island and individuals;
- 2) To consolidate all bird databases into iRecord St Helena. A data audit to identify data gaps and utilise information generated to inform the Trust's bird strategy and management plan and a bird data management system to achieve the management goals.

The Trust seeks to become the lead organisation for the conservation of the island's seabirds. It is the champion for Wirebird conservation and leads in control work for the invasive myna bird. SHG has recently handed over all its historical seabird monitoring data sets to the Trust. The seabird records have been collected over two decades, however the challenge lies in assessing the true value of these records.

The RSPB Conservation Data Unit provides technical support to the Trust, and historically EMD Marine, supporting the development, management and interrogation of datasets generated. There are challenges in seamlessly sharing data between the UK and St Helena due to system disparities. Bridging the gap is imperative to harness the full potential of the wealth of bird data collected. The RSPB has been considering how it can best support the Trust to achieve its aim. Having an interface where they can share data and help to build local capacity for managing data systems is key.

The solution is to bring the datasets into iRecord St Helena, a highly adaptable system based on the open-source

wildlife recording toolkit Indicia. The centralisation not only addresses the challenges associated with existing seabird records but also ensures that the data becomes accessible for analysis and interpretation and lays the foundation for a sustainable and effective data management system, with the added benefit of increased analytical power.

iRecord St Helena is managed by the St Helena Research Institute, we seek to build on and demonstrate value of the centralised biological records database. To realise and release benefits, iRecord St Helena needs to function as the national database for terrestrial and marine biological records on St Helena. A Governance framework, together with supporting policy and procedures is needed to provide transparency and assurance to project partners locally and internationally that the system is fit for purpose.

The project will have achieved its objective with the following outcomes:

- 1) MOU agreed between the project partners to work collaboratively in the delivery of the project outputs at the outset of the project;
- 2) A governance framework for iRecord St Helena, published on the web-portal and App;
- 3) Upskilled staff within the Trust and SHG, in scientific methods, data methods, data management policies and procedures and data analysis techniques. Determined by assessing pre and post self-assessments of capability;
- 4) Quality checked datasets produced. Data standards are met so that the data can be inputted into iRecord St Helena. Data is audited and interrogated and used to inform Trust bird strategy and management plan;
- 5) Trust bird data management system established covering seabirds, wirebirds and myna birds: system supported by policy and procedures and survey forms are available within iRecord St Helena. New datasets meet standards set for data collection and standards are embedded in all recording activities by the Trust and SHG;
- 6) Project activities and outcomes communicated to decision makers and the public. Analytical tools and visualisation methods developed and demonstrable corporate investment commitment for iRecord St Helena.

## Q6b. Long-term sustainability (Guidance section 2.1 and 6)

**Please describe the long-term benefits of the project and the change it will bring about. How will the outcomes of the project be sustained after the funding is finished?**

This project will change the way the Trust manages its bird records and datasets, consolidating them within iRecord St Helena and adding seabirds. Making them accessible for audit and interpretation to set new conservation priorities. Establishing a fit-for-purpose data management system will ensure management practises deliver the Trust bird strategy. This framework will ensure that biological records are accessible for analysis, and available for periodic review and setting of indicators to understand the impacts of management intervention, tracking changes in the health and status of endemic and native birds and the integrity of the ecosystems upon which they depend. By bringing bird recording into iRecord St Helena, wildlife sightings by the public can also be encouraged, adding to the volume and value of records.

By building on the existing local capacity and capability and upskilling staff within the Trust and SHG the project will establish a firm foundation for teamwork, reinforcement of shared-learning and confidence building in the implementation of new techniques.

The project will clearly demonstrate the national value of iRecord St Helena, enhance existing partnerships and adding new partners committed to maintaining and developing the system, increasing our ability to argue for investment to sustain the benefits.

**(Optional) Please upload any additional and supporting materials or files (such as maps of project sites, etc) below. Maximum of 5 sides of A4, and is combined as a single PDF:**

*No Response*

## Section 5 - Project Outcome(s)

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### Q7. Project Outcome(s) (Guidance section 1.2)

Successful Darwin Plus Local projects must demonstrate measurable outcomes in at least one of the themes of Darwin Plus with a clear focus on biodiversity and the natural environment, either by the end of the project or soon after through a credible plan.

Please confirm that your project has a clear focus on biodiversity and the natural environment.

Unchecked	<b>Biodiversity: improving and conserving biodiversity, and slowing or reversing biodiversity loss and degradation;</b>
Unchecked	<b>Climate change: responding to, mitigating and adapting to climate change and its effects on the natural environment and local communities;</b>
Unchecked	<b>Environmental quality: improving the condition and protection of the natural environment</b>
Checked	<b>Capability and capacity building: enhancing the capacity within OTs, including through community engagement and awareness, to support the environment in the short- and long-term.</b>

**Please justify your selection. Please use quantitative information where possible here.**

This project aims to enhance local capabilities and capacity for biodiversity conservation and management of the natural environment on St Helena. The project focuses on optimising the collection, accessibility, and utilisation of bird data through iRecord St Helena. By consolidating all bird data records and establishing a robust data management framework for the St Helena National Trust, we aim to elevate the quality of science and data management. Increasing capacity to investigate the impacts of management interventions and track changes in the health and status of endemic and native birds and the integrity of the ecosystems upon which they depend.

## Section 6 - Workplan

### Q8. Workplan (Guidance section 2.2)

**Please provide anticipated dates for the start and end of your planned project here. Please use the Darwin Plus Local Project Workplan (available at: [Darwin Plus website](#)) to provide a list of the individual activities you have planned for this project, a brief description of what each activity entails, and the months in which the activities will be carried out. If the project involves only one activity (e.g. a purchase), please still provide project start and end dates (noting estimated times for procurement). Please note that your project must start after 1 April 2024 and be completed by 31 March 2025.**

Start date:	End date:	Duration (e.g. 3 months):
01 April 2024	31 March 2025	12 months

**Please upload the completed Darwin Plus Local Project Workplan with your proposed project activities here**



## Section 7 - Costs

### Q9. Costs (Guidance section 2.2 and please read the Finance Guidance)

Please provide a breakdown of costs to be funded through Darwin Plus Local (in GBP).

Are you seeking any matched funding for this project?

Yes

How much matched funding are you seeking and where from?

Total estimated in-kind matched funding for salaries from Project Lead and Partners is [REDACTED]

Research Institute staff time contributed by the Coordinator & Administration Support Officer estimated @ [REDACTED]

St Helena National Trust staff time contributed by Director, Head of Conservation Terrestrial, Head of Marine Conservation, Marine Project Manager (Ecology), Invasive Invertebrate Project Manager & Senior Grasslands Project Officer estimated at [REDACTED]

RSPB, Harry Marshall and Luba Meshkova 50% of salary matched estimated at [REDACTED]

Budget line	Explanation	Cost in GBP
<b>Staff costs:</b>	Research Institute Data Manager salary [REDACTED] per annum + 15% pension contribution = [REDACTED] Research Institute Data Scientist 11 months salary [REDACTED] per annum + 15% pension contribution = [REDACTED] Dr Harry Marshall, Principal Conservation Scientist, RSPB [REDACTED] day (50% of salary charged) for 10 days [REDACTED] Dr Luba Meshkova (International Data Manager), RSPB [REDACTED] (50% of salary charged) [REDACTED]	[REDACTED]
<b>Consultancy costs:</b>	John van Breda - [REDACTED] Karolis, Flumens - [REDACTED] John and Karolis are our web-portal and App consultants and are a critical part of the team, needed to bring the new systems online. They work closely with our Data Manager and she manages the 'backroom' of the data system and like UKCEH we work with John and Karolis to make the system changes. They will work on contract to the Research Institute. We work closely with them to solve problems, develop the system and improve the service.	[REDACTED]
<b>Overhead costs:</b>	NA	£0.00

<b>Travel &amp; subsistence costs:</b>	Airfares [REDACTED]	
	Hotel costs (JNB): [REDACTED]	
	Accommodation on St Helena: [REDACTED]	
	Food & subsistence: [REDACTED]	
	Car hire & fuel on St Helena: [REDACTED]	[REDACTED]
	Internet: [REDACTED]	[REDACTED]
	All payments for flights, accommodation, car hire and internet access on St Helena will be made through the Research Institute. Visitors make a significant contribution to the economy of the island.	
<b>Operating costs:</b>	Monthly IT recharge computers & systems & IT support @ [REDACTED]/month: for Data Manager & Data Scientist = [REDACTED] = [REDACTED]	
	Publications and advertisements with the local media [REDACTED]	[REDACTED]
	Promotional materials (including posters & pop up banner about iRecord St Helena) [REDACTED]	
	Venue hire and snacks [REDACTED]	
<b>Capital equipment:</b>	NA	£0.00
<b>Other Costs</b>	NA	£0.00
<b>Total:</b>		[REDACTED]

**This section provides more information on the budget to help evaluators understand how you will use the funds you are requesting. You do not need to list all costs, but please list and detail costs of more than £1,000 per item below, under the appropriate budget line.**

#### **Details of staff costs over £1,000 (if relevant)**

The Research Institute Data Manager and Data Scientists be the focussed, dedicated team supporting the delivery of project activities. The Data Manager will lead on the drafting and development of policy and procedural activities; data management systems and mentor and support the Data scientist and work closely with them to get them set up to get the historic bird records into iRecord St Helena.

Time for Harry Marshall & Luba Meshkova: facilitate workshop, conduct training in scientific methods and need for standardised data collection, introduce data analysis software such as the widely-used and open-source R package and support working group.

#### **Details of overhead costs over £1,000 (if relevant):**

*No Response*

#### **Details of travel and subsistence costs over £1,000 (if relevant):**

The Trust requested the training and workshops to be delivered in person as they have learnt from experience that staff respond better and can get more out of in person training compared to virtual based training.

#### **Details of operating costs over £1,000 (if relevant):**

We are required to pay SHG IT Recharges for all our IT equipment and technical support and the value of which is set by SHG IT.

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**Details of capital equipment costs over £1,000 (if relevant):**

*No Response*

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**Details of consultancy costs over £1,000 (if relevant):**

John and Karolis are our web-portal and App consultants and are a critical part of the team, needed to bring the new systems online and critical to the success of project outputs. They work closely with our Data Manager and she manages the 'backroom' of the data system and like UKCEH we work with John and Karolis to make the system changes. They will work on contract to the Research Institute. We work closely with them to solve problems, develop the system and improve the service.

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**Details of other costs over £1,000 (if relevant)**

*No Response*

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**If your project budget was prepared in another currency and converted to GBP, please provide the exchange rate, its source, and the date it was accessed:**

<b>Other currency:</b>	<b>Exchange rate:</b>	<b>Source of this exchange rate:</b>	<b>Date exchange rate accessed:</b>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>

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**Darwin Plus Local has been created to build capacity and contribute to local economies in-territory.**

What % of the total will be spent in the OTs? 74

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**If less than 80% of the total project spend is to be spent within the OT(s), please explain why.**

The on island project partners need the support of the RSPB and IT consultants in order to achieve our project objectives. Whilst we have made significant strides in developing biological recording systems over the last two years and have established successful biological recording activities we did not do this in isolation and have built essential and close working partnerships locally and internationally to deliver shared goals. The project will create significant benefits to the island in terms of capability and capacity building that would otherwise not be realised. We seek to increase our-self reliance whilst also recognising the need for and value of partnerships.

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## **Section 8 - Local and National Priorities**

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### **Q10. Local and national priorities**

**Please explain how this project aligns with local and national priorities? You may wish to consider the project in the context of national environmental laws, objectives, strategies, territory specific agreements, action plans or policies.**

The project directly aligns with the Trust intention to establish a bird strategy and management plan and the Research Institute Strategic Plan, 2021-2024 goal 5 to be a research data centre for St Helena. We support, as far as possible, open access to data recognising that this is necessary to support research and decision-making.

The project supports the St Helena Government 10 year plan (2017-2027) goal of "Altogether Greener" which

aims to reduce St Helena’s carbon footprint and ensure that the Island’s natural resources are preserved and enhanced and "will protect endemic fauna and flora and our agricultural sector by tackling invasive species". Reliable, robust data is essential if the island is to be able to evaluate status and assess whether its actions are increasing the health and status of our endemic fauna and flora.

The SHG is required to produce status of the environment reports and this project will directly contribute evidence to that.

A bird data management system will support the UK Government 25 Year Plan for the OTs, enabling the future establishment of K3 and K4 indicators for the health of bird species and the integrity of the ecosystems upon which they depend.

**Will the project take place on Government owned land or water or involve biocontrol, invasive alien species control or eradication?**

No

## Section 9 - Project Risks

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### Q11. Project Risks

**Please demonstrate your consideration of any risks involved in this project and how you intend to manage them. Please note the importance of health and safety and environmental risk assessment in the design of your project. If there is any possibility that your project may have negative impacts on the environment or human health, it is important that you provide a comprehensive analysis of potential environmental and human health risks, and the prevention measures you will take to ensure the work does not cause harm.**

**Depending on your project, you may wish to consider:**

- Biosecurity risks – particularly for projects involving external equipment.
- Safeguarding risks – particularly for projects involving vulnerable groups such as children, older people or people with disabilities.

Risk	Mitigation
Staff recruitment: securing Data Scientist of the calibre and in a timely manner early in the project cycle	Plan ahead - work with SHG HR to produce JD, initiate process of recruitment (assessment of JD and prep of advertisement etc.) before project start date so ready to launch. Promote widely. Salary scale is attractive. Enquire with Careers Access about possible candidates, particularly school leavers with suitable A levels, returning graduates or other people registered with CA.

Staff retention	<p>Continuity is a recurrent challenge on St Helena, particularly when the economy is slow or in decline and people are attracted away for better job, educational or career prospects. Contracts requires a period of notification before leaving date and important to ensure time given so that hand-overs take place and are sufficient to ensure transfer of skills and knowledge.</p> <p>On island training offers us the opportunity to maximise the number of staff who can get exposure to and receive training.</p>
Timing of visit from trainers	<p>We have planned for the workshop and training to take place early in the project cycle. Dates are to be confirmed and subject to other commitments and constraints. We will work timeously with the trainers to find dates that best suit all and look at alternatives if the need arises.</p>

**Do you require more fields?**

No

## Section 10 - Terms & Conditions

### Q12. Terms and conditions (Guidance section 3.10)

**By applying for Darwin Plus Local you are adhering in full to the grant Terms and Conditions in full (available at: [Darwin Plus website](#) and as referenced in the Guidance at section 3.10). For information, the Terms and Conditions include requirements for all applicants to (amongst other requirements as per the full Terms and Conditions):**

- Uphold a zero tolerance for inaction approach to tackling sexual exploitation, abuse, and harassment.
- Where appropriate, make all reasonable and adequate efforts to address gender inequality and other power imbalances.
- Notify all cases of fraud and theft (whether proven or suspected) relating to the project to the Grant Administrator as soon as they identified.

**Please indicate you have read, and understood, and will adhere to the Terms and Conditions.**

Checked

**Supporting documents list (please have these ready to attach with application)**

- Cover Letter of no more than two A4 pages. (Guidance section: 4.2 has information on what this cover letter should include).
- If the project takes place on public land or water or is addressing invasive alien species, a Letter of support from OT Government.
- Project Workplan in the template provided for Darwin Plus Local (available at: [Darwin Plus website](#)).
- Map and additional information (optional) maximum five additional pages.

**If your application is successful**

If your project application is successful, the Fund Administrator (NIRAS) will ask you to provide some financial evidence for due diligence checks before you receive your project grant. (Please see section 3.3 of the Darwin Plus Local Finance Guidance). Please be ready to provide this evidence promptly.

- **Financial evidence for organisations:** Year-end financial statements, the latest management accounts or audited accounts (if you have these).
- **Financial evidence for individuals:** Proof of identity such as a passport, ID card or driving licence and solvency (such as bank statements) and a police check.

## Section 11 - Certification

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### Certification

**I certify that, to the best of my knowledge and belief, the statements made in this application are true and the information provided is correct.**

Checked

**I have the authority to submit an application on behalf of my organisation.**

Checked

**Name:** Rebecca Cairns-Wicks

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**Position in the organisation: (if applicable)** Coordinator

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**Signature (please upload e-signature)**

-  e-sign
-  29/11/2023
-  23:41:52
-  pdf 43.35 KB

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**Date:** 29 November 2023

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## Section 12 - Submission Checklist

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### Checklist for submission

	<b>Check</b>
<b>I have read the Guidance documents, including the “Darwin Plus Local Guidance” and the “Darwin Plus Local Finance Guidance”.</b>	Checked
<b>If my proposed project takes place on public lands or water or is addressing alien invasive species, I have uploaded a Letter of Support from Government.</b>	Unchecked
<b>I have uploaded a cover letter that details the information requested in the guidance (Guidance section 4.2 has information on what this cover letter should include).</b>	Checked
<b>I have read, and can meet, the current Terms and Conditions for this fund.</b>	Checked

I have provided actual start and end dates for my project that fit this Round.	Checked
I have provided my summary budget based on UK government financial years i.e. 1 April – 31 March and in GBP in the application form.	Checked
I have uploaded my project workplan using the specific template provided.	Checked
I have uploaded all supplementary documents if I have any.	Unchecked
(If copying and pasting into Flexi-Grant) I have checked that all my responses have been successfully copied into the online application form.	Checked
The application has been signed by a suitably authorised individual (clear electronic or scanned signatures are acceptable).	Checked
I have checked the Darwin Plus website immediately prior to submission to ensure there are no late updates.	Checked
I have read and understood the Privacy Notice on the Darwin Plus website.	Checked

**We would like to keep in touch!**

**Please check this box if you would be happy for the lead applicant (Flexi-Grant Account Holder) and project leader (if different) to be added to our mailing list. Through our mailing list we share updates on upcoming and current application rounds under Darwin Plus. We also provide occasional updates on other UK Government activities related to biodiversity conservation and share project news. You are free to unsubscribe at any time.**

Checked

### **Data protection and use of personal data**

Information supplied in the application form, including personal data, will be used by Defra as set out in the **Privacy Notice**, available from the [Forms and Guidance Portal](#).

This **Privacy Notice must be provided to all individuals** whose personal data is supplied in the application form. Some information may be used when publicising Darwin Plus including project details (usually title, lead partner, project leader, location, and total grant value).

## Darwin Plus Local

Provide a **Workplan** that shows the key milestones in project activities. Complete the following table as appropriate to describe the intended workplan for your project. Round 3 is for a **maximum of 12 months** with activities starting from 1 April 2024. All activities must be completed by 31 March 2025.

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

Activity #	Description (max 25 words)	No. of months	UK Financial Year 2024/25											
			Calendar Year 2024									Calendar Year 2025		
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	<b>MOU between project partners</b>	1												
1.1	MOU drafted, advice taken on it and signed by core project partners (St Helena National Trust, RSPB and St Helena Research Institute)	1												
1.2	Project working group formed and meeting monthly (includes the Trust, Research Institute, RSPB and UKCEH representatives)	monthly												
2	<b>iRecord St Helena governance framework published</b>	4												
2.1	Policy documentation drafted for iRecord St Helena by SHRI Data Manager, consulted upon, brought to working group & agreed by SHG and SHNT.	3												
2.2	Published framework on the web-portal	1												
2.3	Identified, required procedures for the management of iRecord St Helena drafted	3												



Project Title: Ref: DPLR3\1023 "iRecord St Helena: A data-driven approach, empowering bird conservation

Activity #	Description (max 25 words)	No. of months	UK Financial Year 2024/25													
			Calendar Year 2024									Calendar Year 2025				
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
	by SHRI Data Manager, consulted upon and published on the iRecord web-portal															
3.	<b>Capacity and capability built in scientific and data methods</b>	3														
3.1	RSPB deliver training in scientific methods, data methods & data management policies and procedures to Trust and St Helena Government staff	2 weeks in person														
3.2	Chat group for exchange of queries, identifying solutions, dialogue to share experience and reinforce learning between project partners on bird data management	On demand														
4	<b>Quality checked historical bird data records available on iRecord St Helena</b>	12														
4.1	SHRI job description prepared, job advertised & recruitment of data scientist to work on all bird datasets (inherited, historic, others)	2														
4.2	Historic data review and compilation workshop	During 2 week training visit														
4.3	Processing of bird data by data scientist working closely with RSPB & Trust teams	11														
4.4	Data audit & identification of gaps	3														
4.5	Quality data sets uploaded to iRecord St Helena database	Uploaded as														

Activity #	Description (max 25 words)	No. of months	UK Financial Year 2024/25													
			Calendar Year 2024									Calendar Year 2025				
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
		compiled (4.2)														
5	<b>National Trust Bird data management system in place</b>	5														
5.1	Review of current bird survey programmes & methods, identify modifications to support species and habitat indicators (ecosystem integrity)															
5.2	Design and development of recording forms to support Trust surveillance and monitoring	3														
5.3	Trust policies and procedures for bird recording and data management drafted, consulted upon and implemented by the Trust	4														
5.4	Technical support from SHRI iRecord St Helena web-portal and App consultants to bring forms into the web-portal & App	4														
5.5	Feedback mechanism during form design phase – testing system – to ensure fit for purpose															
6.	<b>Project activities and outcomes communicated and promoted to decision makers and the public</b>	11														
6.1	Project communications plan produced and multi-media comms delivered through life of project	5														

Project Title: Ref: DPLR3\1023 "iRecord St Helena: A data-driven approach, empowering bird conservation

Activity #	Description (max 25 words)	No. of months	UK Financial Year 2024/25												
			Calendar Year 2024									Calendar Year 2025			
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
6.2	Analytical tools and visuals developed to interrogate bird data sets	3													
6.3	Hold meetings to secure support for recurrent funding contribution	3													