

# Darwin Plus: Overseas Territories Environment and Climate Fund

## Annual Report

**Important note:** *To be completed with reference to the Reporting Guidance Notes for Project Leaders: it is expected that this report will be about 10 pages in length, excluding annexes*

**Submission Deadline: 30 April**

### Darwin Plus Project Information

|                            |  |
|----------------------------|--|
| Project Ref Number         | DPLUS014   |
| Project Title              | Building capacity to develop and provide long term sustainability for St Helena's paper and card recycling unit                                |
| Territory (ies)            | St Helena Island   |
| Award holding Organisation | SHAPE  |
| Partner Organisations      | St Helena Government (SHG), Heath & Social Welfare Directorate (H&SW), Environmental Management Directorate (EMD), Enterprise St Helena (ESH). |
| Grant Value                | £99,200  |
| Start/end date of project  | July 2013 –July 2015   |
| Author(s), date            | Woodrow Stevens, Susan Henry, Martin Joshua  |

### 1. Project Overview:

St Helena is a remote island in the South Atlantic Ocean. All waste generated on island remains on the island and prior to this project was ending up in landfill. At current levels of waste being landfilled the site will be at capacity within twenty years and there is not another area on island available for waste management. Paper and cardboard make up a significant amount of the bulk waste entering landfill.

The project is aimed at increasing SHAPE's capability to process and reduce the amount of paper and card going into landfill, by developing a fully functional, economically sustainable paper recycling centre that uses mechanised machinery, renewable energy and an increase in manpower. This includes three full-time staff; employment opportunities for disabled adults; and a robust volunteer programme. The project will help create community awareness in recycling and also deliver product lines to increase revenue which will contribute to the financial sustainability of the centre. One member of staff will also undertake overseas training in paper recycling to convey back to staff and trainees.

## 2. Project Progress

### 2.1 Progress in carrying out project activities

Progress in implementing the projects activities this year is –

**Output1.** Purchased and installed additional equipment and machinery such as a paper press; a press for making our pulp insulation; storage containers for pulp and other equipment for increasing our pulp production.

Sourced a supplier for solar panels, and now we are in the process of placing an order. Installed water tanks to collect grey water for pulp production and improved disabled access through visual and physical aids including hand rails. We have started experimenting with further uses for pulp such as, paper-crete blocks and furniture. The trialling of pulp insulation slabs to insulate the corrugated iron sections of the recycling centre has commenced, with small test samples being produced, and now larger moulds are being designed and made to produce a run of full size boards.

Last financial year saw increase revenue through sale of paper products from £2,600 in April 2013 to £3,300 in March 2014.

As part of our marketing strategy, tourism workshops and a marketing plan has now gone through the planning phase. A meeting was held with local tourism director to formulate ideas, and a draft policy has been drawn up ready for consultation with the SHAPE board members and staff.

**Output2.** Capacity building: increasing manpower through the employment of an assistant trainer, recycling trainer and supervisor are now in place. This allowed an additional six placements for disabled trainees; two of which have gone on to full time employment with private businesses, and one has taken on the role of trainee trainer at SHAPE.

Two members of staff has undergone training by an overseas consultant regarding formulating volunteer protocols, and a draft policy was written and consulted by staff and finally the SHAPE Board for endorsement. Following the consultation process, the volunteering programme will begin later this year with a programme of marketing and advertising for new recruits on island.

**Output3.** Capacity building: an overseas training exposure visit to pass on experience to staff at SHAPE is still in the planning stage. We have been researching for suitable companies and organisations to undergo this training. The SHAPE manager was able to receive an exposure visit in line with SHAPE's core activities in South Africa whilst attending private training through another organisation.

Unlike many organisations and the Saint Helena Government we do not rely on expatriate consultants and our entire workforce is local. We do, where possible, enlist the support of expatriates with recycling experience and they work closely with our staff to pass on knowledge and skills.

The change in our trainees, who are all vulnerable adults referred by Social Services, has been inspirational and one has progressed from being a trainee to a trainer.

**Output4.** Impact: Community participation of paper and card recycling. This is developing gradually as our only drop-off point for waste paper at this time is at the paper recycling centre. An efficient collection system has not yet been set due to our capacity to process the amount of card and paper we have in storage. However we do collect from government departments and a number of small businesses and there is a continual increase in awareness from the general public about the service we provide through word of mouth and public engagement.

We are known as the island's paper and cardboard recycling centre and we are not short of raw materials.

**Output5.** The amount of paper and card ending up in the landfill is reduced by 50% by the end of the project-

We continue to monitor progress and for the first year of the project a total of 440KG of dry paper and card has been processed. (We weigh this by working out that each batch of pulp produced in the Hollander beater uses 2KG of paper which equates to a 45 litre bucket filled with paper.) St Helena Governments Environmental Management Directorate (EMD) waste monitoring programme stopped for part of the year due to staff restraints but will be up and running again in mid July.

We have the capacity to remove 50% of paper and card from the waste stream, with our industrial pulper, but we are limited by the market for our products. We are exploring various high paper pulp volume items that are easy to manufacture and sell such as papercrete bricks and fuel briquettes.

## **2.2 Project support to environmental or climate outcomes in the OTs**

Our project's contribution to achieving strategic long term outcomes for St Helena's natural environment is in reducing the amount of paper and card going into the landfill through SHAPE's paper and card recycling unit. Our project will directly contribute to St Helena Government's 10 year Environmental Management Plan (EMP) and the Environmental Management Directorate (EMD) has a landfill monitoring system in place to determine the percentage of paper and card entering the landfill site through domestic waste streams. EMD set a baseline of 12% for landfill waste made up of paper and card, and our project aims to reduce that amount by 50%.

The first year of the project has seen less paper and card processed than we anticipated. This was due to problems arising from the installation of machinery which was often hindered by not being able to secure local contractors time, and the initial setting up phase which involved procurement challenges of equipment and materials that severely reduced production levels and targets.

## **2.3 Progress towards project outputs**

The project is regularly reviewed and currently is on task with all of the suggested outcomes. There are no changes in assumptions at this time.

## **2.4 Progress towards the project outcome**

The project is hopeful to achieve the outcome within the allotted timescale, knowing that now we have the machinery and equipment installed to increase the amount of pulp we process and the new and innovative product lines we have in place. Our volunteer and marketing programmes will be launched in the next few months which we hope will help increase our revenue, manpower and community awareness regarding recycling. The main concern would be our capacity to take on Island wide collection of paper and card knowing that it would be a vast amount for our centre to process into a saleable product. However if we were able to recognise an end user for raw paper pulp or shredded paper it would definitely improve the situation.

End use of paper pulp is the main risk to the project not achieving the outcome. The recycling centre could easily process the required amount of paper and cardboard but we are still experimenting with ways to use the recycled pulp. We are drawing on expertise outside of SHAPE and making international contacts in an effort to increase the range of products that we can make. The island is poised to enter a phase of significant economic development with the opening of an airport and increased tourist numbers. We are actively positioning ourselves to take advantage of these new opportunities. We are also working closely with the National Trust and other local conservation projects to provide products that will assist them in their work. Examples of this include mulch mats and biodegradable plant pots for the various reforestation projects.

## **3. Project Stakeholders**

EMD has played a key role in our planning and decision making over the first year of this project. EMD holds regular recycling forum meetings to discuss, share ideas, and keep all relevant parties update. These are regularly attended by the supervisor. The challenge we face with EMD is that their waste management programme is at the stage where the segregated waste collection of paper and cardboard cannot be launched within the island community until SHAPE has the capacity to use it. EMD has helped secure additional avenues for paper pulp to be used, and these tie in with the development of our insulation boards to take on multiple applications in designing new product lines.

SHG has supported this project through funding one trainer and four trainees through the community work scheme.

Outside of government we are working closely with the National Trust and other conservation groups. We are also trialling a range of building products which use paper pulp as the main component and are actively seeking to create links with the local construction industry.

Our recycled paper is also used in a number of craft projects and we work closely with the Arts and Crafts association in providing souvenirs for our fledgling tourist industry

## **4. Monitoring, evaluation and lessons**

Further methods employed to monitor and evaluate the project are, having regular meetings with staff to discuss activities for the week ahead and setting target deadlines. We discuss the trainees' progress and any difficulties that arise whilst implementing task.

## **5. Actions taken in response to previous reviews (if applicable)**

The last year has seen significant developments in the development of the SHAPE Paper and Card Recycling Centre. Stakeholders work in collaboration with SHAPE and reports to date have all been positive.

## **6. Other comments on progress not covered elsewhere**

## **7. Sustainability**

SHAPE winning the 'St Helena green business award 2013' has promoted this project, along with presentations about paper recycling held at Prince Andrew Secondary School for 13 to 14 year old students. More extensive marketing on the project will be launched in July to mark one year into the project.

A number of steps have been taken to ensure sustainability once the project is over. One of which is securing annual grants through Service Level Agreements from SHG. Another is setting up storage of grey water for use in the recycling process, and increasing the number of staff and trainees. Developing new product lines to increase revenue is significant in sustaining the project's objectives. Our product lines such as books and packaging are becoming much more popular, and new revenue streams are opening up overseas through web based marketing such as facebook and our website.

We see opportunities to further develop volunteering as we have in the past benefited enormously from the work of volunteers either for specific activities or in helping out at events. We are formalising our volunteer programme in order that we can respond quickly to harness the enthusiasm and skills of people who want to work with us directly.

Strong links with the Arts and Crafts Association and the Tourist Office mean that we are well placed to take advantage of opportunities from post airport tourism.

Perhaps our greatest strength in achieving sustainability is the reputation that we have developed on island. We are held in high esteem by the local community and the government both for our work with vulnerable and disabled adults as well as our pioneering efforts in mainstreaming recycling on the island. We remain the only social enterprise on St Helena and the high ethical and environmental standards that we set for ourselves mean that we often lead the way in showing the rest of the island how the third sector can contribute to sustainable economic development

## 8. Project Expenditure

**Table 1 project expenditure during the reporting period (1 April 2013 – 31 March 2014)**

| Project spend in this financial year | 2013/14 Grant (£) | 2013/14 Total actual Darwin Costs (£) | Variance % | Comments (please explain significant variances)   |
|--------------------------------------|-------------------|---------------------------------------|------------|---|
| Staff costs                          |                   |                                       |            |   |
| Consultancy costs                    |                   |                                       |            |   |
| Overhead Costs                       |                   |                                       |            |   |
| Travel and subsistence               |                   |                                       |            | Savings were made on travel cost for offshore/overseas training as only half the travel cost was paid due to the Manager attending another course overseas funded by a different organisation |
| Operating Costs                      |                   |                                       |            |   |
| Capital items                        |                   |                                       |            | Overspend on capital items as there was an increase in cost for capital items after budget submitted  |
| Others (Please specify)              |                   |                                       |            |   |
| <b>TOTAL</b>                         | <b>56768</b>      | <b>55891.26</b>                       | <b>8%</b>  |   |

## 9. OPTIONAL: Outstanding achievements of your project during the reporting period (300-400 words maximum). This section may be used for publicity purposes

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

SHAPE has established outstanding efforts in its procurement of machinery. The size of machinery being used at the Paper and Card Recycling Centre is relatively large with mechanical challenges that have involved a wider community effort in setting up. People outside of SHAPE with skills and expertise have given time to help with ensuing our equipment meets required functioning standards.

**Annex 1 – Changes to project plan**

## Checklist for submission

|   | Check |
|---|-------|
| <b>Is the report less than 10MB?</b> If so, please email to <a href="mailto:Darwin-Projects@ltsi.co.uk">Darwin-Projects@ltsi.co.uk</a> putting the project number in the Subject line.  |       |
| <b>Is your report more than 10MB?</b> If so, please discuss with <a href="mailto:Darwin-Projects@ltsi.co.uk">Darwin-Projects@ltsi.co.uk</a> about the best way to deliver the report, putting the project number in the Subject line. |       |
| <b>Have you included means of verification?</b> You need not submit every project document, but the main outputs and a selection of the others would strengthen the report.   |       |
| <b>Do you have hard copies of material you want to submit with the report?</b> If so, please make this clear in the covering email and ensure all material is marked with the project number.   |       |
| 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.  |       |