

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: 30th April 2019

Darwin Plus Project Information

Project reference	DPLUS078
Project title	The Montserrat Recycling and Waste Reduction Initiative
Territory(ies)	MONTserrat
Lead organisation	Scuba Montserrat
Partner institutions	Island Solutions
Grant value	£224,720
Start/end date of project	JUL 2018 - 31 MAR 2021
Reporting period (e.g., Apr 2018-Mar 2019) and number (e.g., AR 1,2)	Apr 2018 – Mar 2019 AR 1
Project leader name	Andrew Myers
Project website/blog/Twitter	www.ecomontserrat.org
Report author(s) and date	Andrew Myers - June 2019

1. Project overview

The Montserrat Recycling and Waste Reduction Initiative focus is to create the first nationwide recycling program for the island of Montserrat (Eastern Caribbean) and reduce the use of single use plastics. The focus material for recycling is glass. The purpose of the recycling and plastic reduction is to reduce waste to the limited landfill, raise the level of responsible waste management to the standards of other developed nations, increase the level of cleanliness of the island in general, reduce the breeding potential for vector borne illness carrying mosquitos, provide a very low carbon footprint building material (pulverised glass) and provide alternatives to plastics that are fully biodegradable or reusable.

To facilitate these goals, installation of glass collection points at many restaurants and bar as well as community drop points will create easy access for businesses and the community to participate in the project. The project will also distribute plastic alternatives through a variety of community programs.

The project is national beneficial affecting both residents and visitors to the island.

2. Project stakeholders/partners

The project has engaged with the following Government of Montserrat Ministries/Departments with positive results as well as challenges and lessons:

1. Health and Education – We had face to face meetings with Minister Delmaude Ryan where the plastic reduction programs were discussed as well as the reduction of breeding areas for vector borne illnesses carrying mosquitos through glass collection. Programs have been/will be implemented that address both of these focus concerns.
2. Finance – Multiple face to face meetings were held with the Finance Secretary Colin Owen about the project’s duty-free concession. The process took several follow up meetings and many emails to cover the concession’s needed coverage. The initial concession offered was inadequate so a second concession had to be produced. As typical to bureaucratic processes this resulted in a delay in the project over about 2 months.
3. Environment, Agriculture, and Lands – As part of the project’s governmental support commitments a piece of land was offered for the recycling facility. To facilitate this several face to face meetings were conducted with follow up direct messages and emails discussing the project’s land needs with Minister David Osborne. Site visits were conducted with the Minister and Land and Survey staff in which potential land options were provided. Currently waiting for final surveys to be conducted. This process again was weighed down in extensive governmental procedures and at the end of Year 1 of the project had already been active for about 6 months.
4. Environmental Health Department – Face to face meetings supported by direct messages and emails were conducted with the department head Garrett Stanley which focused on how to help facilitate their desired goals of responsible waste management. To help promote these goals our project’s leaders and the head of the department did a community radio show together.
5. Montserrat Tourism Board/local tourism businesses – The project has worked with and is expanding tourism programs. The program has focused on informing visitors to Montserrat and local businesses where glass items can be deposited. Programs will be expanded greatly in Year 2.
6. Local construction contractors – The project has offered free processed material for building projects.
7. Montserrat Governor’s Office – Project leaders have meet with the governor and other FCO personnel to develop and expand on local programs.

To expand on the statement above (#4), the project has engaged with the broad community through multiple radio shows appearances on the national radio “Talking Health” where the project leaders discussed the goals and benefits the project will provide and how the community can support it. Also, through the national radio station regular community announcements are done on the project’s programs and how to access and use the recycled material. A Facebook page, EcoMontserrat, was created and regular posts are done with reposts placed on national pages such as Montserrat Connection and local media outlets.

We have learned that governmental commitments and promises can get quickly bogged down in bureaucracy and policy issues creating uncontrollable and serious delays.

3. Project Progress

3.1 Progress in carrying out project Activities

The project has 3 Output goals. The status of each activity assigned to achieve that goal is as follows:

Output 1 - Glass bottles are processed to reusable material.

Activities:

1.1 Education program conducted on importance of recycling waste – *Education programs have been presented to the community through the national radio station on the show “Talking Health” on 2 occasions. Archives of the show are available online.*

Continued expansion of these programs is planned throughout the project with further programs slated for Q2 of Y2 for children and Q3 of Y2 for the community at large.

1.2 Promotion of recycling through multiple public forums - *Education programs have been promoted through the EcoMontserrat Facebook and Instagram pages. Posts are done every week at a minimum. Confirmation can be found at EcoMontserrat on Facebook and Instagram.*

Continued expansion of these programs is planned throughout the project with further programs slated for Q3 2019. The website is still in the developmental stage and will be launched in Q3 2019.

1.3 Construction of a recycling centre for processing – *The construction of the permanent facility has not been achieved. Despite months of regular discussions and commitments by the Government of Montserrat the promised land has yet to be provided. The process is ongoing.*

The project is operating from a temporary worksite that allows for acceptable processing activities but does have limitations.

1.4 Installation of community recycling stations – *2 community recycling station drop points have been installed.*

8 more stations have been constructed and 4-6 additional drop points will be installed in Q2 and Q3 of Y2.

1.5 Provision of recycling bins to restaurants, bars and *individuals* – *The project installed a network of 6 collection points at restaurants and bars throughout the island initially. Expansion is ongoing and new locations are being added.*

Several fulltime resident individuals and rental properties have been provided with collection bags,

The project also provided collection bins to 4 special events during the St. Patrick’s Festival Week – Montserrat Idol, Leprechauns’ Revenge, Soaked Party, and Little Bay Party Centre.

Documentation of the collection points can be found on social and local media. *Expansion is ongoing and new locations are being added. Expansion of this rental property program will resume with the return of tourists in Q3 of Y2.*

1.6 Regular collection of glass bottles and processing at center – *Collection and processing started in March of Y1 (2019).*

Output 2 - Use of reusable alternatives replaces single use waste items.

Activities:

2.1 Education program conducted on importance of the reduction waste production and use of alternative reusable items – *Education programs have been presented to the*

community through the national radio station on the show “Talking Health” on 2 occasions. Archives of the show are available online.

Continued expansion of these programs is planned throughout the project with further programs slated for Q2 of Y2 for children and Q3 of Y2 for the community at large.

2.2 Promotion of use of reusable items through multiple public forums - *Education programs have been promoted through the EcoMontserrat Facebook and Instagram pages. Posts are done every week at a minimum.*

2.3 Providing residents of Montserrat with reusable alternatives, including free reusable shopping bags – This program was delayed because access to the bags was not possible until the busiest tourist time. This delay was felt as necessary to make sure the reusable bags remain in Montserrat and are not taken back with visitors.

Programs with alternatives will be conducted at regular intervals in Year 2 and Year 3.

Output 3 - Use of compostable or “green” alternatives replaces the use of plastic non-compostable items.

Activities:

3.1 Education program conducted on importance of the reduction waste production and use of alternative green items – *Education programs have been presented to the community through the national radio station on the show “Talking Health” on 2 occasions. Archives of the show are available online.*

Continued expansion of these programs is planned throughout the project with further programs slated for Q2 of Y2 for children and Q3 of Y2 for the community at large.

3.2 Promotion of use of alternative green items through multiple public forums - *Education programs have been promoted through the EcoMontserrat Facebook and Instagram pages. Posts are done every week at a minimum.*

3.3 Providing residents of Montserrat with green alternatives, including free compostable plastic alternative cups, containers, and cutlery – *This program was delayed and will be implemented in Q3 and Q4 of Y2. The green alternatives have been purchased and are on island for the program.*

3.4 Creation of a wholesale supplier for purchase of green alternatives – *Prior to the project start up two local companies developed to supply green alternatives. Our project supports the efforts of those businesses.*

3.2 Progress towards project Outputs

Output 1 - Glass bottles are processed to reusable material.

Prior to this project no glass bottles or glass of any kind were being collected in Montserrat. All glass waste went to the landfill or were inappropriately disposed of. Collection and processing of glass started in Q4 of Y1. This was a delayed start from the original plan of processing in Q2.

Each collection is weighed first as source material then as processed usable material and waste unusable material. This data collection method provides accurate and usable information.

Output 2 - Use of reusable alternatives replaces single use waste items.

Education programs and social media promotion by our project and others are making visible changes. Most notable is the increase in refillable water bottles.

Expansion in education programs and access to alternatives will continue to support this output in Q3 of Y2 and the remainder on the project.

Output 3 - Use of compostable or “green” alternatives replaces the use of plastic non-compostable items.

A noticeable increase in the use of green alternatives has been seen at several local businesses (Isles Bay Beach Bar, Tropical Feast and Good Eats use green take away packaging). Interest by other businesses has been expressed and will be supported when alternatives are provided and available at affordable costs.

The project will continue to expand support and activities for each output with the very high likelihood that each output is fully realised by completion of the project.

3.3 Progress towards the project Outcome

Project Outcome - The Montserrat Recycling and Waste Reduction Initiative reduces the introduction of glass items to the landfill by 75% and non-compostable single use items to the landfill by 50% by 2021.

As stated in the Outcome statement the goal’s timeline is 2021. For Y1 the project had delays that reduced the overall results and effectiveness of the project during the first year of the project. The progress for Year 1 and likelihood of success overall on each indicator are as follows:

1. 750,000 of 1,000,000 annually imported glass bottles (2016 statistics) are processed recyclable material – Community support for the glass collection at start-up of this initiative was very encouraging. A formula to identify the type and number of bottles per weight is being calculated. *The likelihood of success of this indicator is very high.*
2. Weekly usage of single use plastic bags is reduced from 3,000 to 1,500 at largest grocery store – Distribution of bags has not begun, however, a supply of a minimum of 5000 bags will be distributed in Y2 and Y3 (5000 are already on island). *The likelihood of success of this indicator is very high.*
3. Compostable non-plastic alternatives are used by 50% of restaurants in Montserrat – Distribution of alternatives has not begun but there is interest by many restaurants. The support of the Montserrat government will be needed to support this indicator. Reduced duty charges to make the alternatives more affordable will be an important aspect as will banning of certain items as well. The project will supply a significant number of alternatives to the community to support this goal (a significant quantity of a variety of alternatives are ready for distribution). *The likelihood of success of this indicator is high.*

In regard to the broad Outcome statement, the project is progressing toward the goal and has a very high likelihood of achieving all aspects by 2021.

3.4 Monitoring of assumptions

The identified risks and assumptions remain the same. Data collection to back up information is being done in both hard copies and e-copies with backups.

As the project has progressed unidentified risks have been identified. Unexpected delays in securing a project specific bank account (at a bank which the lead organisation and project leaders) was not an expected risk to the project timeline.

Additionally, previous experiences with government bureaucracy had not produced as many delays and obstacles as this project. It had been the practice that duty free concessions were provided in full for grant funded projects, that seems to no longer be the case

Perseverance has been required to deal with both challenges. The bank account was finally issued after many calls, emails and bank visits. A corrected, but still not complete, duty-free concession was also issued after repetitive attempts. Attempts to recover those additional funds are ongoing.

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

Though the project had many delays and challenges the progress of this project has already had positive effects on the country and in the support of both Darwin Plus and national goals.

The education program, community announcements and community interactions are reaching a large portion of the local population. Though hard to quantify there is an observed change in some persons using reusable water bottles, reduced straw usage, and awareness of single use plastic reduction.

Directly, and quantifiable, in just 1+ weeks, in very limited locations, over 4000 bottles (900kg) were collected. Though this report only focuses on Year 1, the weekly collection tallies have increased greatly.

Therefore, the project is progressing on the priority focus of “improving waste management strategies” as well as local goals to reduce the effects of waste on the country.

4. Monitoring and evaluation

All activities that have been and are being conducted by the project are necessary components to achieve the project’s ultimate outcome. The project has adopted a less formal version of M & E than originally envisioned that seems to work better with the flow of the project. Having so many interactions with key stakeholder persons (top level Montserrat and British government personnel) the project is getting evaluated and supported, as well as, receiving regular suggestions to improve the project. Particularly supportive in this role have been the Governor, the Finance Minister, the Minister of Environment and the Director of Environmental Health.

Internally, the project has implemented rigorous documentation of collection data. The data set collection has been evaluated and is evolving to give the clearest view of actual collection.

In Year 2, as community programs increase, a more formal M&E system will be used to guide those programs.

5. Lessons learnt

In comparison to the experiences of the project management team in other local projects there has been a very surprising amount of issues through the first year. Previous interactions with our established local financial institute had never had the slow delivery experienced in this project. To avoid these issues again, our organisation is setting up bank accounts at both local banks and will maintain an account to be used for special projects.

In dealings with the government, full clarification of expected delivery times of concessions, the current policy for concessions, expected rates for concessions, and other offered items needs to be established. In previous experiences the concession process was straightforward and

simple, grant funded projects easily received full duty-free concessions. This is not the case now.

Along the same lines, the promised land which was offered even before the project application was submitted became a serious of bureaucratic issues. Our discussions in regard to the land restarted months before the land would be needed. What we have taken away from this experience is that it is better to set things up as soon as possible, i.e. as soon as the grant was awarded.

Going forward any and all interactions with government and essential businesses will be implemented even further in advance.

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

Not applicable

7. Other comments on progress not covered elsewhere

Besides the above issues and challenges the project has been and is still dealing with an overcharged/under packed shipping issue. The project container arrived approximately 60% filled with some items being shipped in a separate shipment. The discussions on these extra charges are ongoing but the lesson learned here is that with a project that has so much equipment and supplies that the cost of traveling to the shipping origin (Miami in this case) would have been very valuable and ensured the process was done correctly and efficiently. One cannot expect companies to look out for your interest even when aware of your project's purpose. All efforts are and will be made to recover the overcharges.

8. Sustainability and legacy

The project regularly interacts with the Montserrat Governor's Office, key local government personnel, local community groups, and local media. Through these interactions, social media and community outreach programs such as the national radio shows the efforts by the project are being covered locally and overseas. The project is regularly contacted by additional local organisations and businesses for added collection points at events and facilities.

The project is still restructuring the sustainable plan however an increased focus on local use and the development of additional reuse items (souvenirs, practical applications) seems the best route to produce revenue.

It is the feeling only 1 year into the project that the community is embracing the project and there is the desire to make Montserrat the cleanest island in the Caribbean.

9. Darwin identity

Identifying Darwin Initiative as the major contribution has been a focused effort in our local interactions and project promotion material. In all appearances on radio shows discussions about the project always include that support and funding are through Darwin. The same is the case with community radio announcements.

Social media posts regularly mention Darwin Initiative support.

All project promo material (shirts, stickers, and bags) either have the Darwin Initiative logo or "Darwin Initiative" printed on it.

In one on one communications project managers have made the efforts to explain the focus of and opportunities which can be had through Darwin.

10. Project Expenditure

Table 1: Project expenditure during the reporting period (1 April 2018 – 31 March 2019)

Project spend (indicative) in this financial year	2018/19 D+ Grant (£)	2018/19 Total actual D+ Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items				
Others – ME, BANK, PROMO, OFFICE, ALTERNATIVES. Customs/shipping				
TOTAL				

Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2018-2019 – if appropriate

Project summary	Measurable Indicators	Progress and Achievements April 2018 - March 2019	Actions required/planned for next period
<p>Impact</p> <p>Waste management and waste production in Montserrat utilize best practices to relieve environmental stresses and impacts.</p>		<p>First national recycling program has begun reducing waste to landfill.</p> <p>Educational program raising awareness of plastic reduction potentials.</p>	
<p>Outcome The Montserrat Recycling and Waste Reduction Initiative reduces the introduction of glass items to the landfill by 75% and non-compostable single use items to the landfill by 50% by 2021.</p>	<p>0.1 750,000 of 1,000,000 annually imported glass bottles (2016 statistics) are processed recyclable material.</p> <p>0.2 Weekly usage of single use plastic bags is reduced from 3,000 to 1,500 at largest grocery store.</p> <p>0.3 Compostable non-plastic alternatives are used by 50% of restaurants in Montserrat.</p>	<p>0.1 Community support for the glass collection at start-up of this initiative was very encouraging. A formula to identify the type and number of bottles per weight is being calculated.</p> <p>0.2 5000 reusable bags have been purchased and are on Montserrat for distribution.</p> <p>0.3 Several thousand paper straws, wooden cutlery items, and a variety of other reusable items have been purchased and are ready for distribution.</p>	<p>Greatly increased community and businesses coverage of collection points.</p> <p><i>Distribution of reusable grocery bags.</i></p> <p><i>Distribution of non-plastic alternative at Christmas festival events.</i></p>
<p>Output 1. Glass bottles are processed to reusable material.</p>	<p>1.1 Export records from Montserrat and/or payment records from recycling processing centre</p> <p>1.2 Purchase records from Montserrat recycle centre</p> <p>1.3 Purchase records from project store.</p>	<p><i>Glass collected and processed in March 2019 in coordination with the largest national festival, St. Patricks Day Festival. Collection records recorded in hard and e-records.</i></p>	
<p>Activity 1.1 Education program conducted on importance of recycling waste.</p>		<p><i>Education programs have been presented to the community through the national radio station on the show "Talking Health" on 2 occasions.</i></p>	<p><i>Continued expansion of these programs is planned throughout the project with further programs slated</i></p>

Project summary	Measurable Indicators	Progress and Achievements April 2018 - March 2019	Actions required/planned for next period
		<i>Archives of the show are available online.</i>	<i>for Q2 of Y2 for children and Q3 of Y2 for the community at large.</i>
Activity 1.2. Promotion of recycling through multiple public forums.		<i>Education programs have been promoted through the EcoMontserrat Facebook and Instagram pages. Posts are done every week at a minimum. Confirmation can be found at EcoMontserrat on Facebook and Instagram.</i>	<i>Continued expansion of these programs is planned throughout the project with further programs slated for Q3 2019. The website is still in the developmental stage and will be launched in Q3 2019.</i>
Activity 1.3 Construction of a recycling centre for processing		<i>The construction of the permanent facility has not been achieved. Despite months of regular discussions and commitments by the Government of Montserrat the promised land has yet to be provided. The process is ongoing.</i>	<i>The project is operating from a temporary worksite that allows for acceptable processing activities but does have limitations. Construction of the permanent facility is likely in Q2 Y2.</i>
Activity 1.4 Installation of community recycling stations.		<i>2 community recycling station drop points have been installed.</i>	<i>8 more stations have been constructed and 4-6 additional drop points will be installed in Q2 and Q3 of Y2.</i>
Activity 1.5 Provision of recycling bins to restaurants, bars and individuals.		<p><i>The project installed a network of 6 collection points at restaurants and bars throughout the island initially. Expansion is ongoing and new locations are being added.</i></p> <p><i>Several fulltime resident individuals and rental properties have been provided with collection bags,</i></p> <p><i>The project also provided collection bins to 4 special events during the St. Patrick's Festival Week – Montserrat Idol, Leprechauns' Revenge, Soaked Party, and Little Bay Party Centre.</i></p>	<i>Increased coverage of bins at bars and restaurants. Distribution of collection bags at rental properties, private residences and guesthouses.</i>

Project summary	Measurable Indicators	Progress and Achievements April 2018 - March 2019	Actions required/planned for next period
Activity 1.6 Regular collection of glass bottles and processing at center		<i>Collection and processing started in March of Y1 (2019).</i>	Expanded collection points in communities and at businesses.
Output 2. Use of reusable alternatives replaces use of single use waste items.	2.1 Residents use reusable bags when shopping 2.2 Residents use reusable cups, containers and cutlery when getting take away.	<i>Reusable bags are on island and a program for distribution has been developed. Educational programs through various media outlets introducing Montserrat residents to alternative options.</i> Various plastic alternatives have been purchased and programs have been developed for distribution.	
Activity 2.1. Education program conducted on importance of the reduction waste production and use of alternative reusable items.		<i>Education programs have been presented to the community through the national radio station on the show "Talking Health" on 2 occasions. Archives of the show are available online.</i>	Community outreach programs to be conducted at regular intervals with occasional special events to be conducted at the project headquarters and the recycling centre (when completed).
Activity 2.2. Promotion of use of reusable items through multiple public forums.		<i>Education programs have been promoted through the EcoMontserrat Facebook and Instagram pages. Posts are done every week at a minimum.</i>	Regular social media posts.
Activity 2.3. Providing residents of Montserrat with reusable alternatives, including free reusable shopping bags.		This program was delayed because access to the bags was not possible until the busiest tourist time. This delay was felt as necessary to make sure the reusable bags remain in Montserrat and are not taken back with visitors.	Implementation of the "green restaurant" and "green event" programs for businesses. Special events at the various grocery stores and at project headquarters to distribute bags.
Output 3. Use of compostable or "green" alternatives replace the use of plastic non-compostable items	3.1 <i>Restaurants, bars and food vendors use green alternative items.</i> 3.2 <i>Sales of green alternatives increase at store front and other outlets.</i>	Alternatives have been purchased and will be distributed in Year 2 programs. Discussions with the government have begun to make green alternatives more affordable.	
Activity 3.1 Education program conducted on importance of the reduction waste production and use of alternative green items.		<i>Education programs have been presented to the community through the national radio station on the show "Talking Health" on 2 occasions.</i>	<i>Expansion of these programs is planned throughout the project with further programs slated for Q2 of Y2</i>

Project summary	Measurable Indicators	Progress and Achievements April 2018 - March 2019	Actions required/planned for next period
		<i>Archives of the show are available online.</i>	<i>for children and Q3 of Y2 for the community at large.</i>
Activity 3.2 Promotion of use of alternative green items through multiple public forums.		<i>Education programs have been promoted through the EcoMontserrat Facebook and Instagram pages. Posts are done every week at a minimum.</i>	Regular social media posts will be done.
Activity 3.3 Providing residents of Montserrat with green alternatives, including free compostable plastic alternative cups, containers, and cutlery.		<i>The green alternatives have been purchased and are on island for the program.</i>	Programs will be implemented quarterly and through special events through the remainder of the project.
Activity 3.4 Creation of a wholesale supplier for purchase of green alternatives.		<i>Prior to the project start up two local companies developed to supply green alternatives. Our project supports the efforts of those businesses.</i>	The project will work with other businesses to promote use of green alternatives and work with the government to promote reduced duty on green alternatives.

DOCUMENTATION OF PROJECT ACHIEVEMENTS CAN BE FOUND AT FACEBOOK PAGE “EcoMontserrat” and INSTAGRAM “ecomontserratproject” PAGE.

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

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

Project summary	Measurable Indicators	Means of verification	Important Assumptions
Impact: Waste management and waste production in Montserrat utilize best practices to relieve environmental stresses and impacts.			
Outcome: The Montserrat Recycling and Waste Reduction Initiative reduces the introduction of glass items to the landfill by 75% and non-compostable single use items to the landfill by 50% by 2021.	0.1 750,000 of 1,000,000 annually imported glass bottles (2016 statistics) are processed recyclable material. 0.2 Weekly usage of single use plastic bags is reduced from 3,000 to 1,500 at largest grocery store. 0.3 Compostable non-plastic alternatives are used by 50% of restaurants in Montserrat.	0.1 Recycling centre processing records 0.2 Purchase records of single use bags by largest store decrease by 50% 0.3 Sales records at Island Solutions store have sales to half of the registered restaurants in Montserrat	Records from recycling centre are accurate. Information provided by the grocery store are accurate. Sales records from EcoMontserrat shop are accurate. List of open restaurants is correct.
Output 1 Glass bottles are processed to reusable material.	1.1 Processed glass material exported to a recycling center. 1.2 Processed glass material purchased locally for construction and/or decorative projects 1.3 Repurposed glass items such as wine bottle glasses are purchased from project store.	1.1 Export records from Montserrat and/or payment records from recycling processing centre 1.2 Purchase records from Montserrat recycle centre 1.3 Purchase records from project store	Records of sales of glass materials are accurate and correct.
Output 2 Use of reusable alternatives replaces use of single use waste items.	2.1 Residents use reusable bags when shopping. 2.2 Residents use reusable cups,	2.1 Use of reusable bags observed at stores. 2.2 Use of reusable items observed at restaurants.	Information given in surveys is true and accurate.

Project summary	Measurable Indicators	Means of verification	Important Assumptions
	containers and cutlery when getting take away.	2.3 Surveys conducted on use of reusable items.	
Output 3 Use of compostable or “green” alternatives replace the use of plastic non-compostable items	3.1 Restaurants, bars and food vendors use green alternative items. 3.2 Sales of green alternatives increase at store front and other outlets.	3.1 Takeaway meals and/or leftovers from restaurant, bars, and takeaways provided in green alternatives. 3.2 Surveys conducted on use of green alternatives.	Information given in surveys is true and accurate.
Activities 1.1 Education program conducted on importance of recycling waste. 1.2 Promotion of recycling through multiple public forums. 1.3 Construction of a recycling centre for processing 1.4 Installation of community recycling stations. 1.5 Provision of recycling bins to restaurants, bars and individuals. 1.6 Regular collection of glass bottles and processing at center 2.1 Education program conducted on importance of the reduction waste production and use of alternative reusable items. 2.2 Promotion of use of reusable items through multiple public forums. 2.3 Providing residents of Montserrat with reusable alternatives, including free reusable shopping bags. 3.1 Education program conducted on importance of the reduction waste production and use of alternative green items. 3.2 Promotion of use of alternative green items through multiple public forums. 3.3 Providing residents of Montserrat with green alternatives, including free compostable plastic alternative cups, containers, and cutlery. 3.4 Creation of a wholesale supplier for purchase of green alternatives.			

Checklist for submission

	Check
Is the report less than 10MB? If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line.	X
Is your report more than 10MB? If so, please discuss with Darwin-Projects@ltsi.co.uk about the best way to deliver the report, putting the project number in the Subject line.	
Have you included means of verification? You need not submit every project document, but the main outputs and a selection of the others would strengthen the report.	X
Do you have hard copies of material you want to submit with the report? If so, please make this clear in the covering email and ensure all material is marked with the project number. However, we would expect that most material will now be electronic.	N
Have you involved your partners in preparation of the report and named the main contributors	Y
Have you completed the Project Expenditure table fully?	Y
Do not include claim forms or other communications with this report.	