

Darwin Plus: Overseas Territories Environment and Climate Fund Annual Report

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 dates of project	JUL 2018 - 31 MAR 2021
Reporting period (e.g. Apr 2019-Mar 2020) and number (e.g. Annual Report 1, 2)	APR 2019 – MAR 2020 Annual report 2
Project Leader name	Andrew Myers
Project website/blog/social media	www.ecomontserrat.org
Report author(s) and date	Andrew Myers and Tracy Lewis – AUG/SEP 2020

1. Project summary

The Montserrat Recycling and Waste Reduction Initiative (known as EcoMontserrat) focus has been to create the first nationwide recycling program for the island of Montserrat (Eastern Caribbean) and reduce the consumption of single use plastics. The purpose of the recycling and plastic reduction is to:

1. Reduce waste to the limited landfill,
2. Raise the level of responsible waste management to the standards of other developed nations,
3. Increase the level of cleanliness of the island in general,
4. Reduce the breeding potential for vector borne illness carrying mosquitos,
5. Provide a very low carbon footprint building material (pulverised glass),
6. Provide alternatives to plastics that are fully biodegradable or reusable,
7. Strengthen the capacity of the island economy through the reduction of pollution stresses on fisheries, agriculture, ground water and the tourism product.
8. Protect biodiversity and health of terrestrial and marine habitats.

To achieve these goals, glass collection points at many restaurants and bar as well as community drop points have been installed to create easy access for businesses and the community to participate in the project. The project also distributes plastic alternatives to local businesses through a variety of community programs.

The project is a nationally beneficial initiative affecting both residents and visitors to the island.

2. Project stakeholders/partners

PARTNERSHIPS

This project's operating team is a partnership between Scuba Montserrat (project lead) and Island Solutions (the only official project partner). Please note though that there is great overlap

between the 2 organisations - Island Solutions is for all intent and purposes the non-profit expansion of Scuba Montserrat's efforts. The owners and managers of the two organisations are shared.

Island Solutions does the following:

1. Provides project support labour,
2. Provides operational funding when advance payments are not received,
3. Project assessment, guidance and development through project discussions with the board. Weekly team meetings started in late March of 2020 to increase focus on programs and provide ME information to Island Solutions board (see ANNEX 7),
4. Leads team meetings with all project staff meetings on a quarterly basis to get operational inputs (please note these meetings have been done informally as part of our ME support; given meetings were held during team lunches, there are no recorded minutes).

STAKEHOLDERS

Throughout Year Two of the project meetings, discussions and collaborations were held with governmental and public stakeholders driven by the efforts of EcoMontserrat. These efforts greatly increased public awareness of the project as well as involvement.

Please note that many interactions on Montserrat, being such a small place, are done informally, often via WhatsApp and "side of the road" meetings.

GOVERNMENTAL

The project has engaged with the following Government of Montserrat Ministries/Departments, details of the interactions and/or roles played is broken down for each (Please note emails from Government of Montserrat state *"This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed"*, and therefore are not attached as annexes):

1. Ministry of Agriculture, Trade, Lands, Housing and Environment – During Year 2 there were 3 different active Ministers which the project worked on the following:
 - a. Identifying and approving land for the recycling centre site (5 emails during Year 2 as well as dozens of WhatsApp messages).
 - b. Providing a duty-free concession on single use plastic alternatives for the island's biggest annual event, St. Patricks Festival.
 - c. Providing support for a legislative draft bill to reduce single use plastics.
2. Department of Environment – The project worked with the Director of Environment on the following:
 - a. Provision of annual, half year and data focused quarterly reports detailing glass collection and processing and other progress for Government of Montserrat monitoring and evaluation purposes - 8 emails exchanged (ANNEX 14).
 - b. Developed and implemented a single use plastic reduction collaboration partnership for the largest annual festival, St. Patricks Festival (12 emails exchanged during February and March 2019) (See ANNEX 11).
 - c. Worked together to secure duty-free concessions on the above program's items (12 emails exchanged during February and March 2019).
 - d. To provide support for legislative draft bills reducing single use plastics (discussions were done during one on one meetings while discussing the "green festival" collaboration).
3. Department of Land and Surveys – Acting Chief Surveyor interactions:
 - a. Conducted site visits with the Minister to outline land options for the recycling centre – August 2018, July 2019, August 2019.
 - b. Provided guidance and details on approved land.

Please note all interactions were done through one on one meetings and via WhatsApp messages.

4. Department of Environmental Health – Waste management falls directly under the DEH. The following was done:
 - a. All reports produced by the project were provided via email to the Director for project updates and monitoring and evaluation purposes (ANNEX 14).
 - b. Program promotions to reduce potential mosquito breeding sites continued, including discussions held on radio show Talking Health in April 2019.
 - c. Site visit to the crushing plant to show process and products – April 2019
5. Ministry of Communications, Works, Energy and Labour (MCWEL) – Formal discussions were held with Minister Lewis and Permanent Secretary Mendes on 23 September 2019 covering:
 - a. Update on project progress and overall plans,
 - b. Opportunities to collaborate to support MCWEL green sustainability goals,
 - c. Usage of glass cullet in government construction projects.

No minutes were taken at the meeting.

6. Finance Ministry – The project worked directly with the Financial Secretary and the acting Head of Customs to finalise duty free concessions for plastic alternatives for the St. Patrick's Festival (Direct meeting with FS and 18 emails in February and March of 2019).
7. Montserrat Port Authority – Developed a collaborative plan to support “green” initiatives by the Port Authority through provision of sponsored reusable bags and recycling bins for visiting vessels (18 emails from August 2019 to March 2020).
8. Montserrat Tourism Board – Meetings held with Rosetta West and Director of Tourism Warren Solomon to discuss:
 - a. Tourism supporting aspects of the project,
 - b. Supporting the “green” festivals concept,
 - c. Placement of recycling bins in high tourism traffic areas.

Meeting was held in the Tourism conference room but there were no formal minutes taken.

9. Montserrat Arts Council (MAC) – MAC leads the festival events. Collaborations were done on both main festivals during Year 2 of the project to reduce single use plastic consumption and provide glass bottle recycling coverage:
 - a. Montserrat Carnival – EcoMontserrat worked with the MAC to promote a “Green” Festival. We provided all vendors on the festival grounds green alternatives for single use plastics and installed glass collection bins throughout the festival grounds. On December 13th 2019 we appeared on a live from the festival radio and video show with MAC staff.
 - b. St. Patrick's Festival – The EcoMontserrat team appeared on the Festival Show with the head of the Festival Committee on February 11th 2020 to promote a “green” festival. An expanded program similar to the Carnival one provided plastic alternatives and glass collection bins at the events.
10. Montserrat Governor's Office – The project supported green initiatives by the Governor's Office including:
 - a. The Queen's Birthday Celebration – provided extensive glass collection capacity, June 5, 2019.
 - b. Attending an open discussion at the Governor's Residence as part of the Environmental Stakeholders meeting – July 22, 2019.

COMMUNITY STAKEHOLDERS

1. Restaurants/Bar owners – The project worked with local businesses on a variety of programs including:
 - a. Installation of glass collection bins as a project driven program and upon request at restaurants and bars. Bin installations occurred throughout the year (See ANNEX 4).
 - b. Provision of single use plastic alternatives including paper straws, reusable shopping bags, wooden cutlery, and reusable upcycled glass bottle glasses. This program occurred at Christmas of 2019 and in March of 2020.

These programs and interactions with the local businesses are documented on Facebook and Instagram (See ANNEX 3).

Though a majority of the businesses were provided bins through the initiative of EcoMontserrat as the program became more known there were several requests to be part of the program.

2. Youth and community organisations – The project supported a community clean up in Little Bay by the Girl Guides. Glass collection bags were provided to volunteers and the Eco Team collected and weighed the results; they collected 183 lbs. – June 8, 2019 - <https://www.alliouaganaexpressnews.com/montserrat-girl-guides-association-do-their-part-to-keep-montserrat-clean/?fbclid=IwAR1Fr2Da5b0ZppCJSzFVX8Vct3F0HPv3z2TwuHXsRZNYSljgk9mEyGg7P3g> .

The EcoMontserrat truck provided the transportation for the Rotary Club of Montserrat Christmas event on December 22, 2019. The truck carried Santa across the island giving away gifts to kids - [\(https://www.facebook.com/137538176331321/photos/a.735619069856559/2590198277731953/\)](https://www.facebook.com/137538176331321/photos/a.735619069856559/2590198277731953/).

3. Montserrat Homeowners Association – Glass collection bags were offered on December 14, 2019 and provided to seasonal and full-time homeowners upon request to prevent glass being thrown away with regular waste.
4. Villa rental property managers – Glass collection bags were offered to the four largest property management companies for use at rental properties on December 14, 2019 via email. Multiple bags were collected and distributed by those managers.

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 (please note that many of our activities supported multiple outputs):

Output 1 - Glass bottles are processed to reusable material.

Activities:

1.1 Education program conducted on importance of recycling waste –

1. Social Media –Throughout Year 2 the project had an extensive educational focus on both Facebook and Instagram. See ANNEX 3.
2. Direct interaction – Face to face discussions were held with a multitude of stakeholders both at the EcoMontserrat headquarters, meetings, at businesses and during “side of the road” conversations. Other presentations included:
 - a. A presentation was conducted at the St. Augustine’s Primary School on January 20, 2020 -
 - b. A children’s education programs were done at the Blue Mermaid Swim School teaching kids about the 3Rs concept – reduce, reuse and recycle – June 15, 2019.

3. Posters – In February 2020 ten posters were installed at high traffic locations around the island clearly identifying glass drop points. The poster is included in the supporting documents (See ANNEX 12).
4. Community radio announcements – Radio announcements informing the public about the project, how to use the processed material and where to go to discuss the project were done 4 times over the year (April 21, May 28, January 9, and March 10).

Education program supporting Output 1 is proceeding as expected. It will continue to expand throughout Year 3 of the project.

1.2 Promotion of recycling through multiple public forums:

1. Social Media – Regular promotions on all aspects of the project were done on the project's EcoMontserrat Facebook and Instagram pages. Please see ANNEX 3.
2. Promotion of the project on community Facebook pages and forums – The project extensively used community social media pages to promote the project – 21 posts were shared to Montserrat Connection which has over 10,000 local and diaspora followers and Beg, Borrow, Buy and Sell Montserrat which has approximately 1200 users (posts are removed from this page after approximately 2 weeks).
3. Interviews on national radio ZJB – Project leaders appeared on radio/video shows on April 4 – Talking Health; December 13 – Carnival Vibes; January 11 – The Rose Willock Show; and February 11 - The St. Patrick's Show. Each show focused on both the glass collection and plastic reduction aspects of the project and specific efforts being made.
4. Collaborations with Montserrat Arts Council for Festival support – Project leads joined festival focused promotions prior to both of the largest festivals (Carnival in December 2019 and St. Patrick's Festival in March 2020).

One of the Miss Montserrat 2019 pageant contestants, Francis Destouche contacted the project to learn about our recycling work to raise awareness of the importance of the environment, proper waste management and sustainability during the pageant. Miss Destouche also spent several days volunteering on the project to assist with recycling collection and processing activities. Shane Caesar (stage name Lord Caesar), one of project staff members, competed in the Montserrat Calypso competition 2019 and included messages about the environment, pollution and sustainability in one of the songs he performed. Footage and recordings of these activities are available in online social media and archives for Montserrat Carnival 2019 (<https://www.facebook.com/269433146423818/videos/1077887562546149>).

5. Featured topic on local YouTube Vlog Emerald Vibes TV – February 2020. Project leads discussed the project with host.

The project promotion programs are proceeding as expected. It will continue to expand throughout year 3 of the project.

1.3 Construction of a recycling centre for processing

Progress and usage:

1. 7 meetings were held with the Minister of MAHLE (David Osborne) and the interim Minister (Claude Hogan) as well as the acting Chief Surveyor (Nicole Duberry).
2. A plot of land was agreed to in September 2019 in Little Bay (approximately 0.5 acres).
3. Land works were conducted to level and terrace the land to a functional state in October 2019 by EDC Ltd.
4. A significant repurposed tyre retained wall was constructed and completed late January 2020 through a combined effort of Antwan Lee Services, regular EcoMontserrat staff and supplemental labour (photos can be accessed through this link).
5. The site is being used for storage of excess recycled glass material which will be used in the casting of flooring and footers and drain fields for the buildings and storage units.

6. Water was installed in February 2020 by Montserrat Utilities Limited after multiple attempts to get the service provided over 3 months.

The final land survey and lease agreement have been impacted by a change of government, a key person's health crisis, and, of course, COVID, however, we have been assured that both are only temporary delays. Discussions were continued with the acting Chief Surveyor on progress.

It is important to note that the current processing facility, though lacking in the permanent structure, has been expanded to cover all processing and processed material needs (items that will be used at the next location) and continues to support all operations without issue. The operation uses the project's 40' shipping container for secured operations. We have use of this site as needed while the Government of Montserrat completes the bureaucratic processes needed for erection of the building.

1.4 Installation of community recycling stations – 7 community recycling station drop points have been installed to provide convenient access to communities throughout Montserrat. Please see attached locations map, which has been distributed at high visibility public locations, stores and restaurants/bars.

The installation of the recycling stations is progressing as expected. Additional locations may be added through community feedback.

1.5 Provision of recycling bins to restaurants/bars, individuals and events –

1. Restaurants and Bars - The network of bars and restaurants expanded greatly. Throughout the year more businesses were added both through approaching businesses and from direct requests from the owners (please note some bins had to be removed from businesses because of misuse). Business were provided increased capacity as needed.

In March of 2020 there were a total of 60 businesses participating in the collection program (Please see ANNEX 4).

2. Residences and rental properties – A minimum of 25 green collection bags were distributed to fulltime resident individuals and rental properties. This program expanded throughout the year (Please see ANNEX 8).
3. Special events - The project also provided collection bins to 6 special events and national festivals throughout the year. These included:
 - a. The Queen's Birthday – sponsored by the Governor's Office
 - b. Cudjoe Head Festival – annual 2-day community street festival
 - c. St. Peters Fete – annual 1-day community festival
 - d. Montserrat Carnival – multiple weeks with many events.
 - e. Montserrat Idol – a multiple week event from November to April.
 - f. St. Patrick's Festival – Collection was provided to multiple privately promoted and government sponsored events (until COVID shutdown).
 - g. MAPS Golf Tournament – an annual event to raise funds for the animal shelter.

The project has had excellent coverage of local businesses and rental/seasonal residences. Efforts will be made to continue expansion in Year 3.

1.6 Regular collection of glass bottles and processing at centre.

Collection and processing were conducted on a weekly basis and expanded as required throughout the year until COVID shutdown late March. A spreadsheet with collection and processing data has been attached (Please see ANNEX 4 & 5).

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 conducted by the project overlap so please see 1.1 for details.

2.2 Promotion of use of reusable items through multiple public forums - Promotion programs conducted by this project overlap so please see 1.2 for details however there was increased focus prior to each of the country's main festivals.

2.3 Providing residents of Montserrat with reusable alternatives, including free reusable shopping bags and reusable glasses the size used at bars– This program started in December of 2019 and expanded in March 2020. A total of 300 reusable cut beer bottle glasses and 50 canvas shopping bags which included bamboo cutlery, a project sticker, 2 t-shirts and paper straws were provided to bars and restaurants.

The program will continue in YR 3 and will expand

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 – Please see 1.1 for details as there is overlap.

3.2 Promotion of use of alternative green items through multiple public forums - Please see 1.2 for details as there is overlap.

3.3 Providing residents of Montserrat with green alternatives, including free compostable plastic alternative cups, containers, and cutlery – From December 2019 until April 1 2020 the project supplied approximately 7,500 plastic alternatives to restaurants and bars.

Specifically, as a sponsor of Montserrat Carnival 2019, the project donated gift bags with biodegradable single use plastic alternatives to all vendors at festival village in December 2019. Each reusable canvas bag contained paper straws, bamboo cutlery (forks, spoons and knives) as well as two project t shirts.

The program was expanded in March 2020 to provide gift bags with wooden cutlery and paper straws to 38 restaurant and bars however the program was cancelled due to the COVID shutdown of festival.

The program will continue in YR 3 and will expand.

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 through social media promotion and purchases for promotions.

3.2 Progress towards project Outputs

Below are the key points on each output:

Output 1 - Glass bottles are processed to reusable material.

1. Baseline - Prior to the project there was no recycling of glass on Montserrat.
2. Year 2 saw collection and processing of approximately 400,000 bottles based on an average weight for collected bottles (“average weight” was determined through multiple random draws of 50 bottles weighed and averaged) even with the COVID shutdown at the very busiest time of the year here. Collections done after March 14 were held to YR 3 data and all collections stopped on March 21 (Please see ANNEX 5).

3. Glass is being collected at approximately 60 locations (numbers vary as locations are added regularly or removed if being used inappropriately). Please see ANNEX 4.
4. Data is collected on the weight of bins collected and processed material breakdown which includes unwanted rubbish, waste created from labels, tops, etc. and the processed reusable materials. A data sheet is attached showing the monthly breakdown.
5. The public has collected and used the processed material for both decorative and construction projects (examples can be found in social media posts).

Year 3 will continue to expand collection and processing as well as provide samples for reuse options.

Given participation in and support of the glass recycling program in the first 13 months of collection (1 month in Year 1 and all 12 months of Year 2) the project is achieving the set output.

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

1. Baseline – Few residents carried reusable items such as water bottles, reusable shopping bags or food containers.
2. Education programs and social media promotion by our project and others are making visible changes. Most notable is the increase in refillable water bottles and shopping bags.
3. One of the top 5 grocery stores on Montserrat no longer supplies plastic shopping bags – Aravin’s Enterprises. The business has been highlighted and supported by EcoMontserrat through social media.
4. The project provided 51 reusable shopping bags to businesses.
5. 38 bars and restaurants were supplied with same sized reusable cut beer bottle glasses to be used instead of plastic cups for mixed drinks.

Expansion in education programs and access to reusables will continue to support this output in Year 3. Programs include the supplying of over 4,000 shopping bags, 1,000 water bottles, 600 produce bags, 200 stainless steel straws, and 100 reusable wooden cutlery sets.

The project is progressing toward a substantial reduction in plastic shopping bags through a significant increase in access to reusable bags in Year 3.

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

1. Baseline – Prior to the project there were no suppliers of green alternatives and little or no use by local businesses.
2. Two businesses have formed to supply alternatives. EcoMontserrat supports both businesses through social media and by purchasing items to give away to local businesses in order to encourage a switch to eco-friendly alternatives.
3. A noticeable increase in the use of green alternatives has been seen at several local businesses (Isles Bay Beach Bar, Tropical Feast, Olveston House, Ziggy’s, Vue Pointe and Good Eats, to name a few, use green take away packaging). The businesses have been highlighted and supported by EcoMontserrat through social media.
4. Overall, EcoMontserrat has provided nearly 15,000 green alternative items through introduction programs which has given away the items free to 54 restaurants and bars.
5. EcoMontserrat is supporting drafted legislation to ban single use plastics by providing alternatives. Support was done in discussions with the Director of Environment Ernestine Corbett.

The project has multiple programs planned for Year 3 and will continue to work closely with the Government of Montserrat. Though greater use of “green” alternatives is expected to continue

to expand, the reduction of Customs charges to make these items affordable will be a necessary component to broader usage.

3.3 Progress towards the project Outcome

Our project had 2 main Outcome focuses:

- The collection and processing of 75% of glass containers/bottles annual.
- A reduction of 50% of single use plastics, especially bags, straws, and food containers.

GLASS - Data from Year 2 has calculated a collection tally of approximately 400,000 bottles. The project has taken glass recycling from a start of 0 bottles annually. It was the expectations during the development of the project to reach about 250,000 bottles after 12 months of operation, 500K annually after 24 months of operation and 750K by the end of 36 months of operation. Given our planned timeline the project is actually ahead of our expectations (Please see ANNEX 13). With the continuing growth to support of the project by businesses and the local community and given that habits are still changing from a non-recycling community to a recycling community achieving this outcome is/was possible (please note that the impact of COVID has changed the likely achievable outcome).

PLASTICS – The process of change has started. That said there are current hinderances to reducing single use plastics on the broad expectations. Feedback from local restaurants and take away food suppliers is the cost factor, which is significantly higher for green goods over Styrofoam and plastic items. Much of this higher cost is directly related to taxes. EcoMontserrat is supporting drafted legislation that would reduce taxes on green items and actually ban single use plastics. However, implementation of the law falls to the Government of Montserrat.

Additionally, though there are 2 local suppliers of alternatives, promotional activity by these private businesses are limited. Volume purchasing to access lower wholesale costs has not been achieved. To support these businesses EcoMontserrat has used social media and direct purchases. Greater collaborations will be needed to elevate demand.

Other programs conducted in Year 2 have provided reusable items to offset single use plastic items. These programs have been mildly successful; however, we have found some unexpected challenges. Our program to provide reusable glasses cut from beer bottles to replace single use plastic cups is very popular, however, return visits to supported bars have discovered these items are given to or taken by customers. The program will evolve in Year 3 to resupply but require commitment from the establishments to maintain usage. Significant efforts will be done in Year 3 through greatly expanded education and promotion programs to make this outcome challenging but achievable.

3.4 Monitoring of assumptions

Please see our evaluation of assumptions listed on the original log-frame:

1. Data collection – Pertinent to multiple assumptions – The collection and processing team collects information on the volume of bottles collected from each location. That information is then converted to data that covers weight of the raw material, processed material and waste using a scale. This information is recorded at the processing centre and then checked and transcribed by the ops. supervisor. The check by the operation supervisor and discussions with the ops. team increases the data accuracy.

Data on all glass material sales is recorded at project headquarters by either management personnel. The data, which is provided to Government of Montserrat department heads in the quarterly reports, allows the data to be verified independently.

2. Surveys – Surveys are scheduled to begin in Year 3. Surveys conducted in person will include a discussion aspect to ensure accurate data. When surveys are done independently, such as through Google Forms, the information requested will be required to complete the survey (ANNEX 14).
3. External source data – information on bars /restaurants is checked by visits to the businesses.

Information on consumption by stores is scheduled for Year 3.

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

The Montserrat Recycling and Plastic Reduction Initiative has assisted the island's government to build on achieving several strategic objectives. The project supports elements of both the Human Development strategic goal and Environmental Management and Disaster Mitigation strategic goal within Montserrat's Sustainable Development Plan (<https://www.gov.ms/wp-content/uploads/2020/08/Montserrat-SDP-2008-to-2020.pdf>). These elements and the links to the project's success are evidenced below:

Strategic Goal 2: Human Development - A healthy population with full access to required health care.

a). Strategic focus within this element is the promotion of health, wellbeing and national identity.

- Through working closely with the Department of Environmental Health Department, the project's objectives have assisted the reduction of vector-borne diseases by reducing the favoured habitats for both rats and mosquitoes through the recycling of glass bottles and jars. Regular meetings were held with the Principal Environmental Health Officer and quarterly reports sent (Please see ANNEX 14).

Strategic Goal 3: Environmental Management and Disaster Mitigation – Sustainable use and management of the environment and natural resources.

a). Strategic focus within this element is the development and implementation of environmental health programmes (includes integrated waste management systems).

- Through the collecting of glass bottles and jars and reducing the quantity of trash taken to the landfill, the project has effectively reduced the impact of waste on ecosystems. In addition, the reduction of the use of single-use plastic has been supported by the new Government legislation to ban plastic bags and other single-use plastics, the project has undertaken FREE canvas reusable bag giveaway promotions during the year. See ANNEX 3.

b). Promote public education and action

- Through social media and radio announcement, competitions, community engagement and outreach promotions, the project has successfully encouraged local communities, businesses and schools to participate in the recycling and plastic reduction initiative. See ANNEX 3.
- Evidence of action taken by the public to willingly engage with the project is evidenced by the increased number of bars and restaurants who collect glass to recycle. See ANNEX 4.

This project has also enhanced efforts, through the reduction of glass and plastic waste, to conserve critical habitats of species listed in CMS Appendix I: marine turtles and a variety of migratory sea birds. Through successful community engagement and participation, the project has encouraged the use of reusable bags instead of plastic shopping bags at 2 supermarkets on island (Aravin's and Umpire). Two other businesses have also decided you use either paper bags and/or reusable bags, Mildred's Roadside and Tradewinds Real Estate. See ANNEX 3.

The Montserrat Environmental Charter (<https://www.ukotcf.org.uk/wp-content/uploads/2020/05/montserrat.pdf>) has guiding principles which the project has promoted through achieving its outcomes. In particular, through its community and outreach programme, the project has spread public awareness of the special features in of the environment. Another example that the project promotes and supports the commitments made in the Charter is through assisting with ensuring the protection and restoration of key habitats and species and attempting to control and eradicate invasive species. In particular, the national designated Important Bird Areas identified in the Physical Development Plan (<http://www.gov.ms/wp-content/uploads/2018/11/Physical-Development-Plan.pdf>), Fig. 2.2, which have the de facto conservation status and essentially follows the course of the main ghauts, now have less trash

and bottles accumulating within the area due to the collection of bottles and reduction in use of single use plastics. Other habitats which also have significance and have been supported through the outcomes achieved are the protected turtle beaches, important reef areas and sea grass beds and in general the high value marine and coastal habitat, all identified in Fig 2.2. Through the project's outreach education programme, several visits to schools and live radio interviews have been undertaken throughout the year. This clearly supports the government's commitment to encourage teaching within schools to promote the value of the island's environment.

5. OPTIONAL: Consideration of gender equality issues

The EcoMontserrat Project maintains non-discriminatory practices and supports all business and entrepreneurial efforts of any race, gender or sexual orientation.

6. Monitoring and evaluation

EcoMontserrat uses both internal and external monitoring and evaluation to maintain and improve the project.

Internally:

1. Data is recorded by the collection and processing team on:
 - a. Bins and/or bags collected from drop points, bars and restaurants,
 - b. Weights are collected for bins and materials produced – glass sand, aggregate and waste,
 - c. Data is transcribed from hard copies to digital spreadsheets by the admin team. Data is assessed for issues and is processed from weights to units, i.e. bottles.
2. Regular discussions are held on glass processing and related equipment focused on maintenance, needed equipment, issues, and problem avoidance.
3. Weekly discussions are done on collection issues, expansion, and general operations.
4. The full EcoMontserrat team meets a minimum of quarterly to discuss overall project achievements, issues, and general topics.
5. Island Solutions started conducting weekly meetings at the end of March 2020 detailing overall project operations and weekly expansion plans. The minutes are provided to the Island Solutions board for review.

Externally:

1. Quarterly reports which includes:
 - a. A general summary,
 - b. The glass processing data,
 - c. Updates on processing location and equipment,
 - d. Staff details,
 - e. Outreach and community work.

This information is provided directly to the Departments of Environment and Environmental Health (ANNEX 14).

2. Informal discussions with government officials outlining project progress and issues – as mentioned earlier in this report being a small country, and often because it is easier to access certain persons, discussions are often held with government officials outside of offices. Meetings with the Ministers from MAHLE, MCWEL, MAC, MPA, the Governor's Office and DfID were held in this capacity.

3. Official presentations with government officials – Meetings on project progress, issues, collaboration potential, etc. were done around the half year mark with multiple ministries.
4. Requests for an official ME board have been made to multiple governmental personnel.
5. Project achievements and issues are posted on social media for feedback from the public at large. All comments are reviewed and responded to where appropriate.

Overall, though maybe not as formal as other projects, the systems in place provide broad support to the project. Being a small island, the project is under constant critique; issues and sentiments are known of quickly and dealt with directly.

An official Government of Montserrat ME board would be ideal and be reattempted, however, availability of officials is always a challenge (email correspondence with G. Stanley – 1 APR 2019).

7. Lessons learnt

EcoMontserrat has had both successes and challenges over the past year.

Successes:

1. Expansion of the glass collection network at bars and restaurants – Starting in April 2019 the project approached businesses directly, speaking with the owners asking for them to join the recycling network. A vast majority joined the network. This program was very active during Q1 and tapered off during the remainder of the year.

As the project grew EcoMontserrat began to receive direct requests from other bars and restaurants, often consisting of the project truck being yelled at as it travelled the island. It has been encouraging the expanded interest in the project during Year 2.

The network of restaurants and bars went from 6 locations in Year 1 to 60 in Year 2.

Recommendations - Other projects can benefit from the direct one on one approach to businesses to increase coverage and interest in a project or program. It is important to be part of your community and know people well within it. It is also important to remember patience needs to be part of any operation as some businesses may take time to decide to be part of a new system, change rarely happens overnight.

Going forward – The project continues/will continue to work closely with owners to ensure they are still happy supporting the project and adjust if there are concerns or issues. Regular discussions with owners will continue to be done. Similar processes will be implemented for future project expansion.

2. Expansion of community collection – The project expanded from 2 community drop points to 7 locations in Year 2. Through casual discussions with residents who lived by the expanded locations and through local knowledge were chosen. The roll out of community drop points was expanded and highlighted through promotions throughout Year 2.

The network of community drop points makes it easy for most communities to quickly and easily access recycling and provides quite comprehensive population coverage, i.e. the largest population bases are covered.

Recommendations – As with the business expansion it is important to reach out to the community as well as use local knowledge. Again, change is slow to start, as in the drop points being used to full capacity, however, through patience and outreach usage will increase.

Going forward – The project will continue working with the community to increase ease of access to recycling locations.

3. Interest and support by businesses to use green alternatives to single use plastic – Multiple times during Year 2 the project provided business owners with free sample

packs of green alternatives. This program provided exposure to goods that most businesses would not have tried on their own initiatives. The promotion was well received (people love free stuff!) and the feedback received was highly beneficial to better understand the needs of local restaurants and patrons. The pathway for change has begun to be developed.

Recommendations – When asking for persons to change habits it is important to provide access to the tools for change, in this case green alternatives, at little or no cost to those individuals or businesses. Again, it is important to take in feedback, adapt as needed and maintain patience.

Going forward - The programs that have been used successfully will continue to be used with small adaptations.

Challenges:

1. Governmental delays – The bureaucratic processes of government often differ from private business operations. These processes can be difficult to navigate creating frustrating delays. The project dealt with the below issues in Year 2:

- a. Land for the recycling centre – Prior to applying for funding the project received assurances from head ministers that land for the project will be provided free of charge to support this national beneficial initiative. The assurances however were verbal and without a timeline.

Throughout Year 1 emails and messages, as well as direct informal discussions, were exchanged. Assurances were provided again but the permanent land was not provided. Year 2 the process continued with slow but actual progress. Delays occurred as two ministers had to take leave for health reasons and then an election changed the government stopping the progress that had been gained as the government transitioned.

Recommendations – Agreements with governments, or businesses, need to be done in a formal written capacity with timelines and clear details. This will assure that agreements move from decision makers to those who can process the agreement, normally persons outside political changes.

Going forward – All agreements will be done in official capacity.

- b. Duty free concession – Receiving a concession for grant funded projects had been previously an established policy. Verbal agreements and previous practices do not ensure easy access. Concessions that are provided need to be maintained throughout a project to avoid delays or issues as the project evolves throughout its existence.

Recommendations/Going Forward - It is important to understand policies can change or be reinterpreted. Any interaction with a government or business entity, no matter the previous familiarity, established relationships, or promises, is best served by official agreements and clearly defined parameters and needs.

2. Budgeting in operational issues – Over the course of Year 2 as processing of glass expanded mechanical issues increased too. The project had issues with downtime of the machine, lack of easy access to replacement parts, lack of local capacity to fabricate needed parts, and quicker wear than expected. The information provided by the manufacturer has been inaccurate for our local operation.

Recommendations/Going Forward – If a project has a high level of mechanical dependence it is important to have:

- a. A substantial maintenance budget, a figure that is 10-20% higher than expected costs.
- b. A supply of all wear parts sourced at the beginning of the project.

The project is adapting the budget as much as possible to deal with issues. Future project budgeting has greatly expanded the maintenance budget to avoid issues.

3. Lack of innovation by local builders – A surprising aspect of the project is the lack of broad use of the recycled glass materials by local builders or the government Public Works Department. Information supported by multiple sources, including scientific research papers, clearly outlines uses in many aspects of construction and how to maintain the structural integrity of concrete as well as other non-structural applications. Despite this clear support for use on glass material in construction from accredited sources it seems to be as simple as resistance to new ways of doing things.

Recommendations/Going Forward – The key to accepting change seems to be better understanding through actual demonstrations and/or showcasing the usages. The project has showcase projects planned for Year 3 that will include multiple applications for glass use. To strengthen the showcasing the project will also create and distribute samples of processed material in concrete to show the benefits.

To summarise other projects as well as ours will benefit from lowered expectations of innovation and support change through very clear demonstrations of the benefits of the change being requested.

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

In response to the “Comments and Queries” section of our Annual Report 1 review the project has taken the following steps:

1. A clear defining of the relationship between the project lead and partner, Island Solutions was done.
2. Links have been added within this report and in an attached document detailing social media posts that support and provide evidence of progress made in Year 2.
3. Greater details were added in regard to the glass collection and processing processes including an attached spreadsheet on the related data.
4. Regular communications are done with LTS to discuss any necessary or externally fixable issues.
5. The log-frame has not been officially reworked however the efforts toward the outputs are working toward achieving the project outcomes and impact goals. An internal effort to increase the SMART capacity has been done.
6. The project has implemented a more detailed SMART approach in regard to output and outcome indicators by providing dates, figures, names, etc. to support.
7. Expansion of assumptions has been done and is discussed above.
8. All positions for the project are occupied and have been since February 2019.
9. Baseline information for Output 2 and 3 were easily observable locally but no surveys were conducted at the start of the project to create this baseline data. Given the lack of suppliers locally for green items and lack of a national program to reduce single use plastic usage or recycle that supports the assertion that there was little activity or support for these programs. As part of Year 3 a survey will be done with local restaurants and businesses highlighting activity prior and during the project as well as support of Output 1 and 2.

Overall summary of actions – a great focus has been done to provide “SMART” support to actions and outputs supported by the attached annexes. Please note correspondence with Government of Montserrat officials are not allowed to be copied and forwarded.

9. Other comments on progress not covered elsewhere

Additional aspects during Year 2:

1. Maintenance issues – Prior to purchasing the glass crusher in current operations the project discussed necessary parts and expect wear out times with the supplier. During the course of the year machine wear has been far greater than lead to believe. Efforts

have been made to fabricate wear parts locally to reduce costs, however, many of the parts are specialised. Going forward operational funds will need to be earmarked for greater maintenance costs.

Please note despite the occasional shutdown times the project maintained weekly collection and created storage areas as required and continued processing once repairs were done.

2. COVID issues – not surprising the project was impacted by COVID protocols implemented both internally and externally. Having arrived during the busiest tourism time in Montserrat and the lack of information the project decided to shut collection and processing operations after the government began restrictions but prior to the national shutdown in April. All staff remained safe.

Certain planned programs slated for March 2020 were postponed including a festival focused plastic reduction program that would have supplied about 40,000 green alternatives to vendors and events and community outreach to schools.

COVID also has impacted single use plastic consumption in that there is an inherent suspicion of sanitizing practices at smaller businesses. The long-term effect may have an adverse impact on the project outcomes.

3. Other waste reuse aspects – The project chose to create a tyre retaining wall at the recycling centre as a “showcase” project of how to reuse tyre. Tyres are a focus material for the EcoMontserrat project expansion given that they support of potential breeding habitat for mosquitos created by them and that tires are often burned at the landfill to be rid of them.
4. Volunteer program – In Year 2 the project had 2 volunteers during May and June 2019 which supported multiple aspects of the project. Below is the summary of each one’s contributions:
 - a. Carson Davis-Tinnell – May 20-24 – Ms. Davis-Tinnell volunteered for 5 days to support her senior project (US grade 12). She assisted in collection and processing operations, drop point construction and finishing work and project promotion. Her school presentation, which was a power point supported speech, is Annex 9.
 - b. Isabelle Tinnell – May 20-June 21 – Ms. Tinnell volunteered 169.5 hours on island and another 70.5 hours off island. She assisted in collection and processing however focused mainly on social media and community outreach. Ms. Tinnell was volunteering for her Design Studies Internship as a senior in the University of West Virginia. She produced the following project promotional video as part of her course requirement - <https://youtu.be/2ZpntCDtr6g> . Her timesheet for the course is Annex 10.

10. Sustainability and legacy

The project worked to extensively promote the project and provide benefits to many sectors of the community. To support this the following was done:

1. Use of branding to create a recognisable operation – the base logo is used on shirts, trucks, stickers and other promotional material.
 2. Use of the most accessed forms of media – the national radio station, social media, national social media groups.
 3. Works with the local government to develop programs in collaboration.
 4. Discusses in meeting opportunities to support efforts of the national government
- Please see ANNEXES 3 and 11 for support.

Evidence of increased interest is demonstrated through:

1. Increased “likes” of project social media pages – 172 to 349 likes from 1 April 2019 to 31 March 2020.
2. Increased followers on social media – 176 to 359 follows from 1 April to 31 March.
3. Increased participation by local businesses and events – expansion to 60 locations and coverage of events – see ANNEX 3.

4. Increased processing of glass – See ANNEX 5

Sustaining the project will be very difficult given the size of the population and the minimal potential of local fund generation. To maintain the project:

1. Requested take over by the government – discussions have begun with the government to take over the project. Despite the strong support of the project the government is very unlikely to take over ownership of the project because of lack of funding.
2. Developing a capability to sell processed goods internationally – Research in accessing online sales sites has been started but will be expanded in Year 3.
3. Developing potential to access funds from donors and other grants - creating a US (3) c non-profit branch of Island Solutions to access will be done in Q1 of 2020/2021.

Legacy:

- The project has made possible the introduction of waste management systems used in developed countries throughout the world.
- As a result of this introduction, the process of changing how the community views trash has begun.
- Through the continued discussions and education, the project is creating an understanding of the impacts of waste on the environment, biodiversity and the planet.

11. Darwin identity

EcoMontserrat has put extensive effort into promoting Darwin Initiative through the following actions:

1. Publicising on printed materials – Darwin Initiative is featured on all printed promotional materials, which the project provides the community during regular promotions annually.
2. During Year 2 all stickers (approximately 500) and locally printed t-shirts (approximately 400) given away have the Darwin Initiative logo and/or “Darwin Initiative” written out.
3. Additionally, Darwin Initiative is prominently printed on the project vehicle with 0.75m signs on either side of the vehicle.
4. Finally, Darwin Initiative is either featured in print or as the logo on any informational poster or hand out.

Please see ANNEX 3.

5. Highlighted funding came from Darwin Initiative during interviews – During the multiple community radio show and YouTube show interviews Darwin Initiative was highlighted as our project partner and funding agent.
6. Explaining Darwin Initiative – On Montserrat there is clearly a lack of understanding what Darwin Initiative is and what they do. We have spoken about it during interviews (I would need to review them to specify) however a majority of discussions about Darwin are done in informal conversations. Most persons who are aware of the Darwin Initiative are within the local government or local NGOs.
7. Linked Darwin Initiative to project posts – EcoMontserrat extensively uses social media to promote and inform. During Year 2 a policy of hash-tagging (#) and/or using “@” Darwin Initiative was initiated. Please see ANNEX 3.

12. Safeguarding

Scuba Montserrat and Island Solutions use the Montserrat Labour Code 2012 to guide our safeguarding policy - <https://www.gov.ms/wp-content/uploads/2020/02/Labour-Code-2012.pdf>

13. Project expenditure

Please note there is a slight difference in this tally and the final claim amount because of:

1. An additional expense of approximately GBP was found.
2. Some expenses were placed in more appropriate categories.

Table 1: Project expenditure during the reporting period (1 April 2019 – 31 March 2020)

Project spend (indicative) in this financial year	2019/20 D+ Grant (£)	2019/20 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				
TOTAL				

Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2019-2020 – if applicable

Project summary	Measurable Indicators	Progress and Achievements April 2019 - March 2020	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>The project has created a network of community and private business located collection points for glass (approximately 60 locations around island).</p> <p>Opportunities to reuse waste items have been promoted and supported both through the project and by local entrepreneurs.</p> <p>Promotions which highlight reduced consumption of single use plastics were done during the busiest events on Montserrat.</p>	
<p>Outcome</p> <p>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 During Year 2 (the project's first full year of collection) collection points expanded nationally to total approximately 60 businesses and community collection.</p> <p>0.2 Collection and processing data (attached) calculated an approximated total of 400,000 bottles (please note that all activities during the largest annual festival were shut down due to COVID thus reducing collection expectations).</p> <p>0.3 Plastic alternatives were introduced and provided to businesses during peak tourism times on island. Businesses that participated in our program were highlighted.</p>	<p>Further expansion of community/private collection points.</p> <p>Promotions highlighting collection points.</p> <p>Promotions highlighting processed glass usage.</p> <p>Provisions of several thousand reusable shopping bags directly through the project and through sponsorship.</p> <p>Plastic reduction highlighted programs will be conducted throughout the year.</p>

Project summary	Measurable Indicators	Progress and Achievements April 2019 - March 2020	Actions required/planned for next period
		0.4 Programs provided several thousand compostable plastic alternatives and reusable plastic alternatives of restaurants and bars. Local providers were highlighted.	
Output 1. Glass bottles are processed to reusable material.	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.	Glass collected and processed throughout year. Evidence provided in Section 3.1 (1.6) and Annex 4 and 5.	
Activity 1.1 Education program conducted on importance of recycling waste		Throughout Year 2, social media, direct interaction with multitudes of stakeholders, posters and community radio announcements were undertaken. This included a presentation at St Augustine's Primary School and undertaking a children's education program through Blue Mermaid swim school.	Continued community engagement is planned for Year 3 with existing stakeholders and schools but will also expand to reach specific community groups such as local farmers and small businesses
Activity 1.2. Promotion of recycling through multiple public forums		Regular promotions on all aspects of the project have been posted on EcoMontserrat's Facebook and Instagram pages. In addition, interviews on national radio have also taken place throughout the year. Engagement and participation with MAC and other local festivals/events.	Continued and increased use of social media posts are planned, minimum of 4-5/week to include promoting local businesses/supporters of project. Regular radio community announcements will be also made promoting specific programs (on-line competitions, reusable shopping bag/survey promo)

Project summary	Measurable Indicators	Progress and Achievements April 2019 - March 2020	Actions required/planned for next period
Activity 1.3 Construction of recycling centre for processing		Through meetings, site visits and communications with GOM officials, the land was agreed, and a tyre revetment wall was constructed and water supply installed.	Once the final survey and lease agreement are received then relevant planning requirements will be submitted. Tender/contract documentation will be drawn and the construction of the centre will commence once permission is granted.
Activity 1.4 Installation of community recycling stations		A total of 7 community recycling station drop points have been installed.	Additional drop points may be added through community feedback
Activity 1.5 Provision of recycling bins to restaurants/bars, individuals and events		<p>The total number of businesses participating in the collection programme have increased to 60. In addition, residences and rental properties have also increased.</p> <p>The project also provided additional collection bins to 6 events during the year</p>	Continued expansion is planned for Year 3. Subject to Covid restrictions, it is intended to continue to support and provide collection bins to more events.
Activity 1.6 Regular collection of glass bottles and processing at centre		Collection and processing were conducted on a weekly basis until Covid shutdown in March 2020	Subject to Covid and mechanical issues, it is planned to continue to collect and process on a weekly basis
Output 2. Use of reusable alternatives replaces single use waste items.	<p>2.1 Residents use reusable bags when shopping</p> <p>2.2 Residents use reusable cups, containers and cutlery when getting take away.</p>	Several promotional programmes and educational programmes were undertaken during the year. This included distributing 300 upcycled beer bottle glasses and reusable shopping bags to supporting bars and restaurants.	
Activity 2.1. Education program conducted on importance of the reduction waste production and use of alternative reusable items		Education programmes conducted overlap with activity 1.1	Continuation of educational programmes conducted at the project headquarters and recycling centre once completed

Project summary	Measurable Indicators	Progress and Achievements April 2019 - March 2020	Actions required/planned for next period
Activity 2.2. Promotion of use of reusable items through multiple public forums		Please see Activity 1.2 for details	Please see Activity 1.2 for details
Activity 2.3 Providing residents of Montserrat with reusable alternatives, including free reusable shopping bags and reusable glasses the size used at bars		A total of 300 reusable cut beer bottle glasses and 50 canvas shopping bags which included bamboo cutlery, a sticker, two t-shirts and paper straws were provided to bars and restaurants.	Continuation of distributing reusable alternatives to residents and bars/restaurants. It is also planned to include local farmers, roadside sellers and small businesses/shops.
Output 3. Use of compostable or “green” alternatives replaces 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	The programme to provide gift bags to vendors was cancelled due to the shutdown of the St Patricks festival, however the project was able to distribute a ‘One Year Anniversary’ Thank You gift bag to all the bars, restaurants and snackettes who supported the project since the start of the collection and recycling of glass in 2019.	
Activity 3.1. Education program conducted on importance of the reduction waste production and use of alternative green items		Please see 1.1 for details	Expansion of these programmes will continue throughout Year 3
Activity 3.2. Promotion of use of alternative green items through multiple public forums		Please see 1.2 for details	Please see 1.2 for details
Activity 3.3. Providing residents of Montserrat with green alternatives, including free compostable plastic alternative cups, containers, and cutlery		Supplied approximately 7,500 plastic alternatives to restaurants and bars	Continuation of programmes to distribute green alternatives are planned for Year 3 through special events and competitions
Activity 3.4 Creation of a wholesale supplier for purchase of green alternatives		Two local companies currently provide a service to other businesses on island to purchase green alternative products which we also supported and promoted during social events and project promotions.	Additional social media coverage and engagement with the two local companies are planned.

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

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, containers and cutlery when getting take away.	2.1 Use of reusable bags observed at stores. 2.2 Use of reusable items observed at restaurants. 2.3 Surveys conducted on use of reusable items.	Information given in surveys is true and accurate.

Project summary	Measurable Indicators	Means of verification	Important Assumptions
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.			

Attached annex – Please see accompanying documents supporting the information in this report

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.	Y
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.	N
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.	Y
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.	