

DP\100054

Improving Sustainability of Marine Management in Montserrat

Rhoden, Louise | Centre for Environment Fisheries & Aquaculture Science

Funding sought
Project start/end

£321,783.48
1 Apr 2018 - 31 Mar 2021

1. Contact Details

Q1. Lead applicant contact details

Please enter the contact details for the lead application. The lead applicant is the same as the Flexi-Grant account holder. Please note that the Flexi-Grant account holder will be the only contact point for the application. Additionally, please add contact details for the Project Leader if this is different from the lead applicant.

Louise Rhoden

Centre for Environment Fisheries &
Aquaculture Science

Primary Applicant

Cefas, Pakefield Road, Lowestoft, Suffolk,
NR33 0HT, United Kingdom

Mr Simeon Archer-Rand

Principle Investigator
Centre for Environment Fisheries &
Aquaculture Science

Cefas , Pakefield Road , Lowestoft , Suffolk,
NR33 0HT , United Kingdom (Work)

Mr Gary Sagers

Project Manager
Centre for Environment Fisheries &
Aquaculture Science

Cefas , Pakefield Road , Lowestoft , Suffolk,
NR33 0HT, United Kingdom (Work)

Q2. Lead organisation contact details

Please enter the applicant organisation details

Centre for Environment Fisheries & Aquaculture Science

Cefas, Pakefield Road, Lowestoft, Suffolk,
NR33 OHT, United Kingdom (Work)

Q3. Lead organisation type

Please select one of the below options.

UK Government

Please add any 'Committee Feedback' to the field below:

|

Please add any 'Specific Ineligibility' feedback to the field below:

|

Please add any 'Conditions' to the field below:

|

Please add any 'Positive Feedback to the field below:

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2. Title, Dates & Budget Summary

Q4. Project title

Improving Sustainability of Marine Management in Montserrat

Q5. Project dates

Start date: 01/04/2018	End date: 31/03/2021	Duration (e.g. 2 years, 3 months): 3 years
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Q6. UKOT(s)

(See Guidance Notes)

Which UK Overseas Territory(ies) will your project be working in? You may select more than one UKOT from the options below.

Montserrat

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

In addition to the UKOTs you have indicated above, will your project directly benefit any other country(ies)? If so, list here.

Q7. Budget summary

Year:	2018/19	2019/20	2020/21	Total request
Amount:	£129,820. 40	£113,758. 89	£78,204.1 9	£321,783.48

Q7b. Proposed (confirmed and unconfirmed) co-financing as % of total project cost	27%
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3. Lead Organisation Summary

Q8. Lead organisation summary

Please provide the following information on the lead organisation

<p>What year was your organisation established/ incorporated/ registered?</p>	<p>1997</p>
<p>What is the legal status of your organisation?</p>	<p><input checked="" type="radio"/> Government</p>
<p>How is your organisation currently funded?</p>	<p>Cefas is an Executive Agency of the Department of Environment, Food and Rural Affairs (Defra). In financial year 16/17 our total turnover amounted to £48.1 million. Cefas is funded on a project basis by UK Government, Departments and Agencies, Overseas Governments, Academic Institutions, Private Sector and International Organisations. Income from the Defra Group accounts for 50% of our income.</p>
<p>Have you provided the requested signed audited/independently examined accounts? If you select "yes" you will be able to upload these. Note that this is not required from Government Agencies.</p>	<p><input checked="" type="radio"/> Yes</p>

Please attach the requested signed audited/independently examined accounts. The limit for any single file uploaded as supporting materials with your application is 6MB. Please ensure documents are saved in PDF form where possible in order to minimise size.

<p>_____</p>	
<p>_____</p>	

Q9. Has your organisation been awarded Darwin Initiative funding before (for the purposes of this question, being a partner does not count)?

Yes

If yes, please provide details of the most recent awards (up to 6 examples)

Reference no.	Project leader	Title
DPLUS026	Koen Vanstaen	British Virgin Islands MPA and hydrographic survey capacity building
DPLUS045	Koen Vanstaen	Mapping Anguilla's Blue Belt Ecosystem Services
DPLUS067	Rosana Ourens	Regional collaboration to achieve sustainable Caribbean fisheries management

4. Project Partners

Q10. Project partners

Please list all the partners involved (including the Lead Organisation) and explain their roles and responsibilities in the project. Describe the extent of their involvement at all stages, including project development. This section should illustrate the capacity of partners to be involved in the project, and how local institutions, local communities, and technical specialists are involved as appropriate.

Please provide written evidence of partnerships. Please add fields for more partnerships, if required. Details on roles and responsibilities in this project must be given for the Lead Organisation and all project partners.

Lead Organisation name:	Cefas
Details (including roles and responsibilities and capacity to engage with the project):	<p>Cefas will lead on this project and is responsible for liaising with the Government of Montserrat (GoM), Waitt Institute and local stakeholders to ensure its the successful delivery.</p> <p>The Cefas Project Lead will oversee the delivery of all aspects of the project, with different work package leads overseeing the input from a range of contributors. Cefas has extensive experience delivering similar projects in the Caribbean and globally, and has a wide range of scientists versed in capacity building, education and habitat mapping and biodiversity management. Discussions began in September 2016 with the GoM, who had identified access to similar data as a top priority. Recognising the work undertaken to date by the NGO Waitt Institute, this proposal was developed in partnership between Cefas, the GoM and the Waitt Institute. There are plans to develop the main port in Montserrat, port Little Bay with funding from the UK Caribbean Infrastructure Fund (UK CIF). Consequently, there is a need for capacity building and expert review and advice, which has been included in this scope. In June 2017 the Minister with responsibility for the Environment from Montserrat attended the UN Ocean Conference, as well as Cefas and the Waitt Institute.</p>

Do you have partners involved in the Project?

Yes

The limit for any single file uploaded as supporting materials with your application is 6MB. Please ensure documents are saved in PDF form where possible in order to minimise size.

1. Partner Name:	Waitt Institute
Website address:	http://waittinstitute.org/
Details (including roles and responsibilities and capacity to engage with the project):	<p>The Waitt Institute has been working with the Government of Montserrat since 2015 to establish and implement solutions on sustainable use of the marine environment and resources in Montserrat. The partnership with the Waitt Institute was developed in April 2017 following a series of meetings which identified the complementary nature that Cefas and the Waitt Institute could bring to a project to meet the requirements as defined by the Government of Monserrat. The Waitt Institute will provide existing coarse marine habitat mapping data obtained during their initial Marine Scientific Assessment. These data will be integrated with the high resolution bathymetry and seabed data collected as part of the CSSF Overseas Territories Seabed Mapping Programme and will be further complemented with additional data collected as part of this project in areas where gaps are identified. The Waitt Institute will lead on community engagement, building on the links established over the last 3 years. The Waitt Institute will also contribute to the education elements of the project, as it complements their vision to “empower communities to restore their ocean”. All of their contribution will be in kind.</p>
Would you like to include a letter of support from this organisation?	<input checked="" type="radio"/> Yes

<p>Letter of Support:</p>	<p>The limit for any single file uploaded as supporting materials with your application is 6MB. Please ensure documents are saved in PDF form where possible in order to minimise size.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div>
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Do you have more than one partner involved in the Project?

Yes

<p>2. Partner Name:</p>	<p>Government of Montserrat</p>
<p>Website address:</p>	<p>http://www.gov.ms/</p>

<p>Details (including roles and responsibilities and capacity to engage with the project):</p>	<p>The focus of this proposal was scoped out with the Government of Montserrat (GoM). The GoM will be the end-user of the high resolution data needed to effectively manage its marine resources. GoM staff will be trained in defining the requirements of the EIA process and review of the outputs produced, to ensure the long term sustainability of developments is considered. Where new data are collected or produced for the benefit of GoM staff, they will be trained in the use of the products such as habitat maps. Initial discussion on raising awareness amongst the general public about the challenges facing the oceans, led to the inclusion of an education element to this proposal. The GoM will also assist in defining the specifics of the education package developed and rolled out as part of the project. GoM will facilitate engagement with schools and teachers. They will also support the engagement with local stakeholders and ensure that the project addresses the local needs identified during project development. The capacity building theme throughout the project is seen as essential by the Government to ensure that knowledge is transferred to the country and applied in years to come.</p>
<p>Would you like to include a letter of support from this organisation?</p>	<p><input checked="" type="radio"/> No</p>
<p>Please explain why.</p>	<p>Due to the current situation in the Caribbean (devastation caused by recent Hurricanes), we have been unable to obtain a letter of support from the Government of Montserrat as of yet because of their back-log of work and change in government on the 15th September 2017. We expect to be able to submit a letter of support in the next few days as the project was fully supported by the previous Minister (Minister Claude Hogan) and is supported by Government Departments and employees. We will aim to get the letter emailed through separately within 10 days in time for the committee review.</p>

3. Partner Name:	
Website address:	
Details (including roles and responsibilities and capacity to engage with the project):	
Would you like to include a letter of support from this organisation?	<input type="radio"/> Yes <input type="radio"/> No

4. Partner Name:	
Website address:	
Details (including roles and responsibilities and capacity to engage with the project):	
Would you like to include a letter of support from this organisation?	<input type="radio"/> Yes <input type="radio"/> No

5. Partner Name:	
Website address:	
Details (including roles and responsibilities and capacity to engage with the project):	

<p>Would you like to include a letter of support from this organisation?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<hr/>	
<hr/>	

<p>6. Partner Name:</p>	<p> </p>
<p>Website address:</p>	<p> </p>
<p>Details (including roles and responsibilities and capacity to engage with the project):</p>	<p> </p>
<p>Would you like to include a letter of support from this organisation?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<hr/>	
<hr/>	

If you require more space to enter details regarding Partners involved in the Project, please use the text field below.

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5. Project Staff

Q11. Project staff

Please identify the core staff on this project, their role and what % of their time they will be working on the project.

These should match the names and roles in the budget spreadsheet.

Please provide 1 page CVs for these staff.

Name (First name, Surname)	Role	% time on project	CV attached below?
Simeon Archer-Rand	Principal Investigator for the delivery of the overall project and science lead on the Baseline data module	20	<input checked="" type="checkbox"/>
Koen Vanstaen	Project advisor with extensive experience	1.8	<input checked="" type="checkbox"/>
Karema Randall	Co -lead scientist on the Effective decision making module.	11.1	<input checked="" type="checkbox"/>
Lavern Rogers	Government of Montserrat main contact responsible for liaising with stakeholders	15	<input type="checkbox"/>

Do you require more fields?

Yes

Name (First name, Surname)	Role	% time on project	CV attached below?
Susana Lincoln	Co -lead scientist on the Education module	12	<input checked="" type="checkbox"/>

Have you attached all Project staff CVs?

No

Why have all Project staff CVs not been attached?

Due to the email system being currently down in the Government of Montserrat offices, Lavern Rogers hasn't been able to submit her CV.

CVs for Gary Saggars (Project Manager, 6.8%), Jemma Lonsdale (Co-lead Scientist on the Effective decision making module, 9.1%), Alison Pettafor (Habitat survey data processor, 3.7%) and a Survey Assistant (who will be selected from Cefas' pool of survey staff, 5.6%) have been included but they were not listed above due to lack of fields.

6. Background & Methodology

Q12. Summary of Project

Please provide a brief summary of your project, its aims, and the key activities you to undertake. Please note that if you are successful, this wording may be used by Defra in communications e.g. as a short description of the project on GOV.UK. Please bear this in mind, and write this summary for a non-technical audience.

The project will enable the Government of Montserrat to improve the management of the marine environment and key marine resources by strengthening the evidence base, local capacity and management tools to inform the sustainable development of Montserrat's marine based economy. Educating the younger generation on marine issues relevant to Montserrat will ensure the future sustainability of their marine environment.

Q13. Background

What is the current situation and the problem that the project will address? How will it address this problem? What key OT Government priorities and themes will it address?

Montserrat has a large marine area, which presents challenges in protecting biodiversity and achieving sustainable management. There has been a strong commitment towards marine conservation including the development of a Sustainable Ocean Policy (SOP) in partnership with the Waitt Institute. This policy aims to foster the sustainable, profitable and enjoyable use of ocean resources for current and future generations. In June 2017 the Government of Montserrat announced a commitment to protect 10-30% of its marine environment as a no-take marine reserve. An initial marine scientific assessment was undertaken by the Waitt Institute, but further work is needed to strengthen the evidence base and decision making processes.

Using newly acquired high resolution hydrographic data, combined with the existing environmental data and further targeted sampling, this project will result in a robust dataset which can form part of the evidence base for the development and implementation of the SOP. Capability will be built within the Government to support the effective implementation of the SOP and ensure that any future developments have minimal impact in the environment. In addition, awareness of marine issues and opportunities will be raised amongst younger generations to ensure that ocean resources will be preserved for years to come.

Q14. Methodology

Describe the methods and approach you will use to achieve your intended outcomes and impact. Provide information on how you will undertake the work (materials and methods) and how you will manage the work (roles and

responsibilities, project management tools etc). Give details of any innovative techniques or methods.

This project will have three core parts, all contributing to the effective and sustainable management of the marine environment and resources.

1. Baseline data

Modern and high-quality data are essential in informing robust and sustainable management decisions. The UK Government's Conflict, Stability and Security Fund (CSSF) Overseas Territories Seabed Mapping Programme aims to improve the baseline hydrographic evidence base around the UKOTs. Such hydrographic baseline data has proven highly valuable in environmental management in Darwin Plus projects 026 and 045. In August 2017, the United Kingdom Hydrographic Office (UKHO), project partner in those projects, started an extensive data collection programme along the entire West Coast of Montserrat. Building on our previous Darwin project experience, we will use the hydrographic data and use existing and new biodiversity data to develop high quality seabed habitat maps describing the extent and character of habitats along the West Coast of Montserrat where coastal developments and marine protected areas are planned.

2. Effective decision making

A key challenge faced by many Caribbean countries is to balance the short-term need for development with the long term aim of sustainability. In Montserrat, the proposed development of a breakwater in Little Bay, which has already been allocated £14.4 million of funding from the UK Caribbean Infrastructure Fund, is a real-life example where there is a requirement for high quality environmental baseline data to identify and mitigate any potential impacts as part of the development. Using the baseline data collected as part of this project, we will then build capacity and confidence within the Government of Montserrat to direct and assess the EIA process as part of the development. This capacity will be built based on Cefas' experience as technical advisor to UK regulators for similar UK infrastructure developments and their experience in similar capability building for environmental management and environmental impact assessments internationally.

3. Education

As an island nation, the people of Montserrat have a very close link to sea, but the advances in understanding gained from the seas around the island are not always shared with local people. Working with the local secondary school and in collaboration with the Waitt Institute we will develop a teacher's resource pack to teach contemporary marine issues relevant to Montserrat as part of the science curriculum. Cefas will work closely with the education community to ensure the pack is tailored to their individual needs, incorporating a wide range of resources which could include e-books, teachers support, classroom displays, differentiated activity resources and practical activities. At the same time, we propose to engage with the fishing community (for example the Fishers Association) with the aim to strengthen support in term of marine management, and also as a means to render the education material all the more meaningful for the schools, the fisher folk and the wider coastal communities in Montserrat. This will give the younger generation the knowledge needed to ensure the future sustainability of their marine environment.

If necessary, please provide supporting documentation e.g. maps, diagrams etc., using the File Upload below. The limit for any single file uploaded as supporting materials with your application is 6MB. Please ensure documents are saved in PDF form where possible in order to minimise size.

File name	Date uploaded
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7. Objectives, Stakeholders & Sustainability

Q15. Project Objectives

How does this project:

- Deliver against the priority issues identified in the assessment criteria
- Demonstrate technical excellence in its delivery
- Demonstrate a clear pathway to impact in the OT(s)

The project primarily addresses the following Darwin Plus Priorities for Round 6:

- Improving marine conservation, protection or management, including developing integrated marine management plans
- Developing data systems on biodiversity (and human activities affecting biodiversity) to help develop policies and management plans (including baseline survey and subsequent monitoring)

Montserrat is developing a Sustainable Oceans Policy and associated evidence data layers to ensure the long-term health of Montserrat's waters through ocean zoning, protected areas and fisheries reforms. This project will produce high resolution data layers and marine habitat maps to support the development and management of marine protected areas. The creation of MPAs in Montserrat will support the Convention on Biological Diversity target to have 10% of the world's oceans protected by 2020, and the UK Government's desire to have the rich environmental assets of the Overseas Territories protected for the future. Work was undertaken in Montserrat during 2016 to develop a coarse, national benthic habitat map.

This project will increase data resolution using recently acquired acoustic data and initiate data collection in deeper, unexplored waters. Working with local stakeholders, the project will use state-of-the-art survey equipment to achieve the best possible survey results, whilst demonstrating to local stakeholders the benefits of these techniques and training them in their usage. Skills needed to produce data to populate this national data system will be transferred, helping Montserrat deliver sustainable spatial planning and management of marine resources. In addition, EIA capacity building and education on marine issues will help with improving marine conservation.

Cefas is a trusted partner of the UK Government providing technical excellence in the delivery of surveys and advice in support of environmental management and decision making. This project will apply recognised, proven procedures and quality standards to the work undertaken and where necessary adjust them to local needs and conditions. By sharing knowledge and transferring skills to local stakeholders, this will embed these practices into good local decision-making policies and processes.

These methodologies are routinely and successfully used in UK marine mapping programmes and have been applied in Anguilla and British Virgin Islands. Contingency planning for weather downtime or equipment failure, with alternative options, is included as part of the survey plan. Cefas has also conducted capacity building for environmental management and environmental impact assessments internationally,

including for the Kuwait Environment Public Authority.

Cefas has been involved in an ocean literacy project at European scale and more locally working directly with primary and secondary schools and with colleges and academies. As part of our outreach work, we deliver science master classes, careers events and hosted an event during World Oceans Day where we guided students through a scientific study of the local coast.

This wide range of experiences has allowed realistic and effective planning of the proposed work, recognising potential risks.

Success of the project can be evaluated through the effective delivery of habitat mapping products and marine education resource packs, the skills gained by government officials and teachers and through feedback from the project advisory group.

Q16. Project Stakeholders

Who are the stakeholders for this project and how have they been consulted (include local or host government support/engagement where relevant)? Briefly describe what support they will provide and how the project will engage with them.

The primary stakeholder for this project is the Government of Montserrat Ministry of Agriculture, Land, Housing and the Environment. The Government of Montserrat will identify staff to participate in capacity building activities and cover their staff time during training periods. They will also liaise with teachers and the education department in order to allow the incorporation of the marine issues resource pack into the science curriculum, ensure that teachers are available for training. A venue for the training events will be provided by the Government of Montserrat at the Ministry's Headquarters, as an in kind donation.

This proposal is the result of the needs identified by the Ministry's representatives during a visit to Montserrat in June 2017. Further discussions took place via email and phone correspondence during the development of this proposal.

Q17. Institutional Capacity

Describe the lead organisation's capacity (and that of partner organisations where relevant) to deliver the project.

Cefas is an Executive Agency of the UK Government's Department for Environment, Food and Rural Affairs (Defra). Cefas are internationally renowned in delivering applied marine science solutions based on high quality science to conserve and enhance the aquatic/terrestrial environment, promote sustainable management of its natural resources, and protect the public from contaminants. Cefas has a range of resources and wide breadth of expertise with over 500 staff based in two UK

laboratories, an ocean-going research vessel, and over 100 years of experience. Many Cefas scientists are leaders in their fields and advisors on international bodies such as the International Council for the Exploration of the Sea (ICES). Cefas was the project leader for DPLUS026 and 045.

Cefas has widespread capability across the spectrum of marine habitat mapping and ecology; extending across tropical, temperate and polar marine and freshwater ecosystems. Cefas employs over 35 marine ecologists with expertise ranging from benthos, and reefs through to higher trophic levels, including fish and marine mammals. We apply ecological skills across a broad spectrum of assignments including: marine mapping projects, modelling programmes, monitoring and wider ecological survey, and climate change impacts in the marine environment.

Cefas is a well-established scientific advisor to Government bodies, with over 40 years' experience advising on the marine environmental effects of a range of human activities. These bodies include the Marine Management Organisation (MMO), Natural Resources Wales (NRW) and Department for Business, Energy and Industrial Strategy (BEIS). Cefas are the primary scientific and technical advisor to the MMO and NRW and in that capacity provide independent expert advice on marine licence applications under the Marine and Coastal Access Act (2009) and Planning Act (2008) for Nationally Significant Infrastructure Projects (NISPs). The team has approximately 30 advisors with specialisms in marine ecology, marine processes, marine and freshwater fisheries, underwater noise, marine chemistry and dredging and disposal. They also advise UK and overseas Governments on policy and strategic matters and act as UK Delegates for OSPAR and London Convention/ London Protocol and help develop guidelines for such EIA to ensure their appropriate implementation.

Cefas education experience includes involvement in a pan-European ocean literacy project called SeaChange (www.seachangeproject.eu) and many of our staff are actively involved in outreach and education events including master classes, school visits and career events. In addition, several Cefas scientists lecture in various universities across the UK and many are teacher trained.

The Waitt Institute is a non-profit organisation who partners with governments and communities to provide technical assistance for sustainable ocean management. This includes marine spatial planning, fisheries management, and community stewardship. Leveraging an international network of researchers and NGOs, the Institute team conducts ecological assessments, ocean habitat and use mapping, socioeconomic surveys and legal framework analyses to support decision-making processes. To build community support, Institute staff conduct education and outreach activities. Since 2015, the Institute has partnered with the GoM to create and implement sustainable ocean policies. The project partners conducted a marine scientific assessment that collected marine habitat data, upon which this proposal will build.

Q18. Sustainability

How will the project ensure benefits are sustained after the project has come to a close? If the project requires ongoing maintenance or monitoring, who will do this

and how will it be funded?

Capacity building lies at the heart of this proposal. Through workshops, active involvement and staff exchanges, knowledge will be shared with local staff. This has proven successful during previous projects (DPLUS026, DPLUS045). Training materials and education packages will be produced to facilitate ongoing activities after this project.

High quality marine surveys are expensive, therefore delivering surveys efficiently is essential. This project will use the concept “collect once, use many times” and demonstrate the sustainability of a joined-up delivery and benefit for all.

Working closely with local stakeholders, will ensure personal and professional relationships will be maintained beyond the project, and provide continued remote support after the project.

The outputs will provide a basis for the development of marine protected areas, sustainable management and education of future generations beyond the duration of the project. If OT Blue Belt protection is to contribute to global biodiversity targets, knowledge of these resources is a critical first step.

8. Funding and Budget

Q19. Budget

Please complete the appropriate Excel spreadsheet linked below, which provides the Budget for this application. Some of the questions earlier and below refer to the information in this spreadsheet. Note that there are different templates for projects requesting over and under £100,000 Darwin Plus budget.

R6 D+ Budget form for projects under £100,000

R6 D+ Budget form for projects over £100,000

Please refer to the Finance Guidance for more information.

N.B.: Please state all costs by financial year (1 April to 31 March) and in GBP.

Budgets submitted in other currencies will not be accepted. Use current prices – and include anticipated inflation, as appropriate, up to 3% per annum. The Darwin Initiative cannot agree any increase in grants once awarded.

Please upload your completed Darwin Plus Budget Form Excel spreadsheet using the field below.

Q20. Co-financing

Are you proposing co-financing?

Yes

Secured

Provide details of all funding successfully levered (and identified in the Budget) towards the costs of the project, including any income from other public bodies, private sponsorship, donations, trusts, fees or trading activity, as well as any your own organisation(s) will be committing.

(See “Finance for Darwin & IWT” and the "Guidance for Applicants" documents)

Cefas is providing £117,324 towards the costs of the project. This was done by reducing staff overheads from our normal Full Economic Costs (FEC) rates.

The Waitt Institute is contributing £61,940 of habitat mapping data and staff and travel.

The UKHO will provide bathymetric data. The Government of Montserrat will provide staff time and a venue for the workshops. The value of the UKHO data and Montserrat Government contributions have not been determined.

The Government of Montserrat, Waitt Institute and UKHO contributions are in kind donations.

Unsecured

Provide details of any co-financing where an application has been submitted, or that you intend applying for during the course of the project. This could include co-financing from the private sector, charitable organisations or other public sector schemes.

Date applied for	Donor Organisation	Amount	Currency code	Comments

Please give brief details including when you expect to hear the result. Please ensure you include the figures requested in the Budget Spreadsheet as Unconfirmed funding.

n/a

Do you require more fields?

No

9. Financial Controls, Value for Money & Open Access

Q21. Financial Controls

Please demonstrate your capacity to manage the level of funds you are requesting. Who is responsible for managing the funds? What experience do they have? What arrangements are in place for auditing expenditure?

To ensure that the resources of the project are utilised, specified members of Cefas staff have authority to approve and control requisitions and expenditure. An Audit Committee, a formally constituted committee of the Cefas Management Board considers and provides advice on: the establishment and maintenance of an effective system of internal control and risk management, the appointment and effective operation of internal audit.

The Project manager will be responsible for managing the project funds. All project expenditure will be approved by the Project Sponsor or a member of the Cefas Senior Management Team. The project manager has over 7 years experience managing projects and project budgets, ranging from £20k to £500k projects for Government and commercial customers, and varying complexity.

As an Executive Agency of Defra, Cefas is subject to Government Spending Controls as set out in the Cabinet Office Controls guidance document.

Q22. Financial Management Risks

Explain how you have considered the risks and threats that may be relevant to the success of this project, including the risks of fraud or bribery.

Cefas has an anti-fraud policy which sets out a commitment to eliminate it amongst staff, contractors and suppliers. As a UK government agency Cefas adheres to the Bribery Act 2010.

Key risks posed from this project may include (but not limited to):

- The identified vessel to undertake survey work for habits mapping, will be reviewed and risk assessed as part of Cefas' stringent H&S checks to ensure the safety of staff at all times. A methodology document will be produced for the survey and the vessel will have safety checks undertaken by a qualified member of Cefas staff.
- Considerations to weather in the survey region will be monitored as part of the check list for off-shore works. Other technical risks will be considered with suitable mitigation put in place.
- Lack of engagement on behalf of the education stakeholders could cause delays and also lessen the impact and relevance of the education material we can produce. We will ensure to involve all the key stakeholders from the start, we will consult them

following established co-creation methods and work with them to ensure we produce an education pack that is fit to their needs and meets their expectations.

Q23. Value for money

Please explain how you worked out your budget and how you will provide value for money through managing a cost effective and efficient project. You should also discuss any significant assumptions you have made when working out your budget.

The budget was built based on the project team's experience undertaking similar work with UKOTs, SIDS and previous Darwin projects, allowing us to present a realistic costing. This will enable us to deliver the work and training in a cost-effective manner, providing value for money. With a significant amount of travel involved, all journeys will be completed in economy class with best value fares selected. All other expenditure will follow Cefas policy to stay below FCO Worldwide Subsistence Rates.

High quality marine evidence collection is expensive, so data will be collected to maximize the number of outputs. By aligning this project with the work already undertaken by the Waitt Institute and the UKHO, we will perform a ground-truthing survey for a fraction of the cost (if no previous data was available), significantly increasing the coverage and definition of the habitat mapping around the island. Cefas survey equipment will be offered at a reduced rate compared to standard commercial/governmental work. All GoM staff time will be provided in-kind to the project, demonstrating Montserrat's commitment. To date, no valuation of this cost has been provided to be included in the budget.

GBP-USD exchange rate of 1:1.34 was used in the budget spreadsheet.

Q24. Outputs of the project and Open Access

All outputs from Darwin Plus projects should be made available on-line and free to users whenever possible. Please outline how you will achieve this and detail any specific costs you are seeking from Darwin Plus to fund this.

As an Executive Agency of Defra, Cefas complies with UK Government requirements to make all data available for re-use. Cefas has an internal data management system which published data directly on its Open Access Cefas Data Hub (<https://www.cefas.co.uk/cefas-data-hub>). From there the data are distributed to UK Data Archive Centres (DAC) for marine data by the Marine Environmental Data and Information Network (MEDIN). Cefas itself is a DAC for fisheries data. All data supplied to DACs is often picked up by global data centers such as GBIF, thereby increasing the visibility of the data.

All data from this project will be shared with the Government of Montserrat and the education packs will be shared with schools.

As per our previous Darwin Plus projects, we will always seek opportunities to promote our Darwin Plus work, whether through social media, conference presentations, press releases, Ministerial or high-profile meetings.

10. Logical Framework

Q25. Logical Framework

Darwin Plus projects will be required to report against their progress towards their expected outputs and outcome if funded. This section sets out the expected outputs and outcome of your project, how you expect to measure progress against these and how we can verify this.

Annex D and Annex E in the Guidance Notes provides helpful guidance on completing a logical framework, including definitions of the key terms used below.

Impact:

To provide the government of Montserrat with the necessary skills and tools for effective management of marine biodiversity and give younger generations knowledge to ensure its sustainability.

Project Summary	Measurable Indicators	Means of Verification	Important Assumptions
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<p>Outcome:</p> <p>To develop in country capability and ability to protect biodiversity and manage the marine environment and its marine resources</p>	<p>0.1 Publish a west coast database of coastal habitats. Increase habitat knowledge in waters exceeding 100m compared to baseline</p> <p>0.2 Montserrat are confident and have the skills to implement and maintain good marine surveys, review EIAs and teach marine issues.</p>	<p>0.1 Area coverage (km²) and resolution increased compared to baseline</p> <p>0.2 Two-way knowledge transfer has been undertaken between local managers and UK domain specialists. Montserrat staff attended UK based knowledge exchange. Course certificates issued.</p>	<p>0.1 Weather allows data collection</p> <p>0.2 Training and knowledge exchange will give staff skills and confidence needed</p>
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Output 1:

Knowledge transfer and building capacity

1.1 Training workshops delivered to local stakeholders on:
a) analysis of ground-truthing data to produce marine habitat maps
b) stock assessment
c) Effective Decision Making
1.2 Government representatives attend workshops;
1.3 Number of local staff participating in field surveys
1.4 Effective decision making case studies to be reviewed and completed by workshop attendees

1.1 Training agenda.
1.2 Training attendees list.
1.3 Survey reports with staff list
1.4 Report on the outputs of case studies reviews

Local staff are able to participate in knowledge exchange events

Local staff are able to participate in researcher exchange and are able to obtain necessary seagoing and medical qualifications

<p>Output 2:</p> <p>GIS Database with environmental layers and maps of marine benthic habitats in shelf waters</p>	<p>2.1 Undertake 14-day video characterization survey of habitats identified</p> <p>2.2 All survey data made available in GIS format.</p> <p>2.3 Number of data layers in database</p>	<p>2.1 Number of survey days delivered, evidence from daily progress reports</p> <p>2.2 Number of data layers provided to Montserrat GIS Information Centre</p>	<p>Weather conditions suitable for survey activities to be undertaken during time in country</p>
<p>Output 3:</p> <p>Increase awareness on marine issues affecting Montserrat</p>	<p>3.1 Consultation meetings attract a good number of interested education professionals</p> <p>3.2 Government representatives attend workshop and support the inclusion of ocean literacy topics in the curriculum</p> <p>3.3 Resource pack and training materials are well received and put to use in the classrooms</p>	<p>3.1 Meeting Minutes</p> <p>3.2 & 3.3 Attendance list</p> <p>3.4 e-books, teachers support, classroom displays, differentiated activity resources and practical displays</p>	<p>Local teachers are able to participate in consultation meetings</p>
<p>Output 4:</p>			
<p>Output 5:</p>			

Do you require more Output fields?

It is advised to have less than 6 Outputs since this level of detail can be provided at the Activity level.

No

Activities

Each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1. Each new activity should start on a new line.

- 1.1 Project kick off meeting, mid-project and final stakeholder meeting
- 1.2 2 day video survey techniques and analysis training course
- 1.3 1 day data interpretation and mapping training course
- 1.4 Researcher exchange
- 1.5 Two 4-5 day workshops in Montserrat to build the capacity of staff in managing the marine environment through enhancing knowledge on the environmental impact assessment (EIA) evaluation process, its use in decision-making and identify relevant issues associated with marine development projects.
- 1.6 EIA Evaluation Support for developments

- 2.1 Review multibeam echosounder data and design video characterization survey
- 2.2 Undertake 14 day video characterization survey
- 2.3 Analyse and quantify physical characteristics and biological communities from video and photographs
- 2.4 Combine data with Waitt Institute survey to develop habitat characterization data layers
- 2.5 Share habitat layers with local stakeholders
- 2.6 Publish paper in peer review journals to increase knowledge of the distribution of the marine biodiversity
- 2.7 Make data freely available to data archive centres. Data available to UK and Local government to inform development.

- 3.1 Premeeting
- 3.2 Preparation ahead of consultation
- 3.3 1st consultation meeting in Monserrat
- 3.4 Creation of draft resource pack
- 3.5 2nd consultation meeting in Monserrat
- 3.6 Amending and finalising resource pack
- 3.7 3rd and final meeting in Monserrat; launch and celebration of the new education pack

11. Implementation Timetable

Q26. Provide a project implementation timetable that shows the key milestones in project activities

Please complete the Excel spreadsheet linked below to describe the intended workplan for your project.

[Darwin Plus Implementation Timetable XLS](#)

Please add columns to reflect the length of your project.

For each activity (add/remove rows as appropriate) indicate the number of months it will last, and fill/shade only the quarters in which an activity will be carried out.

12. Monitoring and Evaluation

Q27. Monitoring and evaluation (M&E) plan

Describe, referring to the Indicators above, how the progress of the project will be monitored and evaluated, making reference to who is responsible for the project's M&E.

Darwin Initiative projects are expected to be adaptive and you should detail how the monitoring and evaluation will feed into the delivery of the project including its management. M&E is expected to be built into the project and not an 'add' on. It is as important to measure for negative impacts as it is for positive impact.

To ensure the effective management of projects and project funding, Cefas maintain a pool of qualified project managers, who operate in accordance with Cefas's ISO 9001 certified quality management system. The project manager will support the Principal Investigator (PI) by holding monthly reviews to monitor progress. The above list of Indicators and Means of Verification will be transferred to a spreadsheet, which will form part of a monthly checklist that will be completed by the project manager to track progress against milestone delivery, budget and quality.

A customised Management Information System will be used by the Project Manager to monitor project finances and resources. The Project Manager will also review resource availability and will maintain a risk register which will be reviewed on a monthly basis. The PI will have responsibility for the day-to-day delivery by the project team and the quality of the project outputs. The PI will submit 6-monthly progress reports, reviewed and approved by the Project Manager prior to submission to the Darwin Administrators.

Where the monthly reviews identify new or increased risks to the project in terms of delivery, budget or resourcing, the Project Manager and PI will explore options to revise the project plan to achieve the best outcome for the project. Any significant variations of the project plan in terms of delivery or budget, will be addressed through a "Contracts Variation Request" submitted to Darwin Administrators.

Cefas and its partners have extensive experience delivering successful, high impact projects. Success of the project can be guaranteed through use of tried and tested protocols for the collection of biological data against quality standards and the application of proven capacity building methodologies.

A significant part of this project will be capacity building for Government of Montserrat staff and teachers. Following each training or knowledge exchange event, participants will be asked to complete an evaluation for, which will aim to make future events even more effective.

Number of days planned for M&E	69
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Total project budget for M&E (this may include Staff and Travel and Subsistence Costs)	£16,955.00
Percentage of total project budget set aside for M&E (%)	5.3

13. Certification

Q28. Certification

On behalf of the

company

of

Centre for Environment, Fisheries & Aquaculture Science (Cefas)

I apply for a grant of

£321,783.48

in respect of all expenditure to be incurred during the lifetime of this project based on the activities and dates specified in the above application.

I certify that, to the best of our knowledge and belief, the statements made by us in this application are true and the information provided is correct. I am aware that this application form will form the basis of the project schedule should this application be successful.

(This form should be signed by an individual authorised by the applicant institution to submit applications and sign contracts on their behalf.)

- I have uploaded CVs for project principals and letters of support.
- I have uploaded our most recent signed audited/independently verified accounts and annual report (if appropriate).



Name	Steve Millward
Position in the organisation	Operations Director

Signature (please upload e-signature)	
Date	06/10/2017

If this section is incomplete the entire application will be rejected.

14. Submission Checklist

Checklist for submission

	Check
Have you read the Guidance documents, including the ' <u>Guidance Notes for Applicants</u> ' and ' <u>Finance Guidance</u> '?	<input checked="" type="checkbox"/>
Have you read, and can you meet, the current <u>Terms and Conditions</u> for this fund?	<input checked="" type="checkbox"/>
Have you provided actual start and end dates for your project?	<input checked="" type="checkbox"/>
Have you provided your budget based on UK government financial years i.e. 1 April – 31 March and in GBP?	<input checked="" type="checkbox"/>
Have you checked that your budget is complete, correctly adds up and that you have included the correct final total at Q7?	<input checked="" type="checkbox"/>
Has your application been signed by a suitably authorised individual?	<input checked="" type="checkbox"/>
Have you uploaded a 1 page CV for all the Project Staff (listed at Q11) on this project, including the Project Leader?	<input checked="" type="checkbox"/>
Have you included a letter of support from the applicant organisation, <u>main</u> partner(s) organisations and the relevant OT Government?	<input checked="" type="checkbox"/>
Have you uploaded a signed copy of the last 2 years annual report and accounts for the lead organisation, or provided an explanation if not?	<input checked="" type="checkbox"/>
Have you checked the <u>Darwin Plus website</u> to ensure there are no late updates?	<input checked="" type="checkbox"/>