

## Darwin Plus: Overseas Territories Environment and Climate Fund Annual Report

To be completed with reference to the "Writing a Darwin Report" guidance:  
(<http://www.darwininitiative.org.uk/resources-for-projects/reporting-forms>). It is expected that this report  
will be a **maximum** of 20 pages in length, excluding annexes)

**Submission Deadline: 30<sup>th</sup> April 2020**

### Darwin Plus Project Information

Project reference	DPLUS079
Project title	Improving Sustainability of Marine Management in Montserrat
Territory(ies)	Montserrat
Lead organisation	Cefas
Partner institutions	Government of Montserrat, Waitt Institute
Grant value	£321,783.48
Start/end dates of project	01/04/2018 – 31/03/2021
Reporting period (e.g. Apr 2019-Mar 2020) and number (e.g. Annual Report 1, 2)	April 2019 – March 2020 Annual Report 2
Project Leader name	Rachel Mulholland
Project website/blog/social media	@CefasGovUk
Report author(s) and date	Rachel Mulholland, Alex Callaway, Karema Randall, Joanne Smith, and Kerry l'Anson from Cefas Lavern Rogers-Ryan from Government of Montserrat 20/04/2020

### 1. Project summary

The project consists of three separate work packages delivering complimentary work streams. These are:

- Training in the assessment of Environmental Impact Assessments (EIA) to help improve management decisions around development projects;
- Producing education materials to contribute to the secondary school syllabus increasing awareness of the marine environment in Montserrat's younger generation;
- Seabed mapping using high resolution data to enable more targeted management of seabed features for sustainable use.

The project will enable the Government of Montserrat (GoM) 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.

## 2. Project stakeholders/partners

All partners, in particular GoM, have been engaged at all points of project planning and delivery throughout the reporting year.

On the EIA aspect of the project, the training workshop content was chosen in discussion with representatives of the Montserrat Ministry of Agriculture, Trade, Lands, Housing and Environment (MATLHE) and based on feedback from the participants of the first workshop. Separate training sessions and meetings were driven by specific topic requests from MATLHE staff members and additional discussions during the year were based on demand from the host country.

On the education aspect of the project, work continued on the educational resource pack with ongoing collaboration with Montserrat Secondary School throughout. Interaction with AQUA Montserrat was ceased because the interaction that was understood to be a collaborative effort became a demand for funding based upon false assumptions (e.g. that the project had been originally designed without engaging local stakeholders), which the project was unable to support. Future engagement with local businesses in OT's would likely benefit from a written agreement stating nature of the relationship if collaboration is to be undertaken to avoid similar misinterpretation of any agreement and unreasonable demands from local entities.

On the seabed mapping aspect of the project, the survey plan was reviewed with GoM staff and stations added and locations adjusted to fulfil the requirements of GoM in future monitoring. Access to restricted sea areas was also facilitated by GoM.

## 3. Project progress

A comment on the progress of the project from Lavern Rogers-Ryan, primary project contact for GoM:

*“The project has progressed well since its inception. Many persons have now taken a keen interest in Montserrat’s marine health and its sustainability. The undertaking of the surveys to inform a habitat map for our ocean floor was welcomed and now many are looking forward to the results of this undertaking. This is seen as an important element needed to inform the upcoming development of the port project in Little Bay. The engagement of CEFAS’ staff in the most recently held EIA workshops, has allowed for data exchange and knowledge sharing to take place as we better manage projects and provide a balance between economic development and environmental sustainability. Although the education and outreach visit, planned for the end of March, and the EIA researcher exchange, planned for May, had to be cancelled due to the coronavirus pandemic and subsequent travel restrictions, we hope that this can be still undertaken at a future date. We look forward to the successes that we will achieve in the last year of the project as we continue to treasure the relations that have been created and maintained between the Government of Montserrat (GOM) and the Centre for Environment Fisheries and Aquaculture Science (CEFAS).”*

### 3.1 Progress in carrying out project Activities

**Output 1: Undertake knowledge transfer and build capacity through workshops and training with a minimum of 10 GoM staff from different departments for the duration of the project.**

Activity 1.1 includes the project kick off meeting which was completed in Q1 of Year 1, a mid-project meeting, and final project handover meeting which is due for completion in Q4 of Year 3. Mid project catch-up and review discussions were held at the end of Year 1 and during this year for each of the three separate project aspects individually and for the project generally (evidence provided in Annual Report 1 and Annex 3). The Cefas staff responsible for each of the three project aspects also maintain regular communication with their GoM counterparts where they discuss progress with the project deliverables and any issues or concerns.

Activity 1.2 was partially completed, training in video survey techniques was extended throughout the ground-truthing survey whilst training in analysis will be delivered alongside Activity 1.3 in Year 3.

Planning is underway for Activity 1.4 and this is due to take place in Q1 of Year 3; however, due to the Covid-19 travel restrictions it is possible that this may be delayed to later in the year. In discussion with MATLHE, three staff members from GoM have been selected to participate in the researcher exchange visit. These are Director of Environment Ernestine Corbett, Chief Physical Planner Jerome Meade and Environment Officer Stephen Mendes.

Activity 1.5 was completed by the second EIA workshop delivered in Q3 of Year 2. EIA evaluation support, being delivered under Activity 1.6, is ongoing and due for completion on target by Q3 of Year 3.

### **Output 2: Create and provide a GIS Database with environmental layers and maps of marine benthic environments in Western shelf waters by quarter three, 2021**

Activity 2.1, review of data and survey design, was fully completed in Year 1. The 14-day video characterisation survey under Activity 2.2 was completed in Q1 of Year 2.

Activity 2.3, the analysis of the survey data, was completed in Q4 of Year 2.

Activities 2.4 – 2.7 are due for completion in Year 3.

### **Output 3: Increase awareness on marine issues affecting Montserrat by creating an educational resource pack to be used within the secondary school. Work closely with the community, providing information and support to current local projects (Aqua Montserrat) and attend community events (St Patricks Day Parade) by March 2021**

Activities 3.1 – 3.3 were completed in project Year 1.

Activity 3.4, the creation of the draft resource pack was completed in Q3 and Q4 of Year 2. The second consultation meeting on this resource pack, Activity 3.5, was planned for March 2020 to coincide with the St Patrick's Festival to allow for the education team to host an outreach stand at the Festival for the second year running. Unfortunately, due to the Covid-19 pandemic and resultant travel restrictions, we were forced to cancel this visit at the last minute (the day before the education team were due to fly out to Montserrat). As a result of this last-minute visit cancellation, we were unable to hold the in-person consultation meetings with the relevant stakeholders on the draft resource pack. The team is still in communication with stakeholders on the development of the resource pack and meetings are going ahead where possible via Skype; however, due to the nationwide lockdown of staff in both the UK and Montserrat, communication is challenging. The education team hope to be able to rearrange the consultation visit once travel restrictions are lifted and this will be kept under review.

Activities 3.6 and 3.7 are due for completion in project Year 3.

## **3.2 Progress towards project Outputs**

### **Output 1: Undertake knowledge transfer and build capacity through workshops and training with a minimum of 10 GoM staff from different departments for the duration of the project.**

On the seabed mapping aspect of the project, during the ground-truthing survey 10 staff from three GoM departments were trained in the use of the underwater camera equipment (evidence included in Annex 4 which includes photographs of the on-vessel practical components, and the post survey debrief). Personnel from three MATLHE departments; Fisheries, Land and Surveys and Physical Planning received training. A maximum of four MATLHE personnel were on board during one of the following survey days; 12, 13, 14 and 15 May 2019. The likely key users of the ground-truthing equipment were present on multiple days; Mrs Lavern Rogers-Ryan and Rondel Meade of the Physical Planning Unit, Chase Buffonge of the Fisheries Division, Nicole Duberry and Jovarn Thornhill from the Department of Environment. Training covered all elements of a shallow water sea-bed imaging survey including planning, health and safety, equipment maintenance and mobilisation, deployment, recovery, survey data recording and quality control. Further training in data analysis will be delivered in Year 3.

On the EIA aspect of the project, the second of the two planned EIA workshops was held on 22 and 23 October 2019 at the Disaster Management Coordination Agency in Montserrat. Building on the knowledge gained and the outcomes of the first workshop, this second workshop covered fewer subjects but went into more detail on the areas covered. The topics included were chosen in discussion with representatives from MATLHE and based on feedback from the participants of the first workshop. The first workshop in October 2018 was attended by 17 GoM staff members and stakeholders over the two days. The second workshop was attended by 11 participants on each day. The workshop included interactive sessions based on a local development EIA report. Based on feedback received from Darwin to the previous workshop in project Year 1, the workshops included an assessment of the participant's level of knowledge before the workshop began on the subjects to be covered in order to allow for an assessment of knowledge gained as a result of the workshop. Every participant who returned an evaluation form indicated that their level of knowledge had increased for the majority of topics covered in the workshop. The workshop report to accompany this output is included in Annex 5 which includes the workshop agenda, a detailed attendees list, copies of presentation slides, and the workshop evaluation forms.

Alongside the EIA workshop, more targeted training of individuals from the Environment Department and Physical Planning Unit has been undertaken. A 1-day training session was held on 24 October 2019 with Director of Environment Ernestine Corbett, Chief Physical Planner Jerome Meade and Environment Officer Stephen Mendes. Following discussions with the attendees, this training focussed on mitigation and monitoring in the EIA process and following project approval. This was conducted primarily through group discussions and activities and the use of local case studies. Evidence to support this output is included in Annex 3 which includes minutes from the planning meeting for the workshop and training day between Cefas and GoM, and Annex 6 which includes copies of presentation slides and case studies from the training session.

Planning is ongoing for the researcher exchange visit to Cefas in the UK for nominated GoM staff. This researcher exchange training visit will now be for three staff members rather than the originally anticipated two. The staff members to participate in this aspect of the project have now been identified (Director of Environment Ernestine Corbett, Chief Physical Planner Jerome Meade and Environment Officer Stephen Mendes). This visit is planned for May 2020 (subject to Covid-19 travel restrictions). Evidence to support this output is included in Annex 3 which includes minutes from the researcher exchange visit planning meeting between Cefas and MATLHE.

Work has been progressing on the creation of the EIA training pack. This is being designed based on feedback from workshop and training participants on areas where they would appreciate additional guidance. Several EIA guidance documents and resources have already been provided to GoM (see workshop report in Annex 5). Additional resources have already been prepared for distribution to participants in the researcher exchange visit in May.

We consider that output 1 is on track in terms of deliverables and project timetable and is likely to be achieved by the end of the project as long as planned workshops and training visits are able to proceed without hindrance from extended Covid-19 travel restrictions in project Year 3.

**Output 2: Create and provide a GIS Database with environmental layers and maps of marine benthic environments in Western shelf waters by quarter three, 2021.**

Following completion of the ground-truthing survey in Q1 of Year 2, a shapefile describing the preliminary classification, derived from live annotations, of each survey station, was provided to GoM partners (see Annex 4). Additional data layers were derived from bathymetry and backscatter data layers (evidence provided in Annex 9) which will be used to assist in the final seabed characterisation. An initial segmentation of these layers has also been performed (see Annex 9). The analysed ground-truthing imagery data was received in Q4 Year 2, and quality controlled to ensure accuracy and consistency of faunal identification and enumeration. Annex 9 presents evidence of the completion of this analysis.

With the delivery of the imagery analysis and the initial segmentation complete, the work will now focus on multivariate assemblage analyses of the percentage cover matrix, derived from the imagery analysis. The completion of these analyses will be complete by Q3 2020. This will

result in the derivation of habitat classes which will then be used to inform the training of a predictive model and a creation of a preliminary habitat map by the end of Q4 2020.

**Output 3: Increase awareness on marine issues affecting Montserrat by creating an educational resource pack to be used within the secondary school. Work closely with the community, providing information and support to current local projects (Aqua Montserrat) and attend community events (St Patricks Day Parade) by March 2021**

Following last year's school visit, work continued on the educational resource pack (Indicator 3.2), with ongoing collaboration with Montserrat Secondary School (MSS) throughout. Following guidance from the geography teacher at MSS we have developed a draft version of the resource pack including the following topics: Corals, Mangroves, Tourism, Waves, Surveying, Mapping, Wetlands, and island comparisons (see Annex 7 for excerpts from the draft resource pack). Several resources have also been sourced to support the delivery of this resource pack. Due to Covid-19 travel restrictions delivery and input into the draft resource pack has been put on hold. Communication with all those involved has continued but creating the final version of the pack cannot progress until travel restrictions are lifted.

An in-country outreach event and several in-person stakeholder meetings were planned for March 2020 to progress the draft resource pack. Unfortunately, as set out in section 3.1, this visit was cancelled due to Covid-19 travel restrictions. The education team hope to be able to rearrange the consultation visit once travel restrictions are lifted and this will be kept under review. The cancellation of this one visit alone is not anticipated to cause a delay to the production of the resource pack and communication with stakeholders on the pack is proceeding where possible via email and Skype. However, due to the nationwide lockdown and working restrictions in Montserrat and the UK, some aspects of this work are currently proving difficult and, if this situation were to remain for an extended period of time, it may impact on future planned visits and, if this is the case, on the delivery date of the resource pack.

### **3.3 Progress towards the project Outcome**

**Enhanced in-country capability and ability to protect biodiversity and manage the marine environment for sustainable use of its marine resources by March 2021.**

Progress to towards the outcome is underway.

The west coast database (Indicator 0.1) is being built as data become available and is on track for publication before March 2021. A working database will be available by the end of Q1 in Year 3 and refined in consultation with GoM prior to final delivery in Q3 of Year 3 and subsequent public availability from data archive centres.

The EIA training pack (Indicator 0.2) is in progress (see Section 3.2) and is on track for completion and delivery before the end of the project.

Training in survey techniques (Indicator 0.3) was delivered during project Year 2 (see Sections 3.1 and 3.2) although distribution of the Standard Operating Procedure was delayed until September 2019 and not received by GoM until January 2020. The use of the equipment by multiple staff across multiple departments will increase both the capability and ability to monitor Montserrat's marine resources effectively.

The education resource pack to implement ocean literacy topics within the school curriculum (Indicator 0.4) is in progress (see Section 3.2). A draft pack has been produced and discussions on the finalisation of this pack are currently underway.

It is considered that these four indicators are still adequate for measuring achievement of the intended outcome. It is considered that we are on track currently to complete all of the activities and outputs detailed within the project logical framework by the end of the project and, therefore, we consider it likely that the overall project outcome will be achieved. This presumption is, however, based on the assumption that travel and working restrictions from Covid-19 will not be extended to a point where Year 3 visits are not able to proceed as planned. It is looking increasingly likely that impacts from the Covid-19 pandemic will affect the project timetable for Year 3 and we are currently in discussions with Darwin on this issue.

### **3.4 Monitoring of assumptions**

The assumptions listed in the log frame remain valid. There have been no instances of these assumptions being violated and progress of the project has not been affected. There are risks to the project delivery which are captured in an internal risk register document. These are under constant review and escalated when required. The risk register has not been provided with this report; however, it is available on request. The majority of high-risk components are a result of communications delays with external departments but have been mitigated by local partners.

An additional assumption going forward for Year 3 of the project is that travel and working restrictions from Covid-19 will not be extended to a point where Year 3 visits are not able to proceed as planned. We anticipate, however, that this will be the case and the project timetable for next year will be impacted. We are currently in discussions with Darwin on this issue.

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

Provision of EIA training workshops and the EIA training pack will strengthen management tools to inform the sustainable development of Montserrat. This will allow informed decisions to be made on development projects which adequately consider and mitigate for any impacts on Montserrat's marine biodiversity.

The education resource pack will increase awareness of marine issues affecting Montserrat and Montserrat's biodiversity. This increased knowledge and awareness will help to highlight the importance of biodiversity conservation. Through targeting this resource pack at secondary school children, this impact will last for years to come and influence future generations.

Provision of the underwater camera system and training in its use will enable GoM to monitor the seabed more effectively than departments are currently able to. The system can be operated at depths which are of higher risk to divers and for longer periods which enables wider monitoring of the marine environment (See station distribution and daily progress in Half Year Report 2). Two activities which represent areas of environmental concern are the port development in Little Bay and the positioning of fish traps by the island's fishers, activities that are essential for sustainable development of Montserrat's economy. Use of the camera equipment will enable greater monitoring capability in areas of concern and provide evidence to initiate mitigation measures where necessary. This evidence-based approach to monitoring and management of the marine environment of Montserrat has been limited until now. This will contribute to biodiversity conservation through sustainable management as well as contributing to human development and wellbeing through aiding in the management of marine uses essential to Montserrat's economy and individual livelihoods.

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, establishing Marine Protected Areas (MPAs) and fisheries reforms. This project will produce high resolution data layers and marine habitat maps to support the development and management of MPAs. It will also assist in the use of sustainable management practices through EIA review. The creation of MPAs in Montserrat will support the United Nations target to have 30% of the world's oceans protected by 2030, and the UK Government's desire to have the rich environmental assets of the Overseas Territories protected for the future. Work towards these ultimate goals is ongoing throughout the project.

## **5. OPTIONAL: Consideration of gender equality issues**

The Cefas and GoM teams working on this project are of mixed genders. The stakeholders engaged in the various aspects of the project are generally an even mix of men and women.

Active steps are taken by the Cefas team to ensure equal opportunities are available for all genders at advanced training events and workshops. It is recognised that if travel to stakeholder workshops, training events or meetings is required, equal gender attendance may be limited by parental responsibilities. Therefore, the Cefas team give consideration in the organisation of training workshops and meetings to the location, length and timing of any events to allow stakeholders who may have parental duties the ability to attend more easily.

There were a total eight participants for the practical marine environmental survey training, held between 12 and 15 May 2019. Of these eight, two were women and six were men. The female participants were senior staff and managers of the other participants. This training was undertaken during usual working hours with a choice of days during the week for participants to attend in order to accommodate attendance from participants who may have had other family responsibilities to fit around.

For the EIA workshop held in October this year, the team, in discussion with MATLHE, agreed on the timings for the training to be between 09:00 and 15:00 to allow parents with school collection responsibilities to attend. The team understand that it may not be possible for workshop attendees to commit to both days in full and are therefore flexible if participants are only able to attend sections of the training. Where this is the case, the workshop facilitators offer to circulate the presentation slides and/or notes from the missed sessions to those attendees on the day. A total of 15 GoM staff members attended at least one day of the EIA workshop in Year 2 (see workshop report in Annex 5 for detailed attendance list). Of these 15 participants, nine were women and six were men. For the first EIA workshop in project Year 1, of the total of 17 participants, ten were women and seven were men (see Annual Report 1).

We consider that this project has this year managed to maintain a gender balance at events and workshops. For the project overall, especially within the management authorities and governmental agencies, we expect the distribution of training benefits to be equal across genders.

## **6. Monitoring and evaluation**

The logical framework is used to assess project milestones. Progress towards the outcome is being made and the overall aims of the project are on course to be achieved by project completion. Each work package submits reports covering actions from visits which are reviewed by the Principle Investigator and the Project Manager before distribution to project partners for comment. Minutes and notes are kept from project planning meetings held between Cefas and GoM and agreement of any actions or decisions from these meetings are circulated to project partners.

Each work package also holds regular meetings with Kerry l'Anson, Cefas project manager, to go through a checklist of project progress and risk assessment. The systems in place enable proactive management of the project.

## **7. Lessons learnt**

The lessons taken from Year 1 of the project were mainly related to communication between project partners and some alteration to workshop planning. We have incorporated these into our planning and delivery through project Year 2.

The timeliness of communication was raised as an issue affecting the project initially. This was greatly reduced towards the end of Year 1 and throughout Year 2 through making use of alternate methods of communication such as mobile phone chat groups and WhatsApp messaging.

The feedback from participants of the EIA workshop in Year 1 included suggestions to use more local case studies and examples, using more group discussions and interactive sessions, and increasing engagement prior to the workshop to identify workshop topics more collaboratively. We took all this feedback into consideration while planning the second EIA workshop this year. We engaged with several staff members from MATLHE to discuss and agree the specific topics to be covered and the level of detail wanted for each topic. We also amended the workshop agenda to include more group discussion opportunities and interactive sessions and we also used a local Montserrat development project EIA for the case studies. The participants of the workshop this year were positive about the changes made and expressed in their feedback the benefit of the interactive sessions and local examples.

With regard to the training workshops, we also took a lesson away from Year 1 to amend the training evaluation form to include a section which was to be completed before the workshop

started. This new section asked participants to rate their current level of knowledge on the subjects to be covered before the workshop and they were then asked to revisit this after the workshop and indicate their new level of knowledge. This allowed a better assessment of knowledge gained by participants as a result of the training itself compared to the previous form which only asked them to reflect on this at the end of the workshop.

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

*Please comment on whether the delays in the survey will affect the timeline of the project's activities and their completion by the end of YR 3.*

The underwater video ground-truthing survey was successfully undertaken during May 2019. GoM partners facilitated unrestricted access to the RMPS patrol vessel MV Heliconia Star for two weeks and approval to remain for extended time in maritime exclusion zones (see Annex 4). The survey engaged 10 staff across three GoM departments (Physical Planning Unit, Fisheries Department & Land and Surveys) (see Project Half Year Report 2). Following acquisition of the imagery data a tender for analysis was agreed with an ecological consultancy with the results of this being delivered in March 2020. This will result in outputs 2.3 and 2.4 being carried out in Q1 2020-21 rather than Q4 2019-20. The delay will have no impact on the overall delivery of a seabed characterisation map and associated GIS products to GoM by the end of the project.

*Comment on post-project plans to continue the work of this grant*

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 GoM, the education packs will be shared with schools, and the EIA resource packs will be handed over to MATLHE. This will allow for the data collected and the knowledge gained during the project to be maintained after the end of the project and resource packs will also allow for new MATLHE staff to have access to training materials in the future.

Working closely with local stakeholders, we will also ensure personal and professional relationships will be maintained beyond the end of the project. The outputs will provide a basis for sustainable management and the education of future generations beyond the duration of the project itself.

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

During the year we experienced the unfortunate loss of a key member of staff on the education work package who was taken seriously ill and will not be returning to work. As a result of this, the work on the education pack was delayed slightly whilst a new team member was brought up to speed with the project and integrated into the workstream. This led to a slight delay in the planned in-country visits for Year 2. A change request was submitted and granted to move £7,500 from Year 2 into Year 3 to move one of the visits into Year 3 and, therefore, enable us to undertake the same number of in-country visits over the lifetime of the project. This will not delay the overall delivery of the educational resource pack.

Another change request was also submitted and granted during Year 2 to move £3,500 from Year 2 into Year 3 to allow the researcher exchange visit to take place in Q1 Year 3 instead of Q4 Year 2. This was due to a slight delay in obtaining agreement between partners on the individual GoM staff members to participate in this aspect of the project and then agreeing dates for the researcher exchange visit which were suitable for all participants and for the hosts. The slight delay in the timing of this visit will not impact the overall delivery of the EIA work package by the end of the project.



## 10. Sustainability and legacy

For exit strategy and legacy see Section 8.

During Year 2, activities undertaken as part of the project have been promoted and publicised on the Cefas website and social media as well as on the GoM social media pages. The survey work and training and the EIA workshop were widely shared online (see Annex 5 for the workshop report and Annex 4 for evidence relating to promotion of the survey). To promote the EIA workshop and the wider project aims, Cefas staff participated in a radio interview during their in-country visit in October 2019 with Radio Montserrat (see Annex 8 for a file recording of this interview).

## 11. Darwin identity

All online publication of the project and its activities have included links to the Darwin and Defra social media and/or web pages. Staff made reference to the Darwin funding during the in-country radio interview discussed in Section 10 above. All paperwork and resources distributed in-country at training sessions, workshops and events includes the Darwin Initiative logo, this includes agendas, presentation slides, handouts and reports (see for example the EIA workshop report in Annex 5 which includes copies of slides, agenda and handouts).

## 12. Safeguarding

Cefas has in place, and maintains, all of the following:

- a safeguarding policy, which includes a statement of our commitment to safeguarding and a zero-tolerance statement on bullying, harassment and sexual exploitation and abuse
- a detailed register of safeguarding issues raised and how they were dealt with
- clear investigation and disciplinary procedures to use when allegations and complaints are made, and have clear processes in place for when a disclosure is made
- a whistle-blowing policy which protects whistle blowers from reprisals and includes clear processes for dealing with concerns raised
- a Code of Conduct for staff and volunteers that sets out clear expectations of behaviours - inside and outside the work place - and make clear what will happen in the event of non-compliance or breach of these standards

Cefas also shares its safeguarding policy with downstream partners.

## 13. Project expenditure

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

<b>Project spend (indicative) in this financial year</b>	<b>2019/20 D+ Grant (£)</b>	<b>2019/20 Total actual D+ Costs (£)</b>	<b>Variance %</b>	<b>Comments (please explain significant variances)</b>
Staff costs				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				

Capital items				
Others (Please specify)				
<b>TOTAL</b>				

## 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><b>Impact</b></p> <p>To provide the Montserrat government with the necessary skills and tools for effective management of marine biodiversity.</p>		<p>Some progress has been made to achieving the overall project impact.</p> <p>Equipment for undertaking marine surveys has been delivered to Montserrat and training has been delivered on survey techniques and use of equipment (see output 2, section 3.2 and Annex 4 for evidence of this).</p> <p>Skills and knowledge have been built and developed in EIA review with the delivery of the planned EIA workshops. Evidence from the workshop evaluation forms (See Annex 5) show an increase in skills and knowledge of EIA review as a result of the workshops, therefore contributing to the achievement of the project impact. Work with GoM on EIA review has also allowed for the GoM's work to progress on the assessment of the Little Bay Port Project.</p> <p>See also Sections 4 for more information on the contribution the project has made to biodiversity.</p>	
<p><b>Outcome</b></p> <p>Enhanced in-country capability and ability to protect biodiversity and manage the marine environment for sustainable use of its marine resources by March 2021.</p>	<p>0.1 A west coast database of coastal and offshore seabed environments will be published before March 2021, increasing habitat knowledge in waters exceeding 100 m compared to baseline.</p> <p>0.2 Delivery of a Montserrat-specific EIA training pack and assessment procedures will give Government of Montserrat (GoM) staff the skills to</p>	<p>Progress has been made on achieving the project outcome (see also Section 3.3 for additional comments on progress toward project outcome). Although these measurable indicators will not be fully delivered or achieved until the end of project Year 3, many of them are partly completed as set out against outcomes 1 – 3 below.</p>	<p>For measurable indicator 0.1, work will continue on the development of seabed characterisation data layers and the resultant database will be shared with stakeholders and published by Q3 Year 3.</p> <p>For measurable indicator 0.2, work will continue on the EIA training and resource packs and these will be</p>

	<p>review EIAs and future confidence to challenge or support development.</p> <p>0.3 GoM staff will be confident and have the skills to implement marine underwater camera surveys and maintain a monitoring programme of mapped seabed environments following training in May 2019.</p> <p>0.4 GoM staff will be confident and have the resources to implement ocean literacy topics within the curriculum by 2021.</p>	<p>Measurable indicator 0.1 has been progressed through the ground-truthing survey and analysis of the data obtained which have both been completed in Year 2 (evidence provided in Section 3.2 and Annex 4)</p> <p>Measurable indicator 0.2 has been progressed through the EIA workshops and meetings where some resources have already been provided to GoM (see Section 3.2 and Annex 5). Work has begun on the creation of the EIA training pack which will be delivered in Year 3.</p> <p>Measurable indicator 0.3 has been partly delivered. Training was delivered during Year 2 in video survey techniques (evidence provided in Annex 4).</p> <p>Measurable indicator 0.4 has been progressed through the development of the draft educational resource pack and discussions with relevant stakeholders (see Section 3.2). Work is now progressing on finalising this pack.</p>	<p>delivered to GoM stakeholders by Q3 Year 3.</p> <p>For measurable indicator 0.3, further training courses in video survey data analysis, interpretation and mapping techniques will be delivered by Q3 Year 3.</p> <p>For measurable indicator 0.4, the final resource pack and training for the relevant GoM staff and stakeholders will be delivered by Q3 Year 3.</p>
<p><b>Output 1.</b></p> <p>Undertake knowledge transfer and build capacity through workshops and training with a minimum of 10 GoM staff from different departments for the duration of the project.</p>	<p>1.1 Three days of training workshops delivered to a minimum of two GoM staff during May 2019 on video survey techniques and analysis of ground truthing data to produce classified seabed maps. Vessel crew will also gain understanding of the required processes for survey.</p> <p>1.2 Effective decision-making through three weeks of workshops demonstrating the interpretation and review of E.I.A:</p>	<p>Progress has been made toward achieving this output.</p> <p>Measurable indicator 1.1 has been partly delivered. During Year 2, 10 staff from three GoM departments were trained in video survey techniques (evidence provided in Section 3.2 and Annex 4). Further training in data analysis will be delivered in Year 3. A workshop will also be delivered in Year 3 on data interpretation and mapping.</p> <p>Measurable indicator 1.2 has been partly delivered. Bullet 1 has been completed with the two separate workshops being held in October 2018 and October 2019. Evidence provided for this in Annual Report 1, Section 3.2 and Annex 5. A total of 17 individuals were trained at the first workshop and 11 at the second workshop. Evidence from the workshop evaluation forms (See Annex 5) show an increase in skills and knowledge of EIA review as a result of the workshops. The second and</p>	

	<ul style="list-style-type: none"> <li>• By the end of project year 2 (April 2020), at least six individuals total from the relevant departments will have received training via two separate workshops held in Montserrat and will have developed the skills and confidence to review EIAs within their own departments.</li> <li>• By the end of project year 3 (April March 2021) two individuals total from the relevant departments will have received intense one-on-one training via two separate training sessions in Montserrat and a one week training programme in the UK as part of a researcher exchange. These individuals will have developed the skills and confidence to take the lead on reviewing EIAs within their departments and oversee future staff training.</li> <li>• By the end of project year 3 (April 2021) an EIA training pack and series of desk-based procedures/policies will have been produced to assist Montserrat with ongoing training and management of the EIA review process after the end of the project. The identified EIA leads in the relevant departments will have been trained in the use of these resources.</li> </ul>	<p>third bullet points will be delivered in project Year 3. Planning is underway for these aspects already (see Section 3.2).</p>
<p>Activity 1.1 Project kick off meeting, mid-project meeting and final project stakeholder meetings.</p>	<p>Part completed.</p> <p>The kick-off meeting was completed in Year 1 and the mid-project meetings were completed this year. Evidence included in Section 3.1.</p>	<p>The final project stakeholder meetings will take place during Q3 and Q4 of Year 3.</p>

<p>Activity 1.2 Two day video survey techniques and analysis training course</p>	<p>Part completed.</p> <p>Training was delivered during Year 2 in video survey techniques. This was extended throughout the ground-truthing survey. Evidence provided in Annex 4.</p> <p>Due to the complexity of the seabed, the survey period focussed on data acquisition and training in video survey techniques. It was decided that training in analysis will be delivered alongside Activity 1.3 in Year 3.</p>	<p>Training course in video survey analysis will be delivered before Q3 Year 3.</p>
<p>Activity 1.3 One day data interpretation and mapping training course</p>	<p>Activity to be completed in Year 3. No progress made on this activity in Year 2.</p>	<p>Training course in interpretation and mapping techniques will be delivered before Q3 Year 3.</p>
<p>Activity 1.4 Researcher exchange</p>	<p>Activity to be completed in Year 3. Planning has been underway during Year 2 for this activity and the researcher exchange visit is set to take place between 11 and 15 May 2020. Travel arrangements have already been made for the 3 MATLHE representatives taking part in the visit and an agenda for the week has been agreed. Evidence provided in Section 3.1 and 3.2. It is possible that this visit will be impacted by Covid-19 travel restrictions. If that is the case, we will look to rearrange the visit as soon as we are able.</p>	<p>The researcher exchange visit will take place during Q1 Year 3.</p>
<p>Activity 1.5 Workshops to build capacity of staff in managing the marine environment.</p>	<p>Completed.</p> <p>The second EIA workshop (out of the two planned workshops) was delivered in October 2019. Evidence provided in Section 3.1, 3.2 and Annex 5.</p>	<p>N/A</p>

Activity 1.6 EIA evaluation support	Activity to be completed in Year 3. Provision of EIA support has been ongoing throughout project Year 2 with the delivery of guidance documents and resources to MATLHE and EIA workshop attendees. Evidence provided in Section 3.2.	A final training and resources pack will be produced during project Year 3 to be handed over to MATLHE in Q3.
<b>Output 2.</b> Create and provide a GIS Database with environmental layers and maps of marine benthic environments in Western shelf waters by quarter three, 2021.	2.1 Completion of 14 day underwater video characterisation survey of area of interest with 60 stations successfully sampled. 2.2 All survey data made available to GoM as soon as possible following survey and analysis stages prior to public-access provision in GIS format via Cefas Datahub by quarter three, 2021. 2.3 A minimum of five data layers will be provided in the database.	Progress has been made toward achieving this output. Measurable indicator 2.1 has been successfully delivered. Evidence for this is provided in Section 3.2 and Annex 4. The survey data collected has been analysed and we are now moving onto the stage of developing seabed characterisation data layers before delivery of measurable indicators 2.2 and 2.3 can be achieved. These will be delivered during project Year 3 in line with the project timetable.
Activity 2.1 Review multibeam echosounder data and design video characterization survey	Completed in Year 1	N/A
Activity 2.2 Undertake 14 day video characterization survey	Completed. Ground-truthing survey undertaken in Q1 Year 2. Evidence provided in Section 3.2 and Annex 4.	N/A
Activity 2.3 Analyse and quantify physical characteristics and biological assemblages from video and photographs	Completed. The analysis of the survey data was completed in Q4 Year 2. Evidence provided in Section 3.2 and Annex 9	N/A
Activity 2.4 Combine data with Waitt Institute survey to develop seabed characterisation data layers	Activity to be completed in Year 3.	This work will be undertaken in Q1 and Q2 of Year 3.
Activity 2.5 Share characterisation layers with local stakeholders	Activity to be completed in Year 3.	Characterisation layers will be shared with local stakeholders by Q2 Year 3.

<p>Activity 2.6 Publish paper in peer review journals to increase knowledge of the distribution of Montserrat marine biodiversity</p>	<p>Activity to be completed in Year 3.</p>	<p>This work will be undertaken in Q2 and Q3 of Year 3.</p>
<p>Activity 2.7 Make data freely available to data archive centres. Data available to UK and Local government to inform development.</p>	<p>Activity to be completed in Year 3.</p>	<p>This will be delivered by Q3 Year 3.</p>
<p><b>Output 3.</b></p> <p>Increase awareness on marine issues affecting Montserrat by creating an educational resource pack to be used within the secondary school. Work closely with the community, providing information and support to current local projects (Aqua Montserrat) and attend community events (St Patricks Day Parade) by March 2021.</p>	<p>3.1 By March 2019 consultation meetings with Montserrat secondary school, Deputy Minister of Education, parents, National Trust and Aqua Montserrat attracts a good number of interested education professionals.</p> <p>3.2 By December 2019 successful delivery of first draft educational resource pack will be provided to Montserrat Secondary school. Feedback from two teaching staff, two GoM, Aqua Montserrat and parents will allow for the resource pack to progress into the final version by February 2021.</p> <p>3.3 By June 2019 a joint stand with the National Trust, at St Patrick's Day Parade will be well received, increasing the community awareness on marine issues affecting Montserrat.</p> <p>3.4 By February 2021 two GoM representatives and two teaching staff attend a workshop detailing the teaching resources with a view to supporting the inclusion of ocean literacy topics in the secondary school curriculum for Yr 9/10/11 Geography by March 2021.</p> <p>3.5 Resource pack and training materials are well received by pupils and teachers at Montserrat Secondary school and put to use within the Geography curriculum by March 2021.</p>	<p>Progress has been made toward achieving this output.</p> <p>Measurable indicators 3.1 and 3.3 have been successfully delivered during Year 1 (see Annual Report 1). Indicator 3.2 has been partly delivered. The draft educational resource pack has been produced during Year 2 (see Section 3.2) and work is now progressing on the second part of this indicator to finalise this pack by Q4 Year 3.</p> <p>Measurable indicators 3.4 and 3.5 will be delivered during project Year 3 in line with the project timetable.</p>



Activity 3.1 Premeeting	Completed in Year 1.	N/A
Activity 3.2 Preparation ahead of consultation	Completed in Year 1.	N/A
Activity 3.3 First consultation meeting in Montserrat	Completed in Year 1.	N/A
Activity 3.4 Creation of draft resource pack	Completed. The draft resource pack has been produced. Evidence provided in Section 3.2 and Annex 7.	N/A
Activity 3.5 Second consultation meeting in Montserrat	Part progressed. In-country visit planned for Q4 Year 2 postponed due to Covid-19 travel restrictions (see Sections 3.1 and 3.2). Discussions with stakeholders on the draft resource pack have continued, where possible, by email and phone so some consultation on the draft pack has been undertaken.	Cefas is in discussions on hopefully rearranging the consultation meetings for early in Year 3, once travel restrictions are lifted (see Section 3.1).
Activity 3.6 Amending and finalising resource pack	Activity to be completed in Year 3.	This will be delivered by Q3 Year 3.
Activity 3.7 Third and final meeting in Montserrat	Activity to be completed in Year 3.	This will be delivered by Q3 Year 3.

## 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](mailto:Darwin-Projects@ltsi.co.uk) if you have any questions regarding this.*

Project summary	Measurable Indicators	Means of verification	Important Assumptions
<b>Impact:</b> To provide the Montserrat government with the necessary skills and tools for effective management of marine biodiversity.			
<p><b>Outcome:</b> Enhanced in-country capability and ability to protect biodiversity and manage the marine environment for sustainable use of its marine resources by March 2021.</p>	<p>0.1 A west coast database of coastal and offshore seabed environments will be published before March 2021, increasing habitat knowledge in waters exceeding 100 m compared to baseline.</p> <p>0.2 Delivery of a Montserrat-specific EIA training pack and assessment procedures will give Government of Montserrat (GoM) staff the skills to review EIAs and future confidence to challenge or support development.</p> <p>0.3 GoM staff will be confident and have the skills to implement marine underwater camera surveys and maintain a monitoring programme of mapped seabed environments following training in May 2019.</p> <p>0.4 GoM staff will be confident and have the resources to implement ocean literacy topics within the curriculum by 2021.</p>	<p>0.1 Statement from stakeholders that the seabed classification, with increased area coverage (km<sup>2</sup>) and resolution compared to baseline, is beginning to be used by GoM for targeted feature management by March 2021.</p> <p>0.2.</p> <ul style="list-style-type: none"> <li>• Workshop reports detailing course content, list of attendees and attendee feedback demonstrating knowledge transfer.</li> <li>• Final project report detailing all engagement throughout project and assessment from GoM and Cefas staff on expected and realised increases in knowledge of EIA procedures.</li> <li>• Montserrat specific EIA training pack and desk-based procedures have been delivered and GoM have committed to integrating approaches into their procedures by March 2021.</li> </ul> <p>0.3 Training of two staff undertaken during survey and followed by techniques and analysis workshops for</p>	<p>0.1 Weather allows data collection.</p> <p>0.2 &amp; 0.3 Training and knowledge exchange will give GoM staff skills and confidence needed.</p>

		<p>six staff by March 2020, training checklist and competency evaluation for GoM staff to be completed signed by Cefas staff. Camera equipment provided following survey in 2019 to ensure capacity for monitoring is maintained, a list of independent deployments by GoM staff will be provided in March 2021.</p> <p>0.4 Statement from Secondary School staff/Minister for Education that the ocean literacy resources will be incorporated into curriculum from September 2021.</p> <p>0.5 Geography lessons will be of higher quality through inclusion of ocean literacy resources – review of content and applicability through satisfaction questionnaire given to Secondary School staff.</p>	
<p><b>Output 1</b></p> <p>Undertake knowledge transfer and build capacity through workshops and training with a minimum of 10 GoM staff from different departments for the duration of the project.</p>	<p>1.1 Three days of training workshops delivered to a minimum of two GoM staff during May 2019 on video survey techniques and analysis of ground truthing data to produce classified seabed maps. Vessel crew will also gain understanding of the required processes for survey.</p> <p>1.2 Effective decision-making through three weeks of workshops demonstrating the interpretation and review of E.I.A:</p> <ul style="list-style-type: none"> <li>• By the end of project year 2 (April 2020), at least six individuals total from the relevant departments will have received training via two separate workshops held in</li> </ul>	<p>1.1 Training agenda and attendees list; testimonial from Royal Montserrat Police Force (vessel operator) and GoM staff present on survey by June 2019. Survey reports with GoM staff contribution.</p> <p>1.2 Training agendas and attendee lists; workshop reports; training pack (provided electronically to identified EIA leads); training pack and Desk-based procedures and policies (provided electronically to relevant departments)</p>	<p>Local staff are able to participate in knowledge exchange events.</p> <p>Local staff are able to participate in researcher exchange and are able to obtain necessary seagoing and medical qualifications.</p>

	<p>Montserrat and will have developed the skills and confidence to review EIAs within their own departments.</p> <ul style="list-style-type: none"> <li>• By the end of project year 3 (April March 2021) two individuals total from the relevant departments will have received intense one-on-one training via two separate training sessions in Montserrat and a one week training programme in the UK as part of a researcher exchange. These individuals will have developed the skills and confidence to take the lead on reviewing EIAs within their departments and oversee future staff training.</li> <li>• By the end of project year 3 (April 2021) an EIA training pack and series of desk-based procedures/policies will have been produced to assist Montserrat with ongoing training and management of the EIA review process after the end of the project. The identified EIA leads in the relevant departments will have been trained in the use of these resources.</li> </ul>		
<p><b>Output 2</b> Create and provide a GIS Database with environmental layers and maps of marine benthic environments in Western shelf waters by quarter three, 2021.</p>	<p>2.1 Completion of 14 day underwater video characterisation survey of area of interest with 60 stations successfully sampled.</p> <p>2.2 All survey data made available to GoM as soon as possible following survey and analysis stages prior to public-access provision in GIS format via Cefas Datahub by quarter three, 2021.</p>	<p>2.1 Successful delivery of survey evidenced by daily progress reports, testimonial from Royal Montserrat Police Force (vessel operator) and GoM staff present on survey by June 2019.</p> <p>2.2 Acknowledgment of data receipt from GoM for data layers provided to Montserrat GIS Information Centre.</p>	<p>Weather conditions suitable for survey activities to be undertaken during time in country.</p>

	2.3 A minimum of five data layers will be provided in the database.		
<p><b>Output 3</b></p> <p>Increase awareness on marine issues affecting Montserrat by creating an educational resource pack to be used within the secondary school. Work closely with the community, providing information and support to current local projects (Aqua Montserrat) and attend community events (St Patricks Day Parade) by March 2021.</p>	<p>3.1 By March 2019 consultation meetings with Montserrat secondary school, Deputy Minister of Education, parents, National Trust and Aqua Montserrat attracts a good number of interested education professionals.</p> <p>3.2 By December 2019 successful delivery of first draft educational resource pack will be provided to Montserrat Secondary school. Feedback from two teaching staff, two GoM, Aqua Montserrat and parents will allow for the resource pack to progress into the final version by February 2021.</p> <p>3.3 By June 2019 a joint stand with the National Trust, at St Patrick's Day Parade will be well received, increasing the community awareness on marine issues affecting Montserrat.</p> <p>3.4 By February 2021 two GoM representatives and two teaching staff attend a workshop detailing the teaching resources with a view to supporting the inclusion of ocean literacy topics in the secondary school curriculum for Yr9/10/11 Geography by March 2021.</p> <p>3.5 Resource pack and training materials are well received by pupils and teachers at Montserrat Secondary school and put to use within the Geography curriculum by March 2021.</p>	<p>3.1 Meeting Minutes; testimonial from teachers at Montserrat secondary, two GoM and Aqua Montserrat by May 2019.</p> <p>3.2 Feedback from Secondary school, Aqua Montserrat and parents. Successful delivery of draft educational resource pack by December 2019.</p> <p>3.3 Attendees list; testimonial from community and National Trust by July 2019.</p> <p>3.4 Training agendas and attendee lists; workshop report; resource pack; teachers support pack, differentiated activity resources and practical displays. Feedback and testimonials from two GoM representatives and two teaching staff by February 2021.</p> <p>3.5 Successful delivery of final educational resource pack, teachers support pack, classroom displays, differentiated activity resources and practical displays by March 2021.</p>	<p>Local teachers are able to participate in consultation meetings.</p>

**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)

- 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 EIA evaluation process, its use in decision-making and identify relevant issues associated with marine development projects
- 1.6 EIA evaluation support
  
- 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

## Annex 3: Notes from project meetings

### Checklist for submission

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