Department for Environment Food & Rural Affairs

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Darwin Plus:
Overseas Territories Environment and Climate Fund
Annual Report

To be completed with reference to the "Project Reporting Information Note" (https://dplus.darwininitiative.org.uk/resources/information-notes/).

It is expected that this report will be a **maximum** of 20 pages in length, excluding annexes)

Submission Deadline: 30th April 2022

Darwin Plus Project Information

Project reference	DPLUS111
Project title	Building resilient, participatory management of marine biodiversity in hurricane-prone BVI
Territory(ies)	British Virgin Islands (BVI)
Lead partner	Marine Conservation Society (MCS), UK
Project partner(s)	Association of Reef Keepers (ARK), BVI: Co-lead partner Department of Agriculture and Fisheries (DOAF), Government of the Virgin Islands. Ministry of Natural Resources, Labour and Immigration (MNRLI), Government of the Virgin Islands University of Exeter (UoE), UK.
Darwin Plus grant value	£241,553
Start/end dates of project	April 1st 2020 - 31st March 2023
Reporting period (e.g. Apr 2021-Mar 2022) and number (e.g. Annual Report 1, 2)	AR2 : Apr 2021 – March 2022
Project Leader name	Dr Peter Richardson
Project website/blog/social media	https://www.bviark.org/steel-project.html / https://www.facebook.com/ARKBVI
Report author(s) and date	Amdeep Sanghera, Shannon Gore with input from partners - 15th May 2021

1. Project summary

BVI's turtle populations face various threats, compounded by 2017's catastrophic hurricane impacts. Implemented across the archipelago, this project supports the recovery of BVI's turtle populations and key habitats (reefs and seagrass meadows), while alleviating growing social conflict regarding the traditional turtle fishery. Through interdisciplinary partnerships, this project will deliver new, participatory approaches to marine biodiversity management; develop better local understanding of turtle conservation and fisher needs; foster and enable a culture of

compliance; and deliver a revised Sea Turtle Recovery Action Plan. Improved turtle fishery and habitat management is crucial for the livelihoods of licensed BVI fishers, BVI communities (increased marine conservation understanding, access to well-managed fishery, increased environmental resilience against climate change), BVI's tourism industry and wider blue economy, and the Government of Virgin Islands (increased marine management capacity, updated legislation and action plan to guide species and habitat conservation, supporting targeting of domestic and multi-lateral environmental agreements).

BVI is situated in the north-eastern Caribbean region, and sits at the top of the crescent-shaped arc that characterises the Greater Antilles (See Fig. 1). BVI has approximately 60+ islands, with main islands being Tortola, Virgin Gorda, Anegada and Jost Van Dyke; most of them are volcanic and cumulatively are 153 km2 in area, with 420 km of coastline. The population was estimated at 30,386 in 2021. The economy consists of a very strong financial centre that is supported by a well-developed tourist sector.

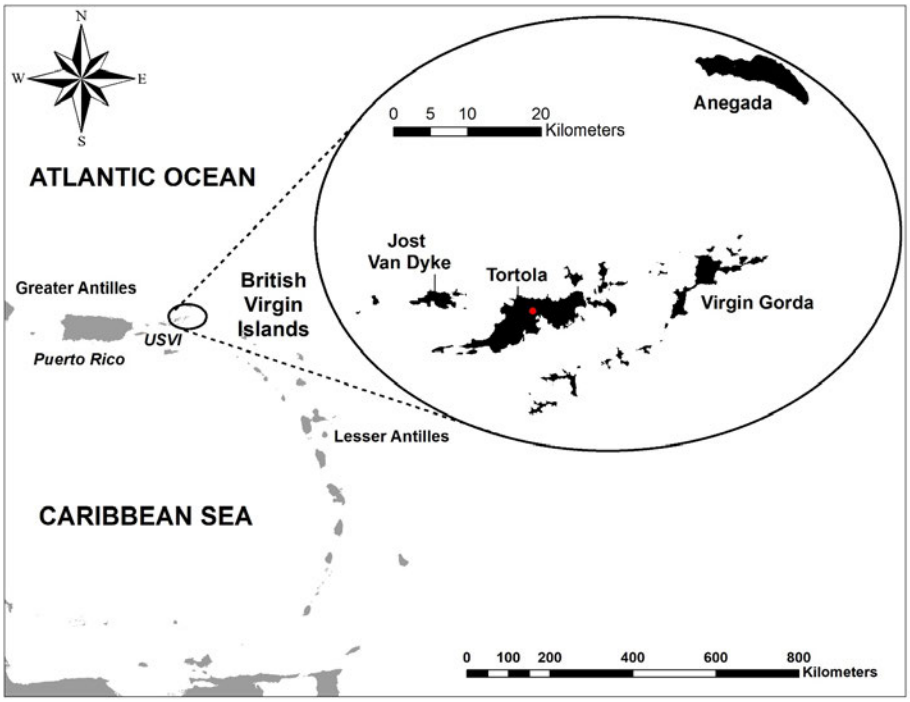

Figure 1 - Location of the British Virgin Islands, red dot marks the capital, Road Town.

2. Project stakeholders/partners

This project was initiated after extensive consultation with and invitation by the Government of the Virgin Islands (Gov VI). MCS's UKOT Conservation Officer Amdeep Sanghera visited BVI in June 2019, meeting with Honourable Vincent Wheatley (Minister of Natural Resources, Labour and Immigration), the Department of Agriculture and Fisheries (DOAF), Association of Reef

Keepers (ARK), local fishers and HM Governor's Office. Discussions highlighted mutual concern for environmental resilience, turtles and their habitats, and community conflict around the fishery.

This interdisciplinary project is led by MCS with ARK as co-lead, with key support from DOAF, MNRLI, and the University of Exeter (UoE). In this reporting period, there have been a total of three quarterly project meetings chaired by Project lead Dr Peter Richardson and MCS's Director of Programmes Dr. Chris Tuckett. In addition, with the easing of Covid-19 restrictions enabling fieldwork, local partner meetings have also been implemented monthly with aim to meet every two weeks and chaired by project co-lead Dr. Shannon Gore (Managing Director, ARK) to monitor and guide the project. Please see meeting minutes (Annex 3).

As the meeting minutes demonstrate, all five project partners have been fully represented at the quarterly project meetings and integral to planning, M&E and decision-making aspects of the project. Project partners have routinely provided senior and directorial-level staff for these meetings.

A strength of this partnership has been the willingness of partners to meet and strategise through regular meetings, especially with the prospects of project fieldwork having increased. Another advantage has been the ability of partners to continually bring in wider expertise from their organisations to support project activities. DOAF sit under the Ministry of Education, Culture, Youth Affairs, Fisheries and Agriculture (MECYAFA) within Gov VI, with MECYAFA having provided Tessa Smith Claxton (Assistant Secretary), Nekita Turnbull (Information Officer) and Nia Douglas (Information Officer) to support project delivery. While not originally written in as staff members, they have made significant contributions to legal and communication aspects of the project while also actively attending project meetings. In addition to this, DOAF have recruited Mr. Lloyd Williams as Fisheries Officer who has supported fisher liaison and engagement especially in regards to the two international fieldwork trips. In this reporting period, MCS have also recruited Emily Bunce (social scientist) and Sophia Pinheiro Vergara (project assistant – Ocean Recovery) who, as part of their roles, are also supporting social research and administrative aspects of this project respectively.

An additional strength of the partnership is the long-standing relationship between ARK, DOAF and MNRLI, developed through the collaborative BVI Sea Turtle Programme. With ARK's Dr. Shannon Gore also having a successful and lengthy track-record of spearheading innovative new marine programmes in the BVI, the partnership continues to be agile, cost-effective and efficient with regards to planning and implementation.

The reporting period also saw significant involvement of BVI communities. MCS's UKOT Conservation Officer Amdeep Sanghera visited the BVI in November 2021, and through local partner support and liaison, was introduced to key turtle fishers, vendors and consumers in order to undertake socio-economic questionnaire surveys (Activity 1.6). This engagement with BVI communities paved the way for key activities of Output 3 to be successfully implemented, namely the implementation of the Community Voice Method to record local opinions regarding the future management of the turtle fishery. An additional strength of the partnership was its ability to nominate and organise interviewees for the CVM filming stage.

3. Project progress

3.1 3.1 Progress in carrying out project Activities

Activities that have been undertaken under the DPLUS 111 Project are contained within four Outputs highlighted in the logframe:

1. Assessment of the status, nature and extent of the traditional turtle fishery

2. Development and management of national BVI Sea Turtle Database, including updated assessment of turtle populations and habitats at key index sites
3. Recommended amendments to Virgin Islands Fisheries Regulations and Endangered Animals and Plants Ordinance, and revised STRAP
4. Disseminate project findings to national, regional and international audiences

Output 1: Assessment of the status, nature and extent of the traditional turtle fishery

Activity 1.1 - **Prepare project workplan and MoU, incorporating data sharing agreement, developed and facilitate sign-off by all partner organisations**

A detailed *action tracker* was developed by ARK at the start of Y2, with partners assigning tasks and associated deadlines for the reporting period (see Annex 4). This tool has also supported monitoring efforts, with partners continuously updating progress on their assigned activities. This reporting period also saw the completion and full partner sign-off of a Partnership Agreement (see Annex 5).

Activity 1.2 - Monthly face-to-face meetings between BVI partners led by ARK

There has been a total of seven local partner meetings, all of which have been virtual. Meetings have been chaired by co-lead Dr. Shannon Gore and since early January 2022, additional support has been provided by MCS for administrative support to produce meeting minutes. The purpose of the meetings is to provide updates with project progress, support planning and implementation of island activities.

Two additional informal meetings were carried out in early 2022 prior to CVM interviews as an effort to directly engage with current (Kia Soares) and former (recently retired fisheries officer Ken Pemberton) DOAF staff not originally identified as part of the Project. Gaining trust and building the relationships with those closely linked to the Project has provided additional and invaluable information, particularly for identifying and introducing CVM interviewees with Project partners (MCS & ARK) and building acceptance within communities.

Activity 1.3 - Quarterly team meetings with all partners either on-island or through Skype connection.

As highlighted in Section 2, there have been a total of three virtual quarterly project meetings chaired by either MCS Head of Ocean Recovery Dr. Peter Richardson (Project lead) or MCS Director of Programmes Dr. Chris Tuckett. The project WhatsApp group set up in Y1 has continued to be an essential communication tool, enabling instant messaging and supporting agile management. This has been especially valuable during MCS visits to the BVI to carry out fieldwork.

Activity 1.4 - Implement stakeholder engagement exercise in inhabited islands of Tortola, Virgin Gorda, Anegada, and Jost Van Dyke

Various stakeholder engagement exercises were carried out at least once on the different islands as an effort to update communities, particularly fishers, about progress of the project. Please see the promotional flyer used for the stakeholder engagement meeting in Anegada (see Fig. 2)

Figure 2 - Promotional flyer for the Anegada stakeholder engagement meeting

The Anegada meeting included a presentation about key findings up to October 2021 with a period of questions and answers. Approximately 10 members from the community including 4-5 fishers attended. Fishers showed interest in some of the findings, particularly the presence of Fibropapillomatosis and what they should be aware of if they come across any turtles with tumours. While this meeting was generally considered successful, better engagement and feedback appeared to come by way of one–on-one meetings during day trips to Anegada. These discussions revealed underlying issues such as licensing of fishers and the resentment towards those unlicensed. Those unlicensed were most likely to withhold landing information due to the risk of fines. Kia Soares (DoAF) has suggested her involvement towards assisting with licensing by going to Anegada to help fill out forms and identify equipment needed for vessels to be compliant and promoting an understanding if they are working towards obtaining a license, they would not be fined.

In Jost Van Dyke, informal one-on-one meetings occurred on two occasions during trips to the island as this was the most feasible option with most people too busy due to the increase in tourism. In both instances, Dr. Gore and at least one fisheries officer were present (25 Nov 2022) with the Director of Agriculture and Fisheries in attendance on 23 Feb. 2022. During both visits, at least eight fishers were spoken with regarding the project, their concerns the upcoming visit of the UK project team and other fisheries related matters. One of the key outcomes was how fishers could become more involved with data collection resulting in the potential for having several trips dedicated to fishers assisting with turtle tagging, especially since the use of nets are most common on the island.

In Virgin Gorda, one fisheries officer (Ken Pemberton) and Dr. Shannon Gore met with the head of the fisheries co-op, Michael Collins. While he is in full support of the project, his concerns stemmed from how this project would be a different approach to all the other efforts the co-op tried with Government with fishers' voices being heard and the ability to be more involved with management of fisheries in general.

Activity 1.5 - Develop socio-economic questionnaire survey

To provide baseline sociological information on the nature of the BVI turtle fishery, in Y2Q2 MCS (specifically Amdeep Sanghera and Sue Ranger) drafted a socio-economic questionnaire survey that benefitted from partner review and input (see Annex 6 for survey). With MCS having recently implemented a similar socio-economic survey in Monserrat as part of DPLUS106, cross-learning between these projects also benefitted development of this BVI-based survey.

Activity 1.5.1 - Pilot survey with community members to ensure locally appropriate

The survey was piloted with DOAF officers and adapted accordingly.

Activity 1.6 - Carry out socio-economic questionnaire survey with at least 50 fishers, vendors and consumers from the four inhabited islands

MCS's UKOT Officer Amdeep Sanghera visited the BVI in November 2021 to implement this activity. With support from local partner liaison across the 4 inhabited islands, a total of 16 socio-economic surveys were implemented. With it being a busy tourist period and people having little time, it was difficult to reach the number of target surveys highlighted in the indicator. To adapt, MCS's UKOT Officer used ethnographic research methods such as informal discussions with 23 key stakeholders that provided vital insight into the nature of the turtle fishery.

Activity 1.6.1 Analyse data and write report

Transcription of survey data from Activity 1.6 is on-going, with analysis and report-writing scheduled to be completed in Y3Q1 (see Annex 7 for database).

Activity 1.8 - Training workshop for at least 3 DOAF staff members to be trained in sampling protocol to monitor landed turtles through bespoke workshop and in-situ.

In May 2021, the Anegada team along with members of DoAF and the Ministry of Education met up in Anegada for a training session. Please see Fig 3. Since the initial workshop, any tagging trips to Anegada are attended by the Anegada team as well as at least one member of DoAF to help maintain skills. Additionally, at least one DoAF staff (Kia Soares) regularly assists ARK on tagging days. Tagging in Anegada provides the best opportunity to train staff in sampling protocols since numerous turtles can be captured within a few hours to use for hands-on experience. This also allows for all trainees the ability to see how monitoring is carried out repeatedly without having to wait until the open season for a turtle to be landed to train on protocols.

Activity 1.8.1 - Evaluate and reinforce DOAF monitoring capacity of landed turtles every 6 months in-situ

Please see 1.8.

Activity 1.9 - Commence biological monitoring of landed turtles in the four main fishing centres

Unless DoAF is present at landing locations when a turtle is brought in for processing, we have become more reliant on fishers providing us details during site visits and via WhatsApp as they are landed combined with information provided from buyers as well as finding locations where discarded turtle remains are often left (see figure 4 & 5). This activity is also being informed by analysis of Activity 1.6.1.

Figure 3 – Training workshop in Anegada

Figure 4 – Several locations have been identified where fishers discard turtle remains after processing.

Figure 5 – WhatsApp regularly used for communications about turtle landing from fishers.

<u>Output 2: Development and management of national BVI Sea Turtle Database, including updated assessment of turtle populations and habitats at key index sites.</u>

Activity 2.1- Organise initial project-partner meeting to develop and endorse overall work plan for Output 2 allocating tasks to key project personnel.

A detailed *action tracker* was developed by ARK at the start of Y2, with partners assigning tasks and associated deadlines for the reporting period (see Annex 4).

Activity 2.2 Review and collate all historical documents, existing data sets and identify feasible database format.

Historical documents were collated and new documents are added as they are found. See Annex 11 for list of records. Existing datasets from nearly 20 years were collated and tag series numbers were separated in different tabs. See Annex 10.

Activity 2.2.1. Enter all datasets into the new database

Database was completed in Y2 with new data added as it was collected. This included morphometric data on 107 green and 3 hawksbill turtles captured, tagged and released as well as information on 10 leatherback activities. Additionally, green and hawksbill nest locations (including Anegada and Virgin Gorda) were entered.

Activity 2.2.2. Development of a user guide for the new database

Completed in Y1 and updated when any changes/additions were made.

Activity 2.3 Review and updating of existing marine turtle flipper tag-recapture and nesting survey protocols

Completed in Y1 and updated on an as needed basis.

Activity 2.3.1. Monitoring Protocol Training Session with DoAF & MNRLI

See Activity 1.8. Training DoAF and MNRLI in monitoring protocols coincided with sampling landed turtles since live turtles were used for training purposes and morphometric data collected is the same for both tagging and landed turtles.

Activity 2.4. Identify appropriate benthic habitat monitoring protocol with MNRLI & DoAF

A benthic habitat monitoring protocol was completed in Y1.

Activity 2.5 Collect baseline data on benthic habitat monitoring using established protocols and repeat on an annual basis.

Repeat benthic habitat assessments were completed at Oil Nut Bay (Virgin Gorda) and Little Harbour (Peter Island). Baseline assessments were completed at Little Dix Bay (Virgin Gorda); Deadman's Bay (Peter Island); Manchioneel Bay (Cooper Island) and White Bay (Anegada). All sites are to be repeated again in Y3.

Activity 2.6 Carry out monthly boat-based turtle flipper-tagging surveys at 6 index foraging sites – all visited at least twice in one year.
A total of 39 tagging trips were made in year 2 with 3 hawksbill and 107 green turtles captured, tagged and released and includes:

- Site 1: 21 green turtles tagged at Deadman's Bay, Peter Is. (4 recaps)
- Site 2: 8 green turtles tagged at Little Dix Bay, Virgin Gorda (4 recaps)
- Site 3: 10 green turtles tagged at Little Harbour, Peter Island (4 recaps)
- Site 4: 13 green turtles tagged at Manchineel Bay, Cooper Island (3 recaps)
- Site 5: 14 green turtles tagged at Oil Nut Bay, Virgin Gorda (2 recaps)
- Site 6: 3 hawksbill & 40 green turtles tagged at White Bay, Anegada (2 recaps);
- 1 green turtle tagged at Pelican Island (opportunistic as it was injured, rehabbed and released

See Annex 10 for a screenshot of database.

Activity 2.6.1. Entry of tagging/recapture data into database

Data was entered into the database after each trip. See Activity 2.6.

Activity 2.7. Carry out quarterly aerial surveys with ground-truthing of 5 index nesting sites

Mechanical issues did not allow for quarterly aerial surveys but expected to resume in Y3. Monitoring of index nesting sites has been supplemented by creating a WhatsApp group that includes at least one resident living uphill from each of the nesting beaches (Figure 6). Additionally, a dedicated volunteer started walking historical nesting beaches weekly in Virgin Gorda (Figure 7 is a screenshot of the monitoring log that was set up for the volunteer). Nesting beaches in Anegada continued to be monitored on a monthly basis through Y2.

Figure 6 – WhatsApp used for residents living uphill from nesting beaches.

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Figure 7 – Monitoring log for nesting beaches on Virgin Gorda.

Activity 2.8. Analysis and presentation of national turtle database

Scheduled to be completed at end of Y3.

Activity 2.8.1 Write draft manuscript for submission and peer-review

Scheduled to be completed at end of Y3.

Activity 2.8.2. Present project results at one international conference

Scheduled to be completed at end of Y3.

Activity 2.9. Ongoing maintenance and stewardship of national database by DoAF

Scheduled to be completed at end of Y3.

Output 3: Recommended amendments to Virgin Islands Fisheries Regulations and Endangered Animals and Plants Ordinance, and revised STRAP.

Activity 3.1 - Develop interviewee list of stakeholders for CVM filmed interviews

A thorough interviewee list was developed that factored in a broad-cross section of BVI society across its archipelago. Input from local partners was especially important here, and the interviewee list was also populated with key stakeholders that were engaged and surveyed as part of Activity 1.6.

Activity 3.2 Develop interview questionnaire and consent form

A CVM interview guide was developed that factored in topics regarding views and opinions on current/future turtle fishery management in addition to overall fishery management, this activity was also completed through partner input in Y2Q2, as well as learning from DPLUS106 where CVM and its associated activities were successfully implemented in 2021 (See Annex 8).

Activity 3.2.1 Pilot interview questionnaire with community members, including women, to ensure gender-appropriate.

The CVM interview was piloted with project partners, specifically through a DOAF fishery office and ARK, and adapted accordingly.

Activity 3.3 Finalise list of participants for filming and arrange filmed interviews

A final list of participants for filming was completed considering gender balance and demographic spread, while still allowing flexibility and for 'snowballing' sampling. (See Annex 9)

Activity 3.4 Carry out filmed interviews across Tortola, Virgin Gorda, Anegada, and Jost Van Dyke ensuring gender balance

MCS's UKOT Conservation Officer and Head of Ocean Recovery visited the BVI for 3 weeks in February 2022 to implement CVM filmed interviews. With key support from local partners, the project implemented 29 CVM interviews across the four inhabited islands of Tortola, Virgin Gorda, Anegada, and Jost Van Dyke. Interviewees ranged from sixteen to seventy-six years old, with a gender split of 12 females and 17 males. Please see Annex 9, and Fig 8 and 9. A blog regarding this fieldwork trip was also hosted on the MCS website.

Figure 8 - Project staff conducting a CVM interview with a community member in Virgin Gorda.

Figure 9 - A CVM interview being conducted in Tortola

Activity 3.5 Transcribe and analyse filmed interview data and write analysis summary report.

The transcription and analysis of filmed interview data is to start imminently, with the CVM film output expected to be screened in the BVI around October 2022. An analysis summary report will accompany this film output.

Output 4: Disseminate project findings to national, regional and international audiences

Activity 4.3 Create project-specific social media posts and promote via partner's digital channels.

Project partners have produced social media posts regarding the work and shared across their multiple digital channels. ARK's Facebook page is particularly active with weekly posts of work related to Output 2 including in-water research activities that are also shared through project partners' accounts. During MCS's Amdeep Sanghera's visit to the BVI in Nov 2021 to implement social-economic surveys, the BVI Governor's Office created a project post to update the BVI public on progress. A blog regarding the CVM fieldwork trip was also published (see Activity 3.4).

Activity 4.4 Develop and implement project presentations in 10 mixed-gender schools across the four inhabited islands (repeat annually)

Over year 2, 10 different mixed-gender schools were visited across Anegada, Virgin Gorda, Jost Van Dyke and Tortola, providing a total of 13 presentations to approximately 275 students (see Figures 10-13). These schools include:

- Ciboney Centre for Excellence (27 April 2021 & 18 Nov 2021)
- Claudia Creque Educational Centre (13 Oct 2021)
- Bregado Flax Primary Division (18 Nov 2021)
- Bregado Flax Secondary Division (18 Nov 2021)
- Little Rainbow School (18 Nov 2021)
- Jost Van Dyke Primary School (25 Nov 2021)

- Robinson O'Neal Memorial Primary School (3 Dec 2021)
- Valley Day School (3 Dec 2021)
- H. Levity Stout Community College (18 Mar 2022)
- Cedar International School (21 Mar 2022)

Figure 10 – Copy of slide view for the school presentations.

Figure 11 - A school presentation at the Claudia Creque Educational Centre (Anegada)

Figure 12 - A school presentation at Bregado Flax Secondary Division (Virgin Gorda)

Figure 13 - A school presentation at the Jost Van Dyke Primary School (Jost Van Dyke)

3.2 3.2 Progress towards project Outputs

Output 1. Assessment of the status, nature and extent of the traditional turtle fishery.

Prior to this project, little was known about the status, nature and extent or current sustainability of the traditional turtle fishery albeit a brief 2004 assessment as part of the UK government-funded Turtles in the Caribbean Overseas Territories (TCOT) project.

However, with Covid restrictions having eased, the project team were able to undertake significant work relating to this Output in better understanding the nature of the turtle fishery. Regarding **indicator 1.1** (Workplan and Partnership Agreement), the workplan for Y2 has been completed and has been an important tool in guiding the project. As mentioned in Section 2, the

Partnership Agreement has now been finalised. Regarding **indicator 1.2,** a capacity-building workshop was carried out by ARK in Anegada in May 2021 due to the ability to capture a number of turtles (9 green) for demonstration and practical experience. ARK, DoAF and the Ministry were represented along with four of the fishers that would be submitting data via WhatsApp. All participants were able to each have a live specimen to identify species, anomalies, identify and collect morphometric data. Also, regarding **indicator 1.3** the project was able to implement the socio-economic questionnaire survey with 16 key informants related to the BVI turtle fishery. As mentioned in Activity 1.6, the surveys were conducted at a busy period when the BVI was opening up to its first full tourism season since the start of the pandemic. This meant peoples' availability for full-length surveys was compromised, and it was difficult to reach the number of target surveys highlighted in the indicator. In adapting, MCS's UKOT Officer used ethnographic research methods such as informal discussions with 23 key stakeholders to supplement the surveys. This mixed-method approach however provided significant insights into the nature of the turtle fishery (see Annex 7). The survey was split into themes of Local Ecological Knowledge (LEK) on turtle populations (in-water and nesting); Turtle fishing; Egg poaching; Commercial resale (restaurants); Consumption and Awareness of Regulations. While analysis is still undergoing, there are arising themes. Participants stated that while in-water green turtle populations seem to have been increasing since 5 years ago, in-water hawksbill turtle populations have been seen as reducing in size. Considering turtle nesting, respondents from Anegada have been noticing increases in turtle nesting especially on the north shore of their island. Turtle fishing was seen as an activity that is done in tandem with other fisheries (e.g. lobster fishing) rather than a stand-alone activity. Also evident was that the majority of fishers consulted harvest relatively low numbers of turtles (e.g. 1 – 2 turtles per season), while two fishers mentioned harvesting between 10 – 15 individuals per season primarily due to orders from restaurants. In addition, drivers for the turtle fishery were highlighted as festivals such as Christmas and times when BVI diaspora return home and want to eat local seafood. This overall change in understanding regarding the nature of the turtle fishery was important in contextualising the CVM filming aspect, and full analysis and reporting of this activity will also support the development of key project outputs including legislative recommendations and the Sea Turtle Recovery Action Plan (STRAP). Regarding **indicator 1.4**, During visits to each island, as much landing information was collected from fishers and buyers since daily visits to landing site on each island is impossible with very limited DoAF staff. We have been able to capture landing data from fishers sending information via WhatsApp, finding a location where turtles are discarded after processing, from buyers of turtle meat as well as during the CVM interviewing. This indicator is also being supported by Activity 1.6.1 (socio-economic questionnaire surveys with turtle fishers).

With Y3 activities for Output 1 to include further evidence gathering with regards to turtle landings monitoring, and with analysis and results to be amalgamated with the socio-economic questionnaire survey, we believe the project is on track to achieve this output by the project close with the most recently adapted output indicators still the most suitable.

Output 2: Development and management of national BVI Sea Turtle Database, including updated assessment of turtle populations and habitats at key index sites.

The development of the national database spanning 20 years of data is now completed (**indicator 2.1**) with new data continually being entered (Annex 10). Additionally, a reference list of all BVI sea turtle relevant literature has been compiled with all papers located on a shared drive amongst project parners (Annex 11). Any new or previously "lost" papers will be added as they become available.

As for **indicator 2.2**, (monthly boat based flipper tagging) surveys have been carried out up to four times a month and will continue over Y3. A total of 110 turtles were captured, tagged and released over Y2. Hawksbill populations continue to remain low and as an effort to locate other

foraging areas, three summer sailing programmes will be assisting ARK to look for other foraging sites. They will be documenting turtle sightings and using the manta tow method in various locations throughout the Territory to look for sea turtles, particularly for hawksbills using the manta tow method.

Some of the tagging surveys have provided the opportunity for more engagement with resorts and their guests with continued engagement expected to continue beyond the life of this project. There is also potential for the resorts to help raise funds to ensure monitoring continues, particularly at Little Dix Bay, Oil Nut Bay and Deadman's Bay.

Benthic habitat monitoring **indicator 2.3**) continues to show the prevalence of coral disease and the spread of the invasive seagrass. However, an increase in anchor scarring is becoming a concern due to the loss of seagrass in two locations, Deadman's Bay and Little Harbour, Peter Island. More recently, a mass die-off of the long-spiny sea urchin has been observed and resembles the mass die off that occurred in the 1980s.

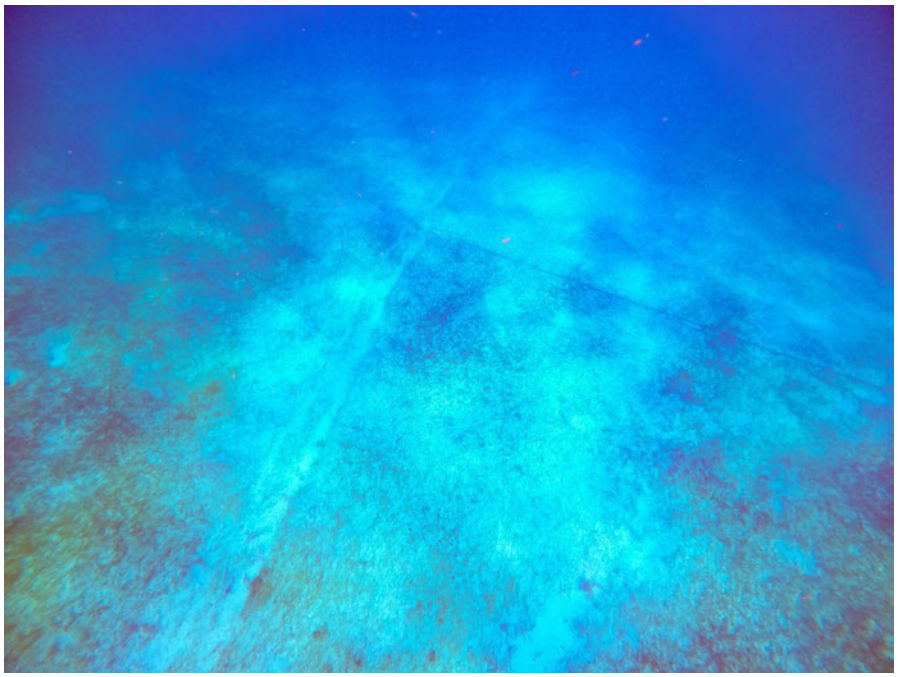

Figure 14 - One of numerous anchor scars appearing at Deadman's Bay.

Regarding **indicator 2.4,** as mentioned previously, mechanical issues have been a major issue but a new company has been identified and willing to resume aerial surveys in early Y3. Beach walks were increased to at least monthly (instead of quarterly) as an effort to compensate for the lack of aerial surveys. In Anegada, beach walks occurred monthly with 87 nests in Anegada alone identified (see Annex 11), an increase (more than doubled) compared to the nesting activities captured during the TCOT project. Through the WhatsApp group established for communicating activity on Tortola's nesting beaches, nesting leatherback activities were quickly communicated but numbers have remained fairly low with only 9 leatherback nests in Y2.

Regarding **indicator 2.5,** (trained DoAF and MNRLI staff), continued assistance from DoAF and MNRLI during ARK's turtle tagging trips ensures staff can effectively monitor foraging turtles

Output 3: Recommended amendments to Virgin Islands Fisheries Regulations and Endangered Animals and Plants Ordinance, and revised STRAP.

In targeting **indicator 3.1**, the MCS team visited the BVI in February 2022 to implement 29 CVM filmed interviews, with a gender split of 12 females and 18 males (see Annex 9 and associated MCS blog). The subsequent film footage is being prepped by the MCS social science team to be analysed imminently with the CVM film scheduled to be produced by Y3Q1 for screening in BVI the subsequent quarter (**indicator 3.2**). However, through the CVM filming process, it's encouraging that many participants offered workable solutions to improving the management of BVI's sea turtles and their habitats. With the project's social capital enhanced through this process, the project is on track to meet **indicator 3.3** relating to the screening of the CVM film and implementation of associated workshops across the archipelago in Y3. We are also confident that the draft legislative recommendations and CVM workshop report can be delivered as stated in **indicator 3.4**. With indicators having been adjusted following an approved Change Request application, we believe the project is on track to achieve this output (including the finalised STRAP) by project close with newly revised indicators being the most suitable.

Output 4. Disseminate project findings to national, regional and international audiences

As highlighted in 3.1, project partners have produced social media posts regarding the work, especially ARK with their Facebook page particularly active with weekly posts of work related to Output 2 (**indicator 4.2)**. The project has also worked with the BVI Governor's Office to produce social media posts that raise local awareness. With Y3 activities including extensive CVM film screenings and workshops across the archipelago, the project is on track to bolster communications and local awareness through CVM-related posts (**indicator 4.3**). With much progress having been made on this output in Y2, and with local partners meeting every fortnight (**indicator 4.8**), we believe the project is on track to achieve this output (including meeting **indicators 4.3 – 4.6**) by project close with the current indicators being the most suitable.

As identified in section 3 Activity 4.4, a total of 13 presentations within schools were made across 10 different schools (**indicator 4.7**).

A brief presentation was made during the WIDECAST meeting at the International Sea Turtle Symposium in March 2022, see Figure 15.

3.3 Progress towards the project Outcome

The project outcome as stated in the Stage 2 application is:

"Agreed recommendations for amendments to Virgin Islands Fisheries Regulations and Endangered Animals and Plants Ordinance, and revised and published Sea Turtle Recovery Action Plan (STRAP)."

The baseline is that Gov VI has an existing BVI Sea Turtle Recovery Action Plan that requires significant update (0.1), and outdated legislation in the BVI Fisheries Act and Endangered Animals and Plants Ordinance that offers inadequate marine turtle protection (0.2).

We are aware of the recent findings of the British Virgin Islands Commission of Inquiry. As highlighted in this report, we are in constant communication with our local project partners. As has been the case to date, we will continue to communicate regularly with LTS and Darwin Initiative regarding any unavoidable delays to realising the outcome this may cause.

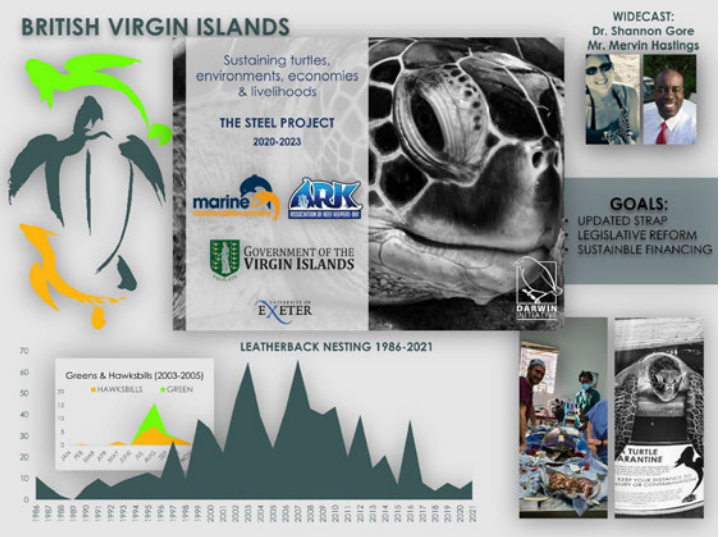

Figure 15 - Slide from the WIDECAST annual meeting at the International Sea Turtle Symposium.

Outcome indicator 0.1 - Revised STRAP endorsed by DOAF and MNRLI

Continued observations in the field and community engagement over the past two years has revealed a number of new issues that were not identified in the original STRAP. Additionally, with increased community awareness and engagement, the need for such a document is critical.

Outcome indicator 0.2 - Final recommendations for legislative amends signed off by DOAF and MNRLI

With the progress of Y2 activities including the CVM filming process having been successfully implemented, and with Y3 activities set to make further significant impact in realising this outcome in addition to the approved no-cost Change Request extending the project close deadline, we are confident the project is on progress to deliver this outcome.

Its clear what may also require legislative reform includes greater protection of nesting and foraging habitats. As development continues, the need for lighting requirements on index beaches is clearly becoming an urgent matter along with key foraging areas needing protection such as no anchoring zones with local project staff observing the damaging of seagrass beds by anchors in Y2.

3.4 Monitoring of assumptions

Assumption 0.1: BVI Government have confirmed their desire to amend the Virgin Islands Fisheries Regulations, the Endangered Animals and Plants Ordinance, and update the STRAP, and have committed dedicated staff to aid in targeting this outcome.

Comments:
There has been continued support from Gov VI towards the project with a view to amending the relevant legislation and updating the STRAP. During MCS's fieldwork trip to the BVI in February 2022, project staff met with Hon. Nathalio Wheatley (then Minister of Education, Culture, Youth Affairs, Fisheries and Agriculture) and Hon. Vincent Wheatley (Minister for Natural Resources,

Labour and Immigration) who both expressed support for the project and a keenness to review the legislative recommendations and STRAP at the end the project. Gov VI staff have also provided critical support in MCS's two fieldwork visits in Y2. As highlighted previously, the project staff are aware of the recommendations of the British Virgin Islands Commission of Inquiry report and will keep up-to-date on developments and whether it impacts on this assumption. However, this assumption currently holds true for the project.

Assumption 0.2: Extreme weather events, particularly hurricanes and tropical storms, will not impact project partners to the extent that they cannot complete the project.

Comments: Fortunately, there were no extreme weather events affecting BVI in Year 2. Our BVI project partners were operating within three weeks of two catastrophic category 5 hurricanes that hit in 2017, highlighting a capacity to rebound from shocks. This assumption still holds true.

Assumption 1.1: Project partners are able to collectively finalise workplan and MoU.
Comments: The workplan for Y2 has been finalised. As mentioned in Section 2, the partnership agreement has been completed. On this understanding, this assumption still holds true.

Assumption 1.2: DOAF are willing to provide staff for workshop on monitoring of landed turtles.
Comments: Two DOAF fishery officers and a member from the Ministry attended the workshop in Yr2. This assumption currently holds true.

Assumption 1.3: Fishers, vendors and consumers are willing to participate in the socio-economic study.

Comments: Using DOAF's strong ties with BVI's fishing communities, key fishers, vendors and consumers were willing to participate in the socio-economic study. This assumption has held true.

Assumption 1.4: DOAF staff are willing to collect turtle landings data.
Comments: DOAF have recruited a data-collector in Anegada who has continue to monitor landings. This is in addition to DOAF officers having participated in the turtle landings training workshop. This assumption has held true.

Assumption 1.4a: Turtle fishers will allow their landings to be sampled.
Comments: Turtle fishers in Anegada have been allowing the data collector to monitor their landings in Y2, as well as turtle fishers informing project staff of their landings either when staff visit islands or sending data via WhatsApp. This assumption currently holds true.

Assumption 1.5: Data will be properly managed and analysed for peer-reviewed publication.

Comments: The signed Partnership Agreement formalises DOAF responsibility as data managers, with analysis taking place in Year 3. This assumption currently holds true

Assumption 2.1: Data holders submit turtle data.

Comments: With data continually being entered, this assumption currently holds true

Assumption 2.2: Project partners are committed to collect field data.

Comments: Continued field days have been incentive for project partners to “get out of the office”, this assumption currently holds true.

Assumption 2.3: Habitat survey methodology is suitable.

Comments: This assumption still holds true but with frequent and continued observations in key foraging areas and nesting beaches, added monitoring criteria is needed. For example, mapping anchor scars (new and recovering) provides a clearer picture of the loss of seagrass beds.

Assumption 2.4: Aerial survey methodology is appropriate for this purpose.

Comments: This still holds true due to extensive remote locations.

Assumption 2.5: DOAF and MNRLI staff will participate in flipper tag-recapture/nesting surveys.

Comments: Flipper tagging has been carried out on set days (Wednesdays) as an effort to ensure partners can schedule around these days in order to participate.

Assumption 3.1: Stakeholders have agreed to participate in the CVM project.

Comments: With DOAF’s strong ties with fishing communities and MCS’s extensive experience of conducting the CVM methodology with Caribbean and UK fishing communities, the CVM project involved 29 participants from the BVI community. This assumption held true.

Assumption 3.2: Government accepts legislative amendments for formal consultation and endorses revised STRAP

Comments: As the activity relating to this assumption is scheduled for Year 3, it’s not been possible to test this assumption. However, during MCS’s fieldwork trip to the BVI in February 2022, project staff met with Hon. Nathalio Wheatley (then Minister of Education, Culture, Youth Affairs, Fisheries and Agriculture) and Hon. Vincent Wheatley (Minister for Natural Resources, Labour and Immigration) who both expressed support for the project and a keenness to review the legislative recommendations and STRAP at the end the project. On current understanding, this assumption holds true.

Assumption 4.1: Press channels will publish the story; peer-reviewed journals will accept the article; and project team speaker’s abstract will be accepted for presentation.

Comments: The second year has involved multiple BVI media outlets publishing our press releases and associated updates. With the project team having extensive experience of publishing journals and presenting at international conferences, its logical that this assumption currently holds true.

New risk regarding British Virgin Islands Commission of Inquiry Report

The project team are aware of the recommendations of the British Virgin Islands Commission of Inquiry report and will keep up-to-date on developments and whether it impacts on the outputs and outcomes of the project, while updating the project’s risk register accordingly.

Risk identified in ARYR1 - Disruption caused by Covid-19

This risk of Covid-19 was identified as a new risk in ARYR1. While the Covid-19 situation has reduced in severity, and easing of UK and BVI restrictions has enabled project work to proceed, we will continue to closely monitor the situation as a team, updating our risk register accordingly.

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

Through DOAF and MNRLI, the Government of the Virgin Islands are key partners in this initiative. Currently, the BVI Fisheries Act offers inadequate protection regarding turtles; it encourages take of sub-adult and adult individuals, and doesn't protect adult turtles during the North Caribbean hawksbill nesting season. The Endangered Animals and Plants Ordinance directly contravenes BVI and UK obligations under the Convention on International Trade in Endangered Species (CITES). An existing BVI Sea Turtle Recovery Action Plan (STRAP) requires significant update.

To date, the project continues to show significant trends based on previous years of data combined with data collected over the course of this Project, including the decline of foraging hawksbills and nesting leatherbacks compared to historical trends. Alternatively, nesting green and hawksbill numbers are showing an increase in numbers, particularly in Anegada. However, with current legislation, the lack of beach management plans (including lighting restrictions, use of motor bikes, removal of vegetation) and lack of any marine spatial plans (such as no anchor zones) / protected areas to support better protection of foraging and nesting turtles has become critical. Habitat assessments are showing loss of seagrass due to increased anchor scarring.

In addition, Y2 has seen extensive engagement with BVI communities through Activity 1.6 and Activity 3.4, most notably the CVM filming aspect where 29 participants discussed their views and visions for turtle and wider environmental management into the future.

Therefore, the project is working towards providing Gov VI an improved evidence base that will support the fulfilment of key domestic priorities including the Biodiversity Action Plan for Anegada and the British Virgin Islands Environment Charter (Guiding Principles 1 - To recognise that all people need a healthy environment for their well-being and livelihoods and that all can help to conserve and sustain it; 2 - To use our natural resources wisely, being fair to present and future generations; 3 - To identify environmental opportunities, costs and risks in all policies and strategies; 4 - To seek expert advice and consult openly with interested parties on decisions affecting the environment; 7 - To safeguard and restore native species, habitats and landscape features, and control or eradicate invasive species; 10 - To study and celebrate our environmental heritage as a treasure to share with our children).

We are also gathering evidence that will support the revision of the 28-year-old BVI STRAP, prioritising key turtle and their carbon-rich habitats for conservation interventions to foster recovery of BVI marine biodiversity and improve the territory's overall resilience to climate change. The project is also working towards improving turtle fishery legislation within the BVI Fisheries Act, and will combine biological and social science data along with outputs from the Community Voice Method workshops in Y3 to develop draft legislative recommendations.

This project is also supporting BVI's obligations to multi-lateral environmental agreements including the Convention of Migratory Species (CMS) and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

5. OPTIONAL: Consideration of gender equality issues

We have considered gender equality issues with our project and its wider context in the BVI. While we are committed to 50:50 gender-balanced sampling, the CVM filming aspect (Activity 3.4) involved 12 females and 19 males (see Annex 9). To ensure Y3 activities including the CVM workshops are as gender-balanced as possible, we'll ensure our schedules are flexible to accommodate times, locations, meeting structures, language and facilitation-styles, as well as group composition appropriate for gender-representative participation. We will test project methodologies with female staff within BVI partner organisations to ensure appropriateness, and adjust according to feedback.

6. Monitoring and evaluation

M&E has been a key part of the three quarterly partner meetings as well as the local partner meetings. Via the Action Tracker, key activities per Output are discussed, their progress monitored and plans developed to complete any outstanding activities (according to the revised implementation timetable). Logframe indicators have also been key in supporting monitoring and level of progress with activities. The risk register also supports management of risks to delivery. This has been particularly helpful in structuring our approach coming out of the Covid pandemic and implementing fieldwork.

7. Lessons learnt

The project has continuously benefitted from having on-territory partners who themselves have a long-standing history of working together on marine turtle conservation. DOAF and their fisheries liaison expertise were critical to the success of engaging BVI communities to participate in the socio-economic surveys and the CVM. Having the well-established and respected ARK co-lead with support from MNRLI has meant the project has capitalised on already-existing infrastructure (including a wide-network of volunteers) that has continued to gather biological evidence (Output 2) for Y2.

MCS's fieldtrip to implement CVM filming in Y2Q4 greatly benefitted from the earlier trip that MCS's UKOT Conservation Officer made in Y2Q3, as many CVM film interviewees were familiar with the project staff and aims of the project through having participated in the socio-economic questionnaire surveys. However, if we were to do the logframe again, we would be more conservative in setting the target for the socio-economic questionnaire indicator (indicator 1.3 – 50 participants) as arranging and implementing the surveys took significant time. In spite of this, a benefit of the subsequent CVM filming aspect was the ability to include participants who weren't able to participate in the socio-economic surveys.

The project aims to have a 50:50 gender split with regards to community engagement aspects of the project. Regarding the CVM sampling, employing strategies such as developing a gender representative interviewee list, being flexible in timing and location, and providing a female interviewer still resulted in a male bias in the final sample. However, when planning the CVM screenings and workshops, we will aim to accommodate times, locations, meeting structures, language and facilitation-styles, as well as group composition that seek to overcome barriers to participation and strive for fair gender-representation.

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

In ARY1, the review did not require any specific actions.

9. Other comments on progress not covered elsewhere

Through the partnership formed via this project, MCS worked with BVI's Education Department (under the Ministry of Education, Culture, Youth Affairs, Fisheries and Agriculture) and two schools (Althea Scatliffe Primary School and Bregado Flax Education Centre) as part of the *Crossing the Ocean Project*. This project connected primary school students from the UK and British Virgin Islands to share their perceptions of climate change and the environment. The video output can be accessed here.

The implementation of the socio-economic questionnaire surveys (Activity 1.6) took place at a particularly busy time of the year in the BVI with a significant number of tourists on-island (Y2Q3). Due to key stakeholders being busy with work (e.g. fishing to support domestic and tourist demand for seafood), there was difficulty in finding time with participants to undertake the socio-economic questionnaire surveys. In adapting, MCS's UKOT Conservation Officer used his social science and ethnographic research experience to gather evidence regarding the nature of the turtle fishery from key stakeholders, specifically in the form of informal discussions. This enabled key insights to be gained from a wide cross-section of people connected to the turtle fishery, in a manner that was respectful of their time limitation. For many of these participants, these initial engagements and exposure to the project led to them being part of the subsequent CVM film project.

10. Sustainability and legacy

Regular project communications across a range of BVI-specific media means the project has continued to develop its strong profile in the territory. This includes a 5-page spread in the Sailing BVI magazine (issue #3 2021-2022) that was written by Dr. Shannon Gore titled "The Science Behind Saving Turtles". The article provides an overview of turtle life cycles, history of tagging in the BVI and the current STEEL project. Local outlet 284 Media also produced a news feature video (23 March 2022) can be seen here: A Day Turtle Tagging with the Association of Reef Keepers (ARK). - 284 Media - News from the BVI

ARK's Facebook page has also featured regular biological monitoring updates, including live feeds from the field, while using the hashtag #BVISTEEL. The BVI Governor's office have also supported promotion of the project and Darwin Plus through a bespoke project post featuring ARK's Dr. Shannon Gore and MCS's Amdeep Sanghera on a recent fieldwork expedition in Y2Q3. Additionally, several members of the Royal Virgin Islands Police have become involved with turtle tagging as well as the Police Commissioner offering the occasional use of one of their boats for fieldwork (Figure 16). Though this interaction, the marine police are now more aware of illegal turtle fishing activity and identifying injured or sick turtles (Figure 17).

With MCS's fieldtrips to the BVI in Y2 having had a strong community-engagement focus, there is increased understanding and interest in the project within key stakeholder groups that are related to turtles and their multiple values. A blog covering the CVM fieldtrip was also created and disseminated across multiple networks across the BVI to raise awareness. From our experience of implementing the CVM process in other Caribbean UKOTs, Y3 will continue to see increased interest in the project and its outputs via the CVM workshops and meetings activities.

Figure 16 - A post reshared by the Royal Virgin Islands Police on Facebook.

Figure 17 - Marine Police assisting with a sick sea turtle.

Having received an extension to complete the project via an approved Change Request application, our planned exit strategy remains the same. ARK and MNRLI have collaborated extensively on turtle flipper tagging and habitat monitoring, undertaken on a regular, albeit infrequent, basis. Post-project, DOAF, MNRLI and ARK will continue this work using the project equipment, with project-trained DOAF officers continuing the monitoring of turtle landings and contributing to the national database. DOAF will still be responsible for overall database maintenance and management.

Because of the awareness raised from the STEEL project, several major, high-end resorts (Rosewood, Little Dix Bay; Oil Nut Bay Resort and the Peter Island Resort, currently under reconstruction) have become more engaged with Dr. Gore about sea turtle conservation (see: The Summer of Wildlife Adventures | Rosewood Little Dix Bay (rosewoodhotels.com). Management at these resorts has shown interest in supporting better management practices and has led Dr. Gore to assist these resorts towards becoming certified under the Wildlife Friendly Enterprise Network as effort to restore nesting populations on their beaches. It has become a goal for ARK to achieve the certification at all resorts with nesting beaches in the Territory.

In securing a legacy for the project, we are confident that the long-term relationship between ARK and Gov VI on collaborative turtle conservation efforts is an ideal vehicle for this. Dr Gore is BVI Coordinator for The Wider Caribbean Sea Turtle Conservation Network (WIDECAST), thus responsible for advocating the STRAP guidance and recommendations. BVI is also within the North-Eastern Caribbean Sea Turtle Recovery Zone, which opens up more potential to secure additional resource for regional conservation commitments.

MCS has a strong track record for securing additional resources for priority work, and are still committed to generating resource to support project partners in the BVI. For example, after the reformed legislation was enacted in the Turks and Caicos Islands (TCI), MCS worked with local partners to ensure research and outreach continued through additional funding. For example, MCS has secured support from the People's Trust for Endangered Species to evaluate fisher compliance with TCI regulations.

11. Darwin identity

All project-specific communications created in Y2 and released within the public domain have publicised the Darwin Initiative as being the sole funder for this distinct project (see Section 10). The Darwin Initiative logo and fund is highlighted on the project's main webpage and on MCS's website through a bespoke project page. The community meetings and presentations given by Dr. Gore in Y2 have also highlighted the initiative and associated logo (see Fig. 10). Project documents including the sampling protocol also highlight these features.

As highlighted in Section 10, most efforts to publicise the project has been through social media, particularly Facebook due to its high rate of use in the BVI. For example, the BVI Community Board has almost 23k members.

With the BVI having had multiple projects funded by the Darwin Initiative, there is a healthy understanding and appreciation of the scheme especially within government and NGO circles. As part of the informed consent process for MCS's fieldwork activities (including implementation of socio-economic questionnaires and CVM filming), each participant was informed that the UK Government's Darwin Plus scheme was the sole funder of this project. On this, we believe

understanding of Darwin Plus has been improved within key stakeholder groups related to the project.

12. Impact of COVID-19 on project delivery

The pandemic caused project disruption in Y2, specifically when the project lead became infected with Covid-19 in Y2Q3. This meant that the scheduled CVM interview filming trip originally planned for Y2Q3 had to be cancelled. This project activity was then implemented in Yr2 Q4, but the knock-on effect was that the documentary screening and workshop stage had to be moved to Yr3.

Because of these disruptions, and the earlier disruptions due to pandemic travel restrictions in Y1, the project requested and was generously given a 6 month extension to properly report and incorporate the deliberations from the CVM workshops into the final project outputs. With this, and the pandemic seeming to recede, we don't expect any longer term delays to project completion however we will be keeping a watching brief on the situation.

13. Safeguarding

Please tick this box if any safeguarding violations have occurred during this financial year. ☐

MCS, as lead organisation, has comprehensive policies committed to safeguarding, including zero-tolerance on bullying, harassment, sexual exploitation and abuse, and protection of whistle-blowers, as well as codes of conduct that clearly establish expectations of staff behaviour.

While there have been no safeguarding violations with regards to the project, any issues arising from this project going forward will be handled initially by our Designated Safeguarding Officers and MCS's Dr Chris Tuckett as Director of Programmes and following our procedures. Where necessary, SMT will liaise with the governing bodies of partner organisations to address and resolve any concerns. In addition, MCS online safeguarding and E&D training modules will be made available to partner organisations.

14. Project expenditure

Table 1: Project expenditure during the reporting period (1 April 2021 – 31 March 2022)

Project spend (indicative) in this financial year	2021/22 D+ Grant (£)	2021/22 Total actual D+ Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs	[redacted]	[redacted]	[redacted]	Exchange rate fluctuations paying ARK in USD
Consultancy costs	[redacted]	[redacted]	[redacted]	
Overhead Costs	[redacted]	[redacted]	[redacted]	
Travel and subsistence	[redacted]	[redacted]	[redacted]	Travel budget for 2020-21 was brought in via change request but we were unable to spend as much as planned due to continued covid travel restrictions
Operating Costs	[redacted]	[redacted]	[redacted]	Slight underspend on boat charters
Capital items	[redacted]	[redacted]	[redacted]	Cost has increased following pandemic
Others (Please specify)	[redacted]	[redacted]	[redacted]	Interview transcription not yet commissioned because of project delays due to covid.
TOTAL	[redacted]	[redacted]		

Checklist for submission

	Check
Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the **correct template** (checking fund, type of report (i.e. Annual or Final), and year) and **deleted the blue guidance text** before submission?	YES
Is the report less than 10MB? If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line.	YES
Is your report more than 10MB? If so, please discuss with Darwin-Projects@ltsi.co.uk about the best way to deliver the report, putting the project number in the Subject line.	NO
Have you included means of verification? You should not submit every project document, but the main outputs and a selection of the others would strengthen the report.	YES
Do you have hard copies of material you need to submit with the report? If so, please make this clear in the covering email and ensure all material is marked with the project number. However, we would expect that most material will now be electronic.	YES
Have you involved your partners in preparation of the report and named the main contributors	YES
Have you completed the Project Expenditure table fully?	YES
Do not include claim forms or other communications with this report.	