

Darwin Plus Main: Annual Report

To be completed with reference to the “Project Reporting Information Note”
(<https://darwinplus.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 2024

Submit to: BCF-Reports@niras.com including your project ref in the subject line

Darwin Plus Project Information

Project reference	DPLUS114
Project title	Tropical Important Plant Areas and Important Plant Species in TCI
Territory(ies)	Turks and Caicos Islands (TCI)
Lead Partner	Royal Botanic Gardens Kew (Kew)
Project partner(s)	Department of Environment and Coastal Resources (DECR), TCI Government
Darwin Plus grant value	£304,743
Start/end dates of project	01 April 2022 – 31 March 2025
Reporting period (e.g. Apr 2023-Mar 2024) and number (e.g. Annual Report 1, 2)	April 2023 – March 2024 Annual Report 2
Project Leader name	Stuart Cable
Project website/blog/social media	www.kew.org/science/our-science/projects/TIPAS-turks-and-caicos https://storymaps.arcgis.com/stories/fd93259119c040779ed587ac4cfbb39d Twitter/X: @kewUKOTs
Report author(s) and date	Stuart Cable 10/05/24

1. Project summary

The Turks and Caicos Islands (TCI), a UK Overseas Territory, faces challenges in sustainably managing its natural resources and biodiversity due to pressures such as economic development and climate change. In formulating this project, after over a decade of collaboration documenting the flora, DECR and Kew identified incomplete knowledge about the distribution and status of native plant species and vegetation as a constraint to effective biodiversity conservation and resource planning. This project aims to address these issues by identifying and mapping areas of high conservation value, threatened habitats, and plant diversity across the territory using the globally established Tropical Important Plant Areas (TIPAs) methodology (Darbyshire et al. 2007, <https://doi.org/10.1007/s10531-017-1336-6>), which has been adapted for the Caribbean UKOTs (see Annex 4.3). The important plant areas delimited for TCI will be accessible through the Kew TIPAs portal (tipas.kew.org), and locally through a TCI TIPAs guide book that will be downloadable as a pdf.

The Turks and Caicos Islands has had a thriving economy primarily driven by tourism, offshore financial services, and fishing industries. The islands experienced rapid economic growth in recent decades, with one of the fastest rates in the Caribbean region. The tourism sector is the backbone of the economy,

attracting over a million visitors annually and contributing significantly to GDP. Real estate development related to tourism has also been a major economic driver, but this has put pressure on the island's biodiversity and ecosystems. However, while the economy is prosperous overall, and GDP per capita is around ████████ there is wealth disparity as is common in tourism-dependent economies, and small-scale agriculture around rural communities puts further pressure on natural vegetation. The cost of living is relatively high due to the islands' reliance on imported goods and services and has increased sharply during the Covid-19 pandemic and the resulting decline in tourism. While the project does not address poverty reduction directly, by identifying and documenting the most important sites for plant species diversity it will enable the TCI Government to make evidence-based decisions to ensure their long-term conservation whilst reconciling the need for sustainable economic development. As a result of successfully completing this project, public awareness of the importance of plants and natural vegetation will be increased, facilitating future species management and ultimately a better outlook for TCI's precious plant resources for future generations.

The Turks and Caicos Islands comprise two groups of tropical islands separated by the Turks Islands Passage, located in the western Atlantic Ocean (Fig. 1). With a total land area of approximately 616 km², TCI is part of the Lucayan archipelago, which also includes the Commonwealth of the Bahamas. This island chain shares a common climate, geology, and flora. The project focuses on the eight inhabited islands, including the main island of Providenciales where most of the population of 46,000 resides, as well as East Caicos, the largest uninhabited island in the Caribbean. The flora of TCI comprises approximately 541 species of vascular plants, with eight endemic to TCI and 49 of restricted range, which are the main target for the fieldwork by the project. The project aims to complete IUCN Red List assessments for the flora focussing on regional priorities, and complementing similar initiatives for other territories such as BVI, as well as resolving taxonomic issues and mapping important populations and threatened habitats. The identification of TIPAs and their validation and recognition by TCI government and conservation NGOs will facilitate evidence-based economic development, effective conservation and wider awareness of plant diversity in TCI.



Figure 1: Location of the Turks and Caicos Islands in the south-western Atlantic Ocean (source Google Earth).

2. Project stakeholders/partners

The long-standing collaborative partnership between Kew and DECR has been instrumental in improving knowledge about the flora of TCI and in addressing various plant conservation challenges. The primary example is the Caicos pine recovery project (www.kew.org/read-and-watch/rescued-pine-from-turks-and-caicos; <https://gov.tc/decr/projects/caicos-pine-recovery-project>). The concept of

establishing a Tropical Important Plant Areas (TIPAs) network in TCI was first discussed during a regional workshop in the British Virgin Islands, co-hosted by Kew and the National Parks Trust of the Virgin Islands, which was attended by DECR's Assistant Director of Research & Development, Bryan Naqqi Manco (www.researchgate.net/publication/317237266_BVI_report_559-13). As a result, this project was developed by Kew and DECR to address TCI's requirements, with Kew leading the submission.

To kick-start the project, a launch workshop was organized at the DECR headquarters in Providenciales, TCI (see Workshop Report in May 2022 Fieldwork report at <https://doi.org/10.34885/q8ay-kz63>). Potential local stakeholders were identified and invited to attend an open first day of the workshop during joint preparations (see section 3, Activity 4.1 for details). Additionally, the Project Steering Group, comprising the Director of DECR and key project staff from DECR and Kew, was established (see section 3, Activity 6.2 for details). Despite the covid pandemic and staff changes at Kew, which led to a Defra-approved two-year delay, the two institutions maintained communication channels to shape the project lead-in and its eventual commencement on 1 April 2022. A Project Team, consisting of staff from both Kew and DECR, was formed, and a schedule of monthly to bi-monthly Microsoft Teams meetings was instigated to ensure project momentum, delivery and monitoring. Project documents are shared via SharePoint at Kew and a dedicated Google Drive folder, and are archived in the Kew Research Repository, which hosts an open access TCI TIPAs reference collection (<https://kew.iro.bl.uk>). The project partnership between DECR and Kew is consolidated by a 5-yearly Memorandum of Collaboration (MoC) encompassing the current project activities and planned post-project initiatives. The MoC has been active since 2008 and was renewed in 2023.

To ensure efficient use of resources and optimal outcomes, synergies have been established with DECR's other Darwin Plus projects, namely the Ramsar mapping project led by Environment Systems (DPlus 129) and the East Caicos Wilderness project led by RSPB (DPlus 181). The aim has been for complementary fieldwork, particularly in relation to work on East Caicos, although joint field trips have proved too difficult to organise due to cost and staff availability. The DPlus 114 DECR team members attended a 4-day in-person DPlus 129 workshop on analytical techniques and outputs from 29/01/24-01/02/24. There have been ongoing discussions with local groups with access to good boats over joint field trips to East Caicos including field surveys and/or an iNaturalist bioblitz to increase plant records.

3. Project progress

3.1 Progress in carrying out project Activities

Output 1: Tropical Important Plant Areas (TIPAs) Geographic Information System (GIS) established.

Activity 1.1: Compile existing TCI data into project GIS

Project GIS created incorporating existing point data for TCI plants from the UK Overseas Territories Species and Specimen database (specimen data can be viewed on the UKOTs online herbarium <http://brahmsonline.kew.org/UKOT>). These data were uploaded onto the team's smartphones, so they are accessible during fieldwork in TCI which helps to targeting species to fill in data gaps. **COMPLETED**

Activity 1.2: Incorporate field data into project GIS

All data is collected in the field on smartphones using Survey 123 (<https://survey123.arcgis.com/>). These data are uploaded to the cloud when internet connectivity is available in TCI. Each member of the team (both DECR and Kew team members) have individual accounts with ArcGIS online provided through Kew Science's corporate subscription to ArcGIS online. The Kew team are then able to incorporate these data into the project GIS back at Kew. A selection of data outputs have been incorporated into the TCI TIPAs ArcGIS StoryMap (<https://storymaps.arcgis.com/...>). The workflow is described in the supplementary document *Quick reference guide for data collection using Survey123, BRAHMS 7 & Lightroom Version 2022.1*. **ONGOING**

Activity 1.3: Analyse data and produce GIS layers

The GIS work in preparation for identifying TIPAs has been completed by Elloise Budd (Kew) and Dodley Prosper (DECOR) under the direction of Tim Wilkinson (Kew). They have produced a simplified vegetation map and identified threatened vegetation types. The delimitation of TIPAs is scheduled for Year 3.

Additional data points resulting from Activity 1.2 only affect one layer, the species records. Work is ongoing to update the TCI TIPAs ArcGIS StoryMap (<https://storymaps.arcgis.com/...>). **COMPLETED**

Activity 1.4: Provide GIS data to DECR

Year 3 activity, but Dodley Prosper (DECR) has been involved in creating the TIPAs GIS data and is working to resolve how these will be stored and utilised by DECR, who have recently appointed a GIS specialist in their marine team. **ONGOING**

Output 2: Capacity building to enable DECR to identify TIPAs

Activity 2.1: Produce and agree Training and Evaluation Plan

Year 1 activity. **COMPLETED**

Activity 2.2: Training of DECR staff in TIPAs methodology, field data collection and survey techniques

Field training occurred twice during the current reporting period:

- 1-26 June 2023 (see DPlus114_Y2R_Annex_4.6_fieldwork_report_June23.pdf)
- 20 November-11 December 2023 (see DPlus114_Y2R_Annex_4.6_fieldwork_report_Nov23.pdf)

Additional training provided for DECR staff on Red List evaluation and TIPAs methods happened at Kew in August 2023 for Dodly Prosper (see DPlus114_Y2R_Annex_4.1_Twitter.pdf). **ONGOING**

Activity 2.3: Training of DECR staff evaluated by Kew specialists and reviewed by Steering Group

Year 3 activity.

Output 3: Data and sample collection to inform species threat assessments and phylogenomics

Activity 3.1: Field surveys to gather species and habitat data and samples

See Activity 2.2 above, there were two joint field trips. A gap analysis was carried out on 17 August at Kew with Dodly Prosper from DECR participating in person and the rest of the DECR team online (see DPlus114_Y2R_Annex_4.1_Twitter.pdf). The DECR team has continued filling the (few) gaps between fieldtrips and during other projects. **ONGOING**

Activity 3.2: Collate available species occurrence data and digitise new records

Historical records were compiled/collated in Year 1, and new records have been added to the Brahms database as they are acquired through fieldwork. **ONGOING**

Activity 3.3: Undertake species threat assessments

128 IUCN Red List assessments were undertaken and submitted during Year 2. They will be reviewed on 29 July 2024 and then published by IUCN (the timeframe for publishing is out of our control). It was decided by the team that the DECR botanists, as local experts, would contribute as authors rather than reviewers, as IUCN Red List assessments are peer-reviewed publications. **ONGOING**

Activity 3.4: Undertake phylogenomic analyses

Due to permit issues in Year 2, sequencing will continue in Year 3. So far we have used material already at Kew and extracted DNA or sequenced the following:

- 1) 8 *Euphorbia* samples were sequenced to generate preliminary data and better understand species delimitation for *E.vaginulata*, *E.abbreviata* and *E.inaguanensis*.
- 2) 14 *Encyclia* samples were sequenced: 2 *E.caicensis* and 12 *E.altissima*. In Year 3 we are expecting approximately 200 samples covering all native taxa.
- 3) 321 Agave samples had DNA extracted, of which 294 genome libraries were sent for sequencing. This is possible thanks to the collaboration with Karen Mondragón, a PhD student from the UNAM in México, who visited Kew and is now doing the phylogenomic analysis. The final number of samples will depend on the quality thresholds we are applying for this complex group of plants with multiple ploidy levels. An abstract was accepted for a poster at the IBC2024 conference (<https://ibcmadrid2024.com/>), and the whole team are co-authors. **ONGOING**

Output 4: A network of Tropical Important Plant Areas (TIPAs) identified for TCI

Activity 4.1: Undertake workshop to engage stakeholders and launch project

Year 1. **COMPLETED**

Activity 4.2: Identify TCI TIPAs National Team members

Year 1. **COMPLETED**

Activity 4.3: Prepare species and habitat tables and spatial data for workshop

Year 3 activity.

Activity 4.4: Undertake workshop to identify TCI TIPAs

Year 3 activity.

Activity 4.5: Agree final TIPAs boundaries and network

Year 3 activity.

Output 5: Important Plants and Tropical Important Plant Areas of the TCI guide and interpretation produced for local use

Activity 5.1: Design & agree TCI TIPAs Brand

Year 1 completed, but we continue to use logos and hashtags whenever appropriate. **ONGOING**

Activity 5.2: Develop and agree content for TCI guide and interpretation

Year 3 activity.

Activity 5.3: Design & produce TCI TIPAs Interpretation Panels

Year 3 activity.

Activity 5.4: Design & produce TCI TIPAs guide

Year 3 activity.

Activity 5.5: Distribute guide and install panels

Year 3 activity.

Output 6: Monitoring and Evaluation and project reporting

Activity 6.1: Produce Monitoring and Evaluation Plan

Year 1 completed, subsequently reviewed and updated as necessary. **ONGOING**

Activity 6.2: Produce quarterly progress reports

We did not produce quarterly progress reports, but updated the M&E Workbook, see Annex 4.4, Monitoring and Evaluation Workbook (DPlus114_Y2R_Annex_4.4_M&E_workbook.xlsx). Progress was also tracked through the bi-monthly team meetings. **ONGOING**

Activity 6.3: Produce half-year and annual reports

DPLUS114_Yr2_HYR2 was written, circulated to full project team for input and comment, finalised and submitted on time. DPLUS114_Yr2_AR2 completed with input from team members (this report).

ONGOING

Activity 6.4: Undertake Steering Group meetings and produce minutes

The Steering Group was identified comprising the leads in each of the project specialisms and is co-chaired by Mr Luc Cerveaux (Director, DECR) and Dr Colin Clubbe (ex-Kew). The Steering Group meets 6-monthly, but we only managed to hold one meeting at the end of Year 2 that related to Year 2. See Annex 4.5, Steering Group minutes (DPlus114_Y2R_Annex_4.5_SG_Minutes_240119.pdf). **ONGOING**

Activity 6.5: Produce final technical report

Year 3 activity.

3.2 Progress towards project Outputs

Output 1: Tropical Important Plant Areas (TIPAs) Geographic Information System (GIS) established

This is a final output of the project, but the baseline mapping has been completed. A new simplified vegetation map has been produced from two previous vegetation classifications, and each vegetation type has been measured and assessed for threat. ArcGIS is being used and the data are held in the

cloud. Species occurrence data have been collated from historical records and new observations by the team. Gaps were assessed at a workshop at Kew on 17 August 2023, but the coverage was deemed almost complete, and gaps were filled by the November 2023 fieldtrip. The data are ready to be used for delimiting potential TIPAs in Year 3. The GIS data are with Dodly Prosper who is working with DECR colleagues on incorporating our layers into DECR's GIS system. See Annex 4.2, Presentation on progress with GIS work to identify threatened habitats at the August Gap Analysis Workshop at Kew (DPlus114_Y2R_Annex_4.2_GIS.pdf).

Output 2: Capacity building to enable DECR to identify TIPAs

Capacity building for the DECR team is at the heart of this project. Year 2 was a consolidation of training in Year 1, aimed at data collection and IUCN Red List assessments. The delimitation of potential TIPAs will be done at Kew in August 2024 during Year 3, with DECR staff working alongside Kew staff with experience of the TIPAs methodology. The project is following an established methodology (see Annex 4.3, Summary of TIPAs workflow from BVI project (DPlus114_Y2R_Annex_4.3_TIPAS_workflow.pdf) and in Year 3 we will pull-in expertise from people at Kew who have established TIPAs in other countries.

Output 3: Data and sample collection to inform species threat assessments and phylogenomics

Data and sample collections are complete, and the IUCN Red List assessments have exceeded initial targets (178 verses 20). As this project works alongside the Darwin Plus BVI project which is also undertaking TIPAs and IUCN Red List assessments, and have over-lapping floras, we have been able to be more ambitious and productive. Of the 178 assessments drafted and in review, 53 target species have been drafted and have had their categories reviewed by DECR team. Three target species assessments are still to be completed (*Agave inaguaensis*, *Euphorbia inaguaensis* and *Euphorbia vaginulata*) as they are awaiting taxonomic review. 55 species remain to be assessed ahead of the year 3 data sprint in August 2024.

The phylogenetics work is not complete and has been held-up by an issue with CITES permits. The export permit issued by authorities in TCI did not have the same reference number as initially allocated to us (due to a queuing system between islands) and so there was a mismatch with the UK import permits, which necessitated us to reapply. So some of the sequencing work will happen in Year 3 with the help of an intern from the University of Chicago on a Metcalf Scholarship.

Output 4: A network of Tropical Important Plant Areas (TIPAs) identified for TCI

Year 3 activity.

Output 5: Important Plants and Plant Areas of the TCI - guide and interpretation panels

Year 3 activity.

Output 6: Monitoring and Evaluation and project reporting

The project Monitoring and Evaluation framework has been established and the project is being regularly evaluated by the Project Team and the Steering Group. Team meetings have been bi-monthly due to other commitments and fieldwork, and we only had two Steering Group meetings during Year 2. The frequency of meetings was debated at the last SG meeting, and it was decided to make them monthly and quarterly for Year 3, if possible. Meetings have already been booked into the team's Outlook calendars for Year 3. See for example:

Annex 4.4) Monitoring and Evaluation Workbook (DPlus114_Y2R_Annex_4.4_M&E_workbook.xlsx)

Annex 4.5) Steering Group minutes (DPlus114_Y2R_Annex_4.5_SG_Minutes_240119.pdf)

3.3 Progress towards the project Outcome

The project continued to make good progress in Year 2 and is well on its way to achieving its Outcome by the end of the project.

The Outcome indicators are clear and appropriate ('Network of TIPAs identified, mapped and published by YR3 Q4'), the GIS layers are prepared (see Annex 4.2 - Presentation on progress with GIS work to identify threatened habitats at the August gap analysis workshop (DPlus114_Y2R_Annex_4.2_GIS.pdf)) and we have a good body of data on all of our priority species. The preliminary analysis to delimit

potential TIPAs will take place in August 2024 at Kew, followed with the TIPAs workshop and launch in November in TCI with the TCI TIPAs Committee and wider stakeholders.

3.4 Monitoring of assumptions

Year 2 progressed well, and we are confident that the project is well on course to achieving its Outcome (See Section 3.3). The Outcome and Output assumptions remain relevant and are being monitored by both the Project Team and the Steering Group.

Outcome Assumption: Project partners able to undertake field work to fill data gaps and hold workshops to agree TCI TIPAs network.

Comments on Outcome Assumption: The DECR-Kew project team work well together, and communications are maintained through monthly/bi-monthly minuted team meetings, as well as less formal channels such as Whatsapp. Two joint field trips were undertaken as mentioned in Section 3.1.

Output 1 Assumptions: Kew and TCI GIS specialists remain involved in the project, IT equipment, software and infrastructure are fit for purpose at Kew and in TCI.

Comments on Output 1 Assumptions: During Year 2 the Kew GIS specialists have been fully engaged with the projects and we have no reason to think that this will not continue as the project moves into its third year. In TCI, development of GIS capacity within DECR has been ongoing, and Dodly Prosper has represented the project in engaging with a new GIS specialist who is part of the DECR Marine Team. The IT equipment available to the project is adequate and suits all the current needs. As more data are collected and the needs for the GIS increase this assumption will be re-evaluated.

Output 2 Assumptions: Kew specialists able to convey theory and practise to TCI partners who can implement methodology. Trained personnel remain in post.

Comments on Output 2 Assumptions: See field work reports. The main part of this training will be delivered during the TIPAs data sprint and workshop planned for Year 3. Dodley Prosper is taking a sabbatical from DECR in order to do the MSc in Taxonomy and Conservation at Kew and Queen Mary University London during Year 3 of this project, but his MSc research project will be on the TCI TIPAs work. This assumption remains valid for project.

Output 3 Assumptions: Project partners able to undertake field work to collect data and samples required to complete Red List Assessments, phylogenetic studies and identification of TIPAs network.

Comments on Output 3 Assumptions: The DECR team do not have a vehicle, although one is on order. This has reduced their capacity for independent field work, although they have participated in joint field work for the project. This assumption remained valid for Year 2.

Output 4 Assumptions: Areas that meet criteria for species composition/abundance or habitat type occur in TCI. Applying internationally agreed criteria is possible in TCI. IT equipment, software & infrastructure are fit for purpose at Kew. Access to TIPAs website maintained by Kew.

Comments on Output 4 Assumptions: Year 3 activities. Assumptions remain valid.

Output 5 Assumptions: Kew specialists and DECR colleagues able to agree appropriate format for guide; IT equipment, software and infrastructure are fit for purpose at Kew.

Comments on Output 5 Assumptions: Year 3 activities. Assumptions remain valid.

Output 6 Assumptions: ResearchGate website continues to be maintained and open-access.

Comments on Output 6 Assumptions: ResearchGate decided to unilaterally stop supporting projects areas on their website. Kew has started to participate in a shared Research Repository developed by the British Library and we have a dedicated area for DPLUS114 called the *Turks and Caicos Islands Tropical Important Plant Areas* (<https://kew.iro.bl.uk/collections/5f1b28e7-868c...>). We are in the process of uploading project documents.

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

The DECR DPlus114 project team members, and Bryan Naqqi Manco in particular, are supporting the TCI Government to achieve its long-term strategic outcomes for the natural environment. The TCI Government is currently working on both its Biodiversity Strategy and its Natural Capital Investment Plan, and the project’s identification of important plant areas and populations of endemic and threatened plants are feeding into the process.

Within DECR the project’s outputs are recognised as potential areas of consideration for the next revision of the National Parks Ordinance as new Protected Areas. The soonest this could begin is one calendar year after current changes are passed, but lists of proposed areas have already been compiled.

Furthermore, the mapping of the ranges of endemic and threatened plant species as well as critical habitats are already being included in DECR’s review of development proposals and the physical planning process. The TIPAs data have also been used in the development of the Biodiversity Protection Bill, the Environmental Management Bill, and the Wildlife Protection and Trade Bill (CITES). These draft ordinances have been revised by the TCI Government during the past year of the project and aim to be fully aligned with multi-lateral agreements including the Convention on Biological Diversity, the Convention on Migratory Species and the Ramsar Convention.

5. Gender Equality and Social Inclusion (GESI)

Please quantify the proportion of women on the Project Board ¹ .	29% (43% Year 1)
Please quantify the proportion of project partners that are led by women, or which have a senior leadership team consisting of at least 50% women ² .	0% (100% Year 1)

GESI Scale	Description	Put X where you think your project is on the scale
Not yet sensitive	The GESI context may have been considered but the project isn’t quite meeting the requirements of a ‘sensitive’ approach	
Sensitive	The GESI context has been considered and project activities take this into account in their design and implementation. The project addresses basic needs and vulnerabilities of women and marginalised groups and the project will not contribute to or create further inequalities.	X
Empowering	The project has all the characteristics of a ‘sensitive’ approach whilst also increasing equal access to assets, resources and capabilities for women and marginalised groups	
Transformative	The project has all the characteristics of an ‘empowering’ approach whilst also addressing unequal power relationships and seeking institutional and societal change	

¹ A Project Board has overall authority for the project, is accountable for its success or failure, and supports the senior project manager to successfully deliver the project.

² Partners that have formal governance role in the project, and a formal relationship with the project that may involve staff costs and/or budget management responsibilities.

The project team endeavours to balance gender and gender roles in all project activities and decisions it makes. The proportion of women involved in managing the project has declined since Year 1 as Lormeka Williams, who was Director of DECR and co-chair of the project steering committee, was promoted to a more senior role in Government and has left the project. She has been replaced by Mr Luc Cerveaux the new Director of DECR. The project does not engage directly with civil society or the public in general but aims to be sensitive to gender equality and social inclusion.

6. Monitoring and evaluation

In the second year of the project, the Monitoring and Evaluation Workbook and the Training and Evaluation Workbook, which were collaboratively created by the Project Team and approved by the Steering Group in the first year, remain unchanged and continue to be effective tools for the project's progress (see the M&E workbook, Annex 4.4, and the Steering Group minutes, Annex 4.5, for details). The Project Team and Steering Group meetings include a standing agenda item to review both documents, ensuring their ongoing relevance and effectiveness. Action Points are recorded in the meeting minutes and are consistently followed up on and reported in subsequent meetings to maintain accountability and track progress. This ensures that progress against project Outputs, and ultimately the Outcome, is tracked by both Kew and DECR teams. The project team undertook a gap analysis on 17 August 2023 to ensure that the project was on-track to compile the necessary data for delimiting TIPAs (see Annex 4.2 for the presentation on progress identifying threatened habitats).

7. Lessons learnt

The project consolidated progress made in Year 1, filling in gaps in data and geographical coverage. This was enhanced by two field trips undertaken jointly by Kew and DECR team members during Year 2. The project team worked well together, with everyone engaged in planning, evaluation and problem solving, regardless of their role in the project. We are on track for the key outputs of the project.

The main challenges for the project have been to do with time allocation alongside non-project responsibilities for both Kew and DECR staff. We would recommend to a similar project to fund a full-time project officer based locally or at Kew, with line-management as appropriate (a full-time project officer at Kew was costed into the original project before staff changes and covid forced delays). This would help with the compilation and assimilation of data and local knowledge. During Year 2, our main botanical expert, Bryan Naqqi Manco, was promoted to Deputy Director of DECR with much greater responsibilities for management, administration and policies, and with less time for field work and individual projects. This also led to greater responsibilities for Dodly Prosper, who became the main DECR biologist. The DECR environmental team is small and has to cover everything from advising Government legislation to fighting fires started by tourist barbeques. The Kew team have also been stretched and will contribute more time in Year 3. A key lesson learnt was the value of our Year 1 intern at Kew, Elloise Budd, a sandwich student from Kingston University, whose main focus was preparing the GIS maps but who also filled many gaps for the project by, for example, developing Survey123 and Field Maps forms for the field work and by designing and compiling the ArcGIS StoryMap (<https://storymaps.arcgis.com/stories/fd93259119c040779ed587ac4cfbb39d>). These ancillary contributions were missed in the second half of Year 2.

We do not plan to submit a Change Request but will make small adjustments to our timetable for Year 3. A visit has been arranged to Kew for DECR's Bryan Naqqi Manco and Junel Blaise for research and training in August 2024. During that time, we have planned a 'data sprint': one week preparing the data, models and GIS shape-files for potential TIPAs that will be finalised and validated by government and stakeholders at the TIPAs workshop in TCI later in the year. This way we can ensure a concentrated focus by the whole team to provide a strong foundation for the final negotiations in TCI which will be led by Bryan Naqqi Manco for DECR. Furthermore, DECR's Dodly Prosper has applied to do the MSc course on 'Plant and Fungal Taxonomy, Diversity and Conservation' run jointly by Queen Mary University and Kew, starting in October 2024, and his MSc project will focus on the TCI TIPAs undertaking further analysis of the data generated by the project and aiming to publish results in a

peer-reviewed journal. We identified the lack of a published TIPAs book in hard-copy as a weakness in the project design and will seek to raise funds in Year 3.

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

The Year 1 Annual Report Review was greeted favourably.

Only a couple of issues were raised. Firstly, the Year 1 review noted that the project aims to collect and store seeds of threatened species. This is not currently planned within this project, although it would be worthwhile particularly as the DECR plant nursery is being upgraded and could mitigate the risk to threatened plant populations from fires, cyclones and economic development activities. It would need a fully funded project, aiming to develop protocols for germination and propagation, and establish ex-situ living collections to complement seed-banking. The Bentham-Moxon funding that we have secured for Junel Blaise to visit Kew in August 2024 with Bryan Naqqi Manco will provide exactly the right horticultural training and experience to develop ex-situ living collections and undertake species recovery projects. A seed-banking component could fall within Kew's Millennium Seed Bank Project, but while there have been seed collections from the region in the past there is no active Caribbean programme at the moment.

Project team meetings and steering group (SG) meetings have been affected by availability of staff. The SG discussed whether to reduce the frequency of meetings, but the consensus was to have quarterly meetings for Year 3 and these have been timetabled in Outlook/Teams calendars. Project team meetings have also been scheduled monthly in advance until the end of the project.

9. Risk Management

The project does not have a risk register. As stated in the Year1 annual report, the budget has been a risk as it was developed with DECR based on 2018/19 costs for an April 2019 start. The project was delayed for two years, firstly due to the Covid-19 pandemic and secondly due to changes in personal at Kew. Darwin approved a delayed start date to April 2022; but prices for food, accommodation and flights have increased significantly since then. In Year 2 we secured external funding from the Bentham-Moxon Trust including: £3,600 for field work on East Caicos, and £6,400 to bring two DECR project team members (Bryan Naqqi Manco and Junel Blaise) to Kew for training and research during summer 2024.

A second risk has been potential changes to the project team at DECR and Kew. Lormeka Williams left DECR and Bryan Naqqi Manco was promoted to Deputy Director of DECR. He is the foremost botanical expert for TCI, but his new extra responsibilities have reduced his time available for fieldwork. Furthermore, the DECR team have been unable to replace their vehicle, which was written-off in an accident, due to slow procurement procedures and that has limited their fieldwork options. In Year 2 the project ran two large joint Kew-DECR field trips to fill data gaps in June and December 2023, the second with Bryan Naqqi Manco. In August 2023 the team undertook a two-day workshop at Kew to review progress and identify gaps in the data. DECR's Dodly Prosper attended in person and Bryan Naqqi Manco and Junel Blaise attended online. This determined the scope of the December field work. The DECR team continues to integrate targeted botanical surveys into their programme whenever possible. The botanical knowledge of the whole team has improved through the project, and in Year 3 we will look to consolidate a wider knowledge base through platforms such as iNaturalist.

Additional risks have been weather, health and boat trips. Cyclones have not affected the work, and despite higher-than-average temperatures many species were found in flower or fruit during field work. The team agreed to start work and finish earlier due to excessive heat (the substrates of limestone and white sand exacerbate the strength of the sun) and have regular water breaks. During the June trip Stuart Cable and Marcella Corcoran developed covid and isolated for a week following Kew and DECR guidelines. This happened towards the end of the trip, but it also helped Marcella Corcoran who suffered two compressed vertebrae a few days previously on a boat trip to East Caicos. This was discovered on return to the UK and Kew provided a standing desk to aid her recovery. The team were unable to use passenger boats for the crossing to East Caicos, and the DECR boat based on Provo was not available at the right time plus cost \$2,800 per tank of fuel, which was needed for the long crossing.

The small fishing/speed boats we were able to charter on South and Middle Caicos lacked the safety features of tourist class charter boats and after two crossings in different boats we decided that the risks were too high to continue.

10. Sustainability and legacy

We have promoted the project through social media posts (@KewUKOTs and personal accounts on Twitter/X) and the ArcGIS Storymap (https://storymaps.arcgis.com/stories/DPlus114_TCI_TIPAs) which is accessible through a link on the project webpage on the Kew website (www.kew.org/projects/TIPAS-turks-and-caicos). Information on endemic and native plants has also been shared on social media and has received good response (see Annex 4.1). There has been interest expressed from schools for information on native and endemic plants, particularly tied to the Greening Out Schools Darwin Local project. There have been synergies with the Darwin Plus 129 and Darwin Plus 181 projects, particularly through Chris May, who is employed by DECR through the Darwin Plus 129 project but who has also been a strong member of this project, participating in team meetings, fieldwork and gathering data. The sustainable benefits will be increased with the inclusion of any important plant areas (KBAs, IBAs, TIPAs, etc) as critical habitat protected under the Biodiversity Protection Bill. This draft ordinance was revised this year to include consideration for these areas in the planning and development process. Furthermore, in Year 3 we aim to raise money to print 500+ copies of the TCI TIPAs manual (only an electronic version is planned in the project outputs) which DECR and the wider TCI Government can distribute as needed to support communication, planning and conservation.

11. Darwin Plus identity

The Darwin Initiative is well known in TCI as there have been several projects funded by Darwin Plus run in the territory over recent years. DECR regularly include project updates in the *Green Pages* of the magazine TCI Times of the Island magazine (<https://www.timespub.tc/green-pages/>). All materials and communications of the project contain the Darwin Plus logo, including the project landing page on the Kew website (www.kew.org/science/our-science/projects/TIPAS-turks-and-caicos) which links to project materials on the open-access Kew Research Repository and our online ArcGIS StoryMap which follows project progress. The @KewUKOTs twitter account has been used to promote the project during active periods of fieldwork in TCI, as well as reposts by Kew and DECR team members. Tweets carried links to @UKBCFs, the general TCI Government account @TCIG_Press and @KewScience to reach wider audiences, as well as project hashtags #KewTCI, #DPlus114 and #TIPAsTCI (see Annex 4.1).

12. Safeguarding

Has your Safeguarding Policy been updated in the past 12 months?	No
Have any concerns been reported in the past 12 months	No
Does your project have a Safeguarding focal point?	Yes ██████████
Has the focal point attended any formal training in the last 12 months?	Yes 28/11/2023
What proportion (and number) of project staff have received formal training on Safeguarding?	Past: 64% [7] Planned: 64% [7]

Has there been any lessons learnt or challenges on Safeguarding in the past 12 months?
Please ensure no sensitive data is included within responses.

None

Does the project have any developments or activities planned around Safeguarding in the coming 12 months? If so please specify.

All Kew staff undertake renewal of safeguarding training every two years. Some of the project staff will renew their training during the coming 12 months. Safeguarding training is not yet embedded in TCI and currently there is no timetable for the integration of safeguarding training for DECR staff. DECR project staff have read Kew's Safeguarding policy and are aware of the importance of safeguarding issues. The whole project team is committed to implementing Kew's safeguarding policy throughout project activities.

Please describe any community sensitisation that has taken place over the past 12 months; include topics covered and number of participants.

None

Have there been any concerns around Health, Safety and Security of your project over the past year? If yes, please outline how this was resolved.

Yes, we curtailed trips to East Caicos over safety concerns with the boats we could afford. Marcella Corcoran suffered a compressed vertebrae during a crossing from South Caicos in a speed boat. We also modified our hours in the field to ensure less exposure to the sun during the hottest hours. Water breaks were timed by Dodly Prosper following DECR procedures. Marcella Corcoran and Stuart Cable contracted covid and isolated for a week in accommodation on South Caicos that was separate from the rest of the team.

13. Project expenditure

Table 1: Project expenditure during the reporting period (1 April 2023 – 31 March 2024)

Project spend (indicative) in this financial year	2023/24 D+ Grant (£)	2024/25 Total actual D+ Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs				Reduced time costed for Amy Barker compared to Y1
Consultancy costs				
Overhead Costs				
Travel and subsistence				Boat-hire for East Caicos proved prohibitively expensive, resulting in fewer trips than planned.
Operating Costs				Unforeseen delays in CITES permits for specimens.
Capital items				
Others (Please specify)				Additional cost of two compact waterproof cameras for field work.
TOTAL				

Table 2: Project mobilised or matched funding during the reporting period (1 April 2023 – 31 March 2024)

	Secured to date	Expected by end of project	Sources
Matched funding leveraged by the partners to deliver the project (£)			RBG Kew, DECR and Bentham-Moxon Trust
Additional finance mobilised for new activities occurring outside of the project, building on evidence, best practices and the project (£)			

14. Other comments on progress not covered elsewhere

None.

15. OPTIONAL: Outstanding achievements or progress of your project so far (300-400 words max). This section may be used for publicity purposes.

I agree for the Biodiversity Challenge Funds to edit and use the following for various promotional purposes (please leave this line in to indicate your agreement to use any material you provide here).

File Type (Image / Video / Graphic)	File Name or File Location	Caption including description, country and credit	Social media accounts and websites to be tagged (leave blank if none)	Consent of subjects received (delete as necessary)
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No

Annex 1: Report of progress and achievements against logframe for Financial Year 2023-2024

Project summary	Progress and Achievements April 2023 - March 2024	Actions required/planned for next period
<p>Impact</p> <p>Plants and habitats of the Turks and Caicos Islands are better understood, managed and conserved through local implementation of national legislation informed by evidence-based, internationally recognised methodologies.</p>	<p>The project built on the solid foundation of Year 1. The TIPAs concept is established as a planning and conservation tool within TCI Government. During Year 2 we consolidated the data needed to delimit TIPAs, which will happen in Year 3.</p>	
<p>Outcome</p> <p>Tropical Important Plant Areas (TIPAs) are identified in TCI through collaborative efforts by applying internationally recognised criteria to high quality and expert-reviewed records to enable long-term conservation.</p>		
<p>Outcome indicator 0.1</p> <p>Network of TIPAs identified, mapped and published by YR3 Q4.</p>	<ul style="list-style-type: none"> • Data gap analysis August 2023 – Annex 4.1. • Fieldwork ongoing through Y2 – Annexes 4.6, 4.7. • GIS finalised (vegetation and threatened habitats mapped) – Annex 4.2. 	<ul style="list-style-type: none"> • ‘Data sprint’ at Kew in August 2024, for provisional delimitation. • TIPAs workshop in TCI in Oct/November 2024, for validation.
<p>Output 1</p> <p>Tropical Important Plant Areas (TIPAs) Geographic Information System (GIS) established.</p>		
<p>Output indicator 1.1</p> <p>TIPAs GIS operational and analyses undertaken before final workshop in YR3 Q1.</p>	<ul style="list-style-type: none"> • Data gap analysis August 2023 – Annex 4.1. • Species occurrence knowledge gaps filled – Annexes 4.6, 4.7. 	<ul style="list-style-type: none"> • ‘Data sprint’ at Kew in August 2024, for provisional delimitation.
<p>Output indicator 1.2</p> <p>1.2 Three GIS layers produced by YR3 Q4 showing 1) distribution of threatened and high conservation importance plant species in TCI, 2) locations of nationally threatened habitats and 3) the network of TCI TIPAs.</p>	<ul style="list-style-type: none"> • GIS vegetation and threatened habitats layers produced – Annex 4.2. 	<ul style="list-style-type: none"> • Integrate finalised species distribution layers. • TIPAs workshop in TCI in Oct/November 2024, for validation.
<p>Output 2.</p>		

Capacity building to enable DECR to identify TIPAs.		
Output indicator 2.1 Four TCI partners trained in application of the TIPAs methodology by YR3 Q2.	<ul style="list-style-type: none"> • Year 3 activity. 	<ul style="list-style-type: none"> • TIPAs methodology training at data sprint at Kew in August 2024.
Output indicator 2.2 Two DECR staff trained in field data collection and survey techniques by YR2 Q3.	<ul style="list-style-type: none"> • Field training ongoing through Y2 – Annexes 4.6, 4.7. 	
Output 3. Data and sample collection to inform species threat assessments and phylogenomics.		
Output indicator 3.1 Three collaborative field surveys undertaken to collect species data and samples and ground truth existing vegetation maps by YR2Q4.	<ul style="list-style-type: none"> • Field training ongoing through Y2 – Annexes 4.6, 4.7. 	
Output indicator 3.2 Threat assessments of 20 plant species undertaken by YR2 Q4.	<ul style="list-style-type: none"> • 178 assessments completed for review – see Section 3.1. 	<ul style="list-style-type: none"> • Complete 60 more assessments for review. • Review all assessments to date, online workshop planned for 29 July 2024.
Output indicator 3.3 Phylogenomics for 6 plant species completed by YR3 Q2.	<ul style="list-style-type: none"> • DNA extracted for 343 samples, sequencing in progress – see Section 3.1. 	<ul style="list-style-type: none"> • Continue extractions and sequencing when final batch of samples arrives.
Output 4. A network of Tropical Important Plant Areas (TIPAs) identified for TCI. YEAR 3		
Output 5. Important Plants and Tropical Important Plant Areas of the TCI guide and interpretation produced for local use. YEAR 3		
Output 6. Monitoring and Evaluation and project reporting. ONGOING		

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

Project summary	SMART Indicators	Means of verification	Important Assumptions
Impact: Plants and habitats of the Turks and Caicos Islands are better understood, managed and conserved through local implementation of national legislation informed by evidence-based, internationally recognised methodologies.			
Outcome: Tropical Important Plant Areas (TIPAs) identified in TCI through collaborative efforts by applying internationally recognised criteria to high quality and expert-reviewed records to enable long-term conservation.	0.1 Network of TIPAs identified, mapped and published by YR3 Q4	0.1 Open access website contains published TCI TIPAs network maps and site summaries	Project partners able to undertake field work to fill data gaps and hold workshops to agree TCI TIPAs network. Field activities can be rescheduled if affected by natural disasters (e.g. hurricanes) or global pandemics.
Output 1 Tropical Important Plant Areas (TIPAs) Geographic Information System (GIS) established	1.1 TIPAs GIS operational and analyses undertaken before final workshop in YR3 Q1 1.2 Three GIS layers produced by YR3 Q4 showing 1) distribution of threatened and high conservation importance plant species in TCI, 2) locations of nationally threatened habitats and 3) the network of TCI TIPAs	1.1 Open access website contains published Project progress reports, Final Technical Report including TCI plant species of conservation importance list and TCI threatened habitats list 1.2 TCI National GIS with the three project produced GIS layers incorporated	Kew and TCI GIS specialists remain involved in the project, IT equipment, software and infrastructure are fit for purpose at Kew and in TCI. Analyses can be completed if natural disasters (e.g. hurricanes) or global pandemics occur.
Output 2 Capacity building to enable DECR to identify TIPAs	2.1 Four TCI partners trained in application of the TIPAs methodology by YR3 Q2 2.2. Two DECR staff trained in field data collection and survey techniques by YR2 Q3	2.1 Open access website contains published Project progress reports, field visit reports and Final Technical Report showing training assessments and gender disaggregation of trainees and trainers 2.2 Open access website contains published Project progress reports, field visit reports and Final Technical Report showing training assessments	Kew specialists able to convey theory and practise to TCI partners who can understand theory and implement methodology. Trained personnel remain in post. Training can be rescheduled if affected by natural disasters (e.g. hurricanes) or global pandemics.

Project summary	SMART Indicators	Means of verification	Important Assumptions
<p>Output 3</p> <p>Data and sample collection to inform species threat assessments and phylogenomics</p>	<p>3.1 Three collaborative field surveys undertaken to collect species data and samples and ground truth existing vegetation maps by YR2 Q4</p> <p>3.2 Threat assessments of 20 plant species undertaken by YR2 Q4</p> <p>3.3 Phylogenomics for 6 plant species completed by YR3 Q2</p>	<p>3.1 Samples accessioned at Kew; Data for TCI plant species and threatened habitats available in TIPAs GIS</p> <p>3.2 Species threat assessments reviewed and accepted for IUCN SIS Database</p> <p>3.3 Sequence data uploaded to GenBank; Open access website contains published Technical Report</p>	<p>Project partners able to undertake field work to collect data and samples required to complete Red List Assessments, phylogenetic studies and identification of TIPAs network. Field, lab and desk-based activities can be rescheduled if affected by natural disasters (e.g. hurricanes) or global pandemics.</p>
<p>Output 4</p> <p>A network of Tropical Important Plant Areas (TIPAs) identified for TCI</p>	<p>4.1 Number of TIPAs increase beyond the six currently proposed using old criteria by YR3 Q4</p> <p>4.2 Network of TIPAs identified and published by YR3 Q4</p>	<p>4.1 Open access website contains published TCI TIPAs summaries and Final Technical Report, including final maps</p> <p>4.2 Open access website contains published TCI TIPAs summaries and final maps available in Final Technical Report on open access website</p>	<p>Areas that meet criteria for species composition/abundance or habitat type occur in TCI. Applying internationally agreed criteria is possible in TCI. IT equipment, software and infrastructure are fit for purpose at Kew. Access to TIPAs website maintained by Kew. Activities can be rescheduled if affected by natural disasters (e.g. hurricanes) or global pandemics.</p>
<p>Output 5</p> <p>Important Plants and Tropical Important Plant Areas of the TCI guide and interpretation produced for local use</p>	<p>5.1 Guide produced covering high conservation importance native plants and TCI TIPAs network by YR3 Q4</p> <p>5.2 TIPAs Network and Important Plants of the TCI interpretation panels produced by YR3 Q4</p>	<p>5.1 Open access website contains published TCI TIPAs Guide</p> <p>5.2 Panel artwork available from open access website</p>	<p>Kew specialists and DECR colleagues able to agree appropriate format for guide; IT equipment, software and infrastructure are fit for purpose at Kew. Guide can be produced if natural disasters (e.g. hurricanes) or global pandemics occur.</p>
<p>Output 6</p> <p>Monitoring and Evaluation and project reporting</p>	<p>6.1 Monitoring and Evaluation Plan produced by YR1 Q2</p> <p>6.2 Progress reports produced and circulated to Steering Group by end of each quarter</p>	<p>6.1 Quarterly progress report available on open access website</p> <p>6.2 Quarterly progress report available on open access website</p>	<p>ResearchGate or similar open access website continues to be maintained and available for free public use. Activities can be rescheduled if affected by natural disasters (e.g. hurricanes) or global pandemics.</p>

Project summary	SMART Indicators	Means of verification	Important Assumptions
	6.3 Steering Group meetings held, and minutes produced each quarter 6.4 Final technical report including 'M&E' section produced by YR3 Q4	6.3 Quarterly progress report available on open access website 6.4. Open access website contains published Final Technical Report	
Activities (each activity is numbered according to the output that it will contribute towards, for examples 1.1, 1.2 and 1.3 are contributing to Output 1)			
1.1 Compile existing TCI data into project GIS 1.2 Incorporate field data into project GIS 1.3 Analyse data and produce GIS layers 1.4 Provide GIS data to DECR 2.1 Produce and agree Training and Evaluation Plan 2.2 Training of DECR staff in TIPAs methodology, field data collection and survey techniques delivered by Kew specialists 2.3 Training of DECR staff evaluated by Kew specialists and reviewed by Steering Group 2.4 Produce Final report 'Training' section 3.1 Field surveys to gather species and habitat data and samples 3.2 Collate available species occurrence data and digitise new records 3.3 Undertake species threat assessments 3.4 Undertake phylogenomic analyses 4.1 Undertake workshop to engage stakeholders and launch project 4.2 Identify TCI TIPAs National Team members 4.3 Prepare species and habitat tables and spatial data for workshop 4.4 Undertake workshop to identify TCI TIPAs 4.5 Agree final TIPAs boundaries and network 5.1 Design & agree TCI TIPAs Brand 5.2 Develop and agree content for TCI guide and interpretation 5.3 Design & produce TCI TIPAs Interpretation Panels 5.4 Design & produce TCI TIPAs guide 5.5 Distribute guide and install panels 6.1 Produce Monitoring and Evaluation Plan 6.3 Produce half-year and annual reports 6.5 Produce final technical report			

Annex 3: Standard Indicators

Table 1 Project Standard Indicators

DPLUS Indicator number	Name of indicator	Units	Disaggregation	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Total planned during the project
DPLUS-A01	Number of people from key national and local stakeholders completing structured training	People	Men (100%)	4	4		4	4
DPLUS-A07	Number of government institutions/departments with enhanced awareness and understanding of biodiversity and associated local community issues	Number	DECR	1	1		1	1
DPLUS-C02	Number of new conservation or species stock assessments published (or in review)	Number	IUCN Red List assessments	50	128		178	20
DPLUS-C08	Areas of importance for biodiversity identified	Number	TIPAs					Year 3, estimate 15
DPLUS-C16	Number of records added to accessible databases	Number	TIPAs database (tipas.kew.org)					Year 3, estimate 15
DPLUS-C19	Number of other publications produced	Number	TIPAs guide					Year 3

Table 2 Publications

Title	Type (e.g. journals, best practice manual, blog post, online videos, podcasts, CDs)	Detail (authors, year)	Gender of Lead Author	Nationality of Lead Author	Publishers (name, city)	Available from (e.g. weblink or publisher if not available online)

Annex 4: Onwards – supplementary material (optional but encouraged as evidence of project achievement)

- 4.1) Selection of tweets promoting the project (DPlus114_Y2R_Annex_4.1_Twitter.pdf)
- 4.2) Presentation on progress with GIS work to identify threatened habitats at the August gap analysis workshop (DPlus114_Y2R_Annex_4.2_GIS.pdf)
- 4.3) Summary of TIPAs workflow from BVI project (DPlus114_Y2R_Annex_4.3_TIPAS_workflow.pdf)
- 4.4) Monitoring and Evaluation Workbook (DPlus114_Y2R_Annex_4.4_M&E_workbook.xlsx)
- 4.5) Steering Group minutes (DPlus114_Y2R_Annex_4.5_SG_Minutes_240119.pdf)
- 4.6) Fieldwork report June 2023 (DPlus114_Y2R_Annex_4.6_fieldwork_report_June23.pdf)
- 4.7) Fieldwork report November 2023 (DPlus114_Y2R_Annex_4.6_fieldwork_report_Nov23.pdf)

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 BCF-Reports@niras.com putting the project number in the Subject line.	yes
Is your report more than 10MB? If so, please discuss with BCF-Reports@niras.com about the best way to deliver the report, putting the project number in the Subject line.	n/a
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
If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 15)?	n/a
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.	