



New Project Webinar 30th May 2017 and Workshop 31st May 2017, Zoological Society of London

In May 2017 the Darwin Initiative and Illegal Wildlife Trade Challenge Fund (IWT-CF) hosted two events for new projects awarded under Darwin Round 23 and IWT Round 3. These events were open to new grantees under all of the Darwin and IWT funding schemes, and were the first events to bring together both Darwin and IWT projects.

On 30th May, a webinar was held for new projects to introduce the financial and administrative reporting systems for new Darwin Initiative and IWT Challenge Fund projects. The aim of this webinar was to welcome newly funded projects, and provide advice and support relating to financial, administrative, and technical reporting for Darwin and IWT projects.

On 31st May, an in person workshop was held at the Zoological Society of London. The workshop content built on the previous day's webinar and was focused on reporting, communications and lesson sharing for new projects. The aim of the workshop was to provide advice and support relating to project monitoring and evaluation and communications, and to provide a forum for projects to network with those working on similar topics and areas, to foster lesson learning.

This note covers the presentations that were given on both days, including questions and answers, and notes on the workshop activities carried out by participants. All the presentation slides from the webinar and workshop are also available via the Darwin website [here](#).

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Webinar Agenda – Financial, administrative and technical reporting for new Darwin Initiative and IWT-CF Projects

Agenda Item
Welcome and introduction to the webinar
The evolution of the DI and IWT-CF
Introduction to the Darwin secretariat and LTS team
Expectations of new projects
Technical reporting requirements
Technical reporting dos and don'ts
Questions
Financial reporting requirements
Questions
Terms and conditions
Questions
Explaining your project to non-technical audiences
Close

Workshop Agenda – Reporting, communication and lesson sharing for new projects

Time	Agenda Item
09.30	Arrivals and refreshments
10.00	Welcome and introduction to the workshop
10.10	Presentation - Developing an M&E plan
10.20	Group Exercise – Developing an M&E Plan
11.00	Refreshments & Elevator Pitch
11.20	Case Study 1 – Reducing demand for rhino horn in Vietnam: lessons learned from the Chi campaign
11.50	Presentation - Communications
12.00	Group Exercise – Developing a communications strategy
12.40	Lunch
13.30	Group Exercise – Identifying Complementarities
14.15	Case Study 2 – Learning from current projects: lessons from recent Mid Term Reviews in Nepal and Belize
14.45	Refreshments
15.05	Group Exercise – Sharing advice on technical themes and measurement challenges
15.50	Highlights Session & Wrap Up
16.00	Close



Notes on the new project webinar

This was the first time a webinar had been held for new Darwin and IWT projects. A total of 69 people registered, and 60 people were able to attend (see attendance list included as Annex 1).

The webinar gave participants the opportunity to ask questions on project administration, finance, reporting, and communications. Questions and responses are summarised in the following section of this report. Surveys carried out during the webinar indicated that the pace of the webinar was about right. Following the completion of the webinar more detailed feedback was requested from participants. This is also summarised below.

Webinar Q&A

Financial and admin questions

You will find most information regarding financial management of your projects in the below documents, which will be an excellent reference resource throughout the duration of your project.

- The “Finance for Darwin” document which can be found here:
<http://www.darwininitiative.org.uk/resources-for-projects>
- The “Finance for IWT” document can be found here:
<https://www.gov.uk/government/publications/illegal-wildlife-trade-challenge-fund-forms-and-templates-for-existing-projects>

Q – For the claims process, do we need to scan all receipts? This might be a duplication of effort for the audit at the end of the project.

No, we do not require you to submit receipts with the claims process. The value you can claim for, and the conditions for payment, are laid out in the Finance documents as well as the slides for this Webinar. Scoping projects are the only awards that are required to submit receipts.

The Claim forms for Darwin can be found here: <http://www.darwininitiative.org.uk/resources-for-projects/claim-forms> and those for IWT can be found here: <https://www.gov.uk/government/publications/illegal-wildlife-trade-challenge-fund-forms-and-templates-for-existing-projects>

Q – What is the value of project that audits are required for?

Projects with total funds awarded from Darwin or IWT of over £100,000 require an audit in their final year.

Q – Who arranges the audit at the end of the project – IWT/Darwin or the project themselves? Who is this cost borne by?

The projects should arrange the audit to be carried out at the end of their project. Up to £1,500 of your budget can be set aside for audit costs within your final year. If your audit costs more than this, which is allowed, the additional costs must be covered by some other means. This £1,500 is ring-



fenced – if you have included audit costs in your Darwin/IWT budget and your audit costs do not come to the full amount, you cannot transfer these funds to a different budget line.

Q - What is the percentage of retention?

For main and post projects (and Darwin Plus projects larger than £100,000), retention is either 25% of the total award for the final year or £20,000, whichever is the higher amount. This retention will be paid once the final report has been accepted and any audit requirement has been met. Information on retention for small schemes can be found in the Finance for Darwin document.

Q – Does retention of final payment mean we have to pre-finance the work to be supported by that funding that is withheld?

Yes.

Q - Do Scoping Grants advances work the same, or do you receive the entire grant before work starts?

Two payments may be made on Scoping awards. Claim 1 is for airfare, based on actual expenditure, and can be submitted in advance of travel. Claim 2 is the balance of the award, based on actual costs. Further detail can be found in the “Finance for Darwin” document.

Q – Is there a % change (virement) allowed between budget lines without making a change request?

Yes, there is a 10% change discrepancy allowed between budget lines and this can be applied with common sense if the figures involved are small. For example, if a line had £100 and you moved it all elsewhere, the % would be 100%, but the figure is small so need not involve a change request.

Q - If one of the field staff changes, do we also need to submit a change request?

When it comes to staff changes, we ask for change requests to be submitted only if the individual or role was named on the original application as a core team member.

Q - When you say 'budget lines' do you mean the pre-determined budget categories (e.g. Travel and Subsistence) or the individual budget lines that applicants have entered within each category (e.g. International Travel, National Travel etc.)?

When talking about virements between budget lines and the 10% discrepancy, we are referring to the high-level summary categories such as “Travel and Subsistence” or “Staff Costs”.

Q – Our partners have been hesitant to recruit staff until the grant was awarded. Is it possible to extend a salary post if there is a delay in recruitment now that we have received this confirmation?

Yes – via the change request procedure you may request to adjust your budget profile.

Please note that, if your project is 4 years in length, and you wish to make changes to your workplan, Defra cannot agree to any changes beyond 31st March 2021.



Q – Could you please give a bit more information on budget carry forward – is this allowed?

Carry forwards (i.e. moving unspent money from one financial year into the next) are not allowed as standard, neither are extensions of dates due to slippage alone. Unspent money at the end of a financial year can be reallocated to legitimate project costs within that financial year or should be surrendered. However, via the change request procedure, there are options to request to extend the end dates of a project or re-profile your budget between financial years if there is sufficient justification given – i.e. when there have been delays or difficulties outside of the control of your project. It is advised that you do this as soon as possible and do not wait until the end of the financial year.

Q – How long would it normally take for a claim to be paid?

LTS International batches claims on the Friday of the week in which they are received to be sent to Defra for processing. Defra then aims to make payments within 10 days. However, please note that the first claim may take longer as new projects need to be set up on the Defra systems before they can be paid – we would recommend sending back your award paperwork as soon as possible so that this process can happen as soon as possible.

Q – Is co-financing required for all projects?

No, but it is strongly encouraged. This is a consideration at the application stage when making decisions on which projects to recommend for funding. However, if you have declared that you expect to offer matched funding, then you have a commitment to following this up to ensure that your project is adequately funded.

Q - Can justified overspends in final year be reclaimed?

The grant amount indicated in your award paperwork is the maximum amount that can be reclaimed from Defra – no spend in excess of this can be claimed.

Q - Could you share the contact from someone at DEFRA who can help with questions on the registration on the Bravo solution platform?

The contact details for any queries related to this can be found on the “Grant Acceptance Form” which was sent with your award paperwork, and included below for reference:

- Phone: 0800 368 4850
- E-mail: help@bravosolution.co.uk

Technical reporting

Q – Are there any changes on reporting dates due to delays on the announcement of successful projects this year?

Annual reports are due on 30th April and Half Year Reports are due October 31st every year. These dates are fixed regardless of your project start date – if your project is due to start 1st July, then your first half year report will cover the project’s first 3 months between 1st July and 30th September.



Q - Are reports reported to end March and September of each year?

Yes. Half Year Reports cover the period 1st April to 30th September and annual reports cover the period 1st April to March 31st (i.e. you will need to report on the April-September period twice – however, the level of detail required at the half year reporting stage is much less).

Q – Are there reporting templates provided?

Yes – there are reporting templates available on the websites:

- Darwin Initiative reporting templates – <http://www.darwininitiative.org.uk/resources-for-projects/reporting-forms>
- IWT Challenge Fund reporting templates – <https://www.gov.uk/government/publications/illegal-wildlife-trade-challenge-fund-forms-and-templates-for-existing-projects>

These templates are reviewed and small updates made each year so please make sure you revisit this website just prior to reporting deadlines to make sure you are working with the most up to date version of the template.

On the same pages you can also find templates that reviewers use to review annual and final reports.

Q - At the moment, Darwin reports are published on the website but IWT reports are not (though might be in future). What happens if they contain sensitive information (i.e. names and details of handlers involved in seizure that we would not normally publish)? Can that be blacked out?

Prior to being uploaded on the website, we remove sensitive information from reports – for example, contact details and some financial information is removed. This is how the process is currently run for Darwin applications and reports which are uploaded on the [darwininitiative.org.uk](http://www.darwininitiative.org.uk) website. In addition, if there is anything of a sensitive nature included in your report, please flag this at the time of writing and we can be sure to ensure this section is removed prior to publishing more widely.

Q - What do you mean by 'secondary data' when referring to providing evidence alongside your reporting?

Secondary data is information you may not have collected under your project, but which you may provide as evidence – for example, census data.

Q - If the project is concurrent and complementary to another project, would you prefer the report to show the joint impacts or specific impacts of Darwin's support?

We understand that many Darwin and IWT projects operate with additional funding from other sources, and are often working in parallel with other similar interventions. It is always interesting to hear about other work being conducted that is of relevance to your project, however what is most important is the impacts of your project that specifically relate to the Darwin funding, are identified and reported.



Project communications

Q - Is there any restriction on publicising our success in securing DI or IWT grants?

This year, during the pre-election period, Defra will not be making any public announcements on the successful new Darwin and IWT Challenge Fund awards. However, successful projects should feel free to make any announcements regarding their award that they would like.

Q – Does IWT Challenge Fund have a logo? How do we promote the IWT in the project site and in country?

The IWT Challenge Fund doesn't have a logo yet. At the moment, projects should use the UKAID logo alongside the phrase "Funded by the UK Government through the Illegal Wildlife Trade Challenge Fund" as in Clause 24 of the IWT Challenge Fund Terms and Conditions.

For Darwin there is a logo – guidelines for its use can be found here:

<http://www.darwininitiative.org.uk/resources-for-projects/use-of-darwin-logo-and-publicity>

Q - Is it mandatory to create project webpage or twitter handle?

No, it is not mandatory to create a project webpage or twitter handle, and we recognise that this isn't appropriate for all projects. When deciding whether or not to do this for your project, consider the audience you are trying to reach. It is also worth exploring whether it is possible to have an article or news item recognising the project on your organisation's website and sharing this via an existing account, rather than creating something new for your project from scratch. Share with us and tag us on twitter @Darwin_Defra, so that we can share with our followers!

Q - Do we have to let Darwin know if we write a blog to communicate on the projects?

There isn't a requirement to let us know if you are publishing blogs about your project, however LTS and Defra are always eager to hear from projects when they have published anything! Mentioning Darwin or IWT funding in your blogs and other articles helps us promote the schemes and secure funding in the long term.

Please feel free to contact Darwin-newsletter@ltsi.co.uk with any publicity updates, and we can share these through our channels. Guest blogs are also welcome and we can post these here. Don't forget pictures to capture readers' attention!

Other

Q - Are there standardised MoU's we should have with partners, or can each project have its own arrangements?

We have no standard templates, and encourage projects to use whichever arrangements with partners are most suited to them.



Q - Does Darwin make any tools, support or advice available to help projects strengthen networks with other Darwin projects, or with other UK institutions?

This is something we hope to develop in the future, though at the moment no mechanisms are in place.

Q - Will the recording of this webinar be available later on?

Yes, you can access a recording of the webinar via this link:

<https://attendee.gotowebinar.com/recording/1282454252974497283>

Q: Can the PowerPoint presentation be shared by email to participants?

The slides for the Webinar and the Workshop presentations, held on 30th and 31st May respectively, will be made available on the Darwin website as soon as possible, and all new projects notified via email when this has happened.

Selected Webinar Feedback

How useful did you find the webinar?

All webinar attendees that responded to the feedback, reported finding the webinar useful. 28 attendees reported finding the webinar very useful, and the remaining 4 respondents reported finding it moderately useful.

Do you have any recommendations for how we can improve?

Not really. I thought it was well thought out and nicely executed.

No, I thought it was really good. The polls were a great idea and there was plenty of opportunities for questions.

There were some minor audio issues.

None. Very useful refresher of what to expect.

Was very helpful. When mentioning figures it would be useful to have these written on the slides.

I think it was very useful and well delivered.

A quick recap for important points or questions, would be useful.

Perhaps a practical demonstration with the relevant project templates - otherwise, very concise indeed.

Do you have any suggestions for future webinar topics?

Perhaps themed around the information notes?

Lessons learned from previous projects, from both an implementation/ impact perspective and a project management perspective. Some of this was touched on but follow up with detailed examples and case studies would be useful.

Discussion of problems viewed on submitted reports.

Perhaps topics according to specific regions or focus e.g. tropical forests in Africa.



Department
for Environment
Food & Rural Affairs



Perhaps approaching the annual report? By that time am sure will LTS will have received lots of questions and requests for guidance, if so, perhaps useful to have a webinar to go over any common questions / challenges that have arisen.

Maybe a webinar on annual technical / financial reports a month or so prior to them being due would be useful.



Notes on the new project workshop

The workshop day was focused on reporting and communications, and on providing the opportunity to make connections between projects with similar themes and geographies. This allowed new Darwin and IWT projects the opportunity to explore common themes and challenges. In addition the project leader from a recently completed project attended and presented on key lessons learnt during the lifetime of their project.

Case Study: Reducing rhino horn demand through behaviour change in Vietnam: lessons learned from the Chi campaign

Susie Offord-Woolley from Save the Rhino International presented on her recently completed IWT Challenge Fund project IWT004 “Reducing rhino horn demand through behaviour change in Vietnam”. The project used an innovative approach called the “Chi Campaign” to target key consumer groups and overall had huge reach of 2 million members of the target group directly, and 5 million members of the general public indirectly. The presentation focussed specifically on lesson learned on a range of themes, including: team management, behaviour change, partnerships, and M&E.

Group Exercise 1 – Geographic Complementarities

Participants were split into regional groups and given an opportunity to discuss potential complementarities around key stakeholders, shared objectives, and potential logistical efficiencies. They were also asked to consider how any identified links could be further developed in the future. Due to the limited number of projects represented at the workshop, the level of overlapping stakeholders was low. Nevertheless, projects were able to identify some complementarities at the international level, as well as similarities in project objectives, and potential avenues for future networking and discussion.

Group Exercises 2 – Thematic Complementarities

Later in the day, participants were again split into groups, this time according to the thematic focus of their projects, and the methods used. The aim of this exercise was to identify where these links might exist, either within projects funded in this round of DI and IWT, or in the organisations represented at the workshop more broadly. Due to the shared high level aims of the Darwin and IWT schemes, projects identified a greater level of complementarity in their technical themes and approaches, than in the previous session focused on geographies.

Lesson learning from current projects

Mid Term Reviews (MTR) were carried out in November and December 2016 on projects in Belize and Nepal. The findings from these MTRs were presented and key lessons, particularly those relevant to new projects, drawn out and shared. These included the importance of a strong monitoring and evaluation framework from project-start and the benefits of revisiting the project’s logframe regularly.



Lessons for current projects for new projects

Top tips for new projects were also provided by existing DI and IWT projects. A range of useful advice was provided such as:

“Collaboration with stakeholders can increase project ownership, provide additional technical expertise and minimise project costs, and enhanced sustainability.”

“Be patient... be flexible” “Be realistic about how long it will take to set up your project.”

“Contact the local British Embassy as they often have a good contact network and knowledge of other groups/projects working in the country.”

“Time spend building partnerships with key stakeholders is time well invested.”

“Communicate early with the Darwin Secretariat if you need to alter aspects of your project – together you can sort it out!”

“A strong relationship with the appropriate UK Embassy or Consulate can be very useful for a project, but also consider making contact with the British Chamber of Commerce if this is relevant for your project”.

Selected Feedback on day 2

What was really useful?

The sessions on developing an M&E plan and communications strategy helped us think about our projects.

The opportunity to chat and exchange ideas and experience with peers was really important.

I loved the connecting opportunities across geography and themes.

It was great to meet other grantees, LTS and Defra.

I loved the opportunity to learn from other projects’ approaches and knowledge exchanges.

Ideas for improving the workshop next time

Very good! But could Darwin reps float around to facilitate the afternoon breakout groups?

The geographic/thematic “complementarities” exercises led to helpful discussion, but groups tended to wander off topic.

It could have been useful to have a facilitator on every table.

I appreciate the exchange and learning from other projects, but it was too quick to gather info on them beforehand. So I wonder if a “map” or summary resource could have been prepared (not just the list of attendees).

Annex 1 – Webinar Attendance List

First Name	Last Name	Email Address	Project Role
Christina	Ashford	christina.gdf@gmail.com	Admin/Finance
Patrick	Aust	patwaust@gmail.com	Project leader/co-leader
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Andre	Botha	andreb@ewt.org.za	
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Regine	Weckauf	regine.weckauf@fauna-flora.org	Project leader/co-leader
Jake	Williams	jake.williams@zsl.org	Technical team member
Jasmine	Williamson	jasmine.williamson@stopivory.org	Admin/Finance

Annex 2 - Workshop Attendance List

Name of attendee	Org	Email	Fund	Title
Christina Ashford	Global Diversity Foundation	christina@global-diversity.org	Darwin	Mobilising useful plant conservation to enhance Atlas mountain community livelihoods
Nikki Tagg	CRC, KMDA (Antwerp Zoo)	nikki.tagg@kmda.org	Darwin	Enabling rural poor to help protect biodiversity of Dja, Cameroon
Sarah Fadika	Rainforest Alliance	sfadika@ra.org	Darwin	Empowering Ivorian communities to conserve biodiversity and improve their livelihoods
Carmen Ruiz-Mateos Fernandez	Rainforest Alliance	carmen.ruiz.mateos@gmail.com	Darwin	Empowering Ivorian communities to conserve biodiversity and improve their livelihoods
Tristan Brown	Coral Cay Conservation	tb@coralcay.org	Darwin	Coral Reef and Community-Based Conservation in the Riau Archipelago, Indonesia
Shruti Suresh	Environmental Investigation Agency	shrutisuresh@eia-international.org	IWT	Enhancing Enforcement to End Tiger Trade in South East Asia
Debbie Banks	Environmental Investigation Agency	debbiebanks@eia-international.org	IWT	Enhancing Enforcement to End Tiger Trade in South East Asia
Camilla Fritze	Panthera	cfritze@panthera.org	IWT	Conservation and Community Resilience: IWT Alternatives in Snow Leopard Range
Hassan Rankou	Global Diversity Foundation	h.rankou@gmail.com	Darwin	Mobilising useful plant conservation to enhance Atlas mountain community livelihoods
Rosana Ourens	Cefas	rosanaoc@gmail.com	Darwin	Regional collaboration to achieve sustainable Caribbean fisheries management
Daniel Collette	ZSL	Daniel.collette@zsl.org	IWT	Strengthening Community Anti-Poaching and Ecotourism in the Western Terai Complex
Alexandra Donaldson	ZSL	Alexandra.donaldson@zsl.org	IWT	Strengthening Community Anti-Poaching and Ecotourism in the Western Terai Complex
Jake Williams	ZSL	Jake.williams@zsl.org	Darwin	Community conservation of Chitwan National Park's freshwater ecosystems and Gharials
Laura D'Arcy	ZSL	Laura.darcy@zsl.org	Darwin	Community conservation of Chitwan National Park's freshwater ecosystems and Gharials
Salwa Elhalawani	TRAFFIC International	salwa.elhalawani@traffic.org	IWT	Combatting Global Wildlife Cybercrime: Building on Success in China
Patrick Welby Aust	CAMPFIRE	patwaust@gmail.com	Darwin	A transformative solution to food insecurity and biodiversity conservation

Name of attendee	Org	Email	Fund	Title
Stefania Rigillo	ZSL	stefania.rigillo@zsl.org	IWT	Research and pilot campaign to reduce demand for pangolins
Carly Waterman	ZSL	carly.waterman@zsl.org	IWT	Research and pilot campaign to reduce demand for pangolins
Rachel Wynberg	University of Cape Town	Rachel@iafrica.com	Darwin	Access and Benefit Sharing in Practice: Community, Science and Policy
Helen Peat	British Antarctic Survey	hjpe@bas.ac.uk	Darwin	Building data resources for the SGSSI Marine Protected Area
Susie Grant	British Antarctic Survey	suan@bas.ac.uk	Darwin	Building data resources for the SGSSI Marine Protected Area
David Wallis	ZSL	david.wallis@zsl.org	Darwin	Sustainable community-based stewardship of freshwater resources in the Northern Philippines
Monica Wrobel	Elephant Family	monica@elephant-family.org	Darwin	Integrating biodiversity and elephants into peace and development in Burma
Caitlin Melidonis	Elephant Family	caitlin@elephant-family.org	Darwin	Integrating biodiversity and elephants into peace and development in Burma
Victoria Jeffers	Blue Ventures	Victoria@blueventures.org	Darwin	Incentivising community-led marine biodiversity conservation on Atauro Island
David Ouvrard	Natural History Museum	d.ouvrard@nhm.ac.uk	Darwin	Biodiversity and Agriculture: addressing scale insect threats in Kenya
Hannah Becker	Fauna and Flora International	Hannah.becker@fauna-flora.org	Darwin	Effective marine resource co-management in the Pemba Channel Conservation Area
Caroline Pridham	BirdLife International	Caroline.pridham@birdlife.org	Darwin	Controlling an invasive aquatic plant for improved biodiversity and livelihoods Developing a Community Based Ecotourism Model at Lake Natron, Tanzania
Morag Hunter	BirdLife International	Morag.hunter@birdlife.org	Darwin	Controlling an invasive aquatic plant for improved biodiversity and livelihoods Developing a Community Based Ecotourism Model at Lake Natron, Tanzania
Jennifer Jackson	British Antarctic Survey	jeck@bas.ac.uk	Darwin	Where are they now? Right whales in South Georgia waters.