Darwin Initiative Annual Report

Important note:

To be completed with reference to the Reporting Guidance Notes for Project Leaders – it is expected that this report will be about 10 pages in length – Submission deadline 30 April 2007

Darwin Project Information

Project Ref Number	15/036
Project Title	Monitoring and Managing Biodiversity Loss in South-East Africa's Montane Ecosystems
Country(ies)	U.K., Malawi, Mozambique
UK Contract Holder Institution	Royal Botanic Gardens, Kew
UK Partner Institution(s)	Royal Botanic Gardens, Kew BirdLife International
Host country Partner Institution(s)	Mount Mulanje Conservation Trust (MMCT); Forestry Institute of Malawi (FRIM); Mozambique National Institute of Agronomic Research (IIAM).
Darwin Grant Value	£198,632
Start/End dates of Project	July 2006 to July 2009
Reporting period (1 Apr 200x to 31 Mar 200x) and annual report number (1,2,3..)	1 Apr 2006 to 31 Mar 2007) and annual report number 1
Project Leader Name	Dr Paul P. Smith
Project website	www.kew.org
Author(s), date	Paul P. Smith, Jonathan Timberlake & Julian Bayliss

1. Project Background

This project has been generated out of the activities undertaken by the Mulanje Mountain Conservation Trust (MMCT), the Royal Botanic Gardens, Kew (RBG Kew) and the Forestry Research Institute of Malawi (FRIM) on Mt Mulanje in southern Malawi over the past 5 years or so. Mulanje is the highest mountain in south east Africa, and home to around 70 endemic species of plant and a similarly unique fauna. It is also part of a larger montane archipelago that stretches into neighbouring Mozambique. MMCT has the remit to protect the ecosystem

health of Mt Mulanje through sustainable resource utilization and strict management guidelines, in collaboration with the Malawi Forest Department & FRIM. RBG Kew has also been working on Mt. Mulanje since 2004 focusing on collecting and preserving seeds of endemic and threatened plant species in collaboration with FRIM and MMCT. MMCT has also been collaborating with the Zambezia Province Dept. of Agriculture in Mozambique on montane conservation issues, and liaising with NGOs such as World Vision and CARE International that are active in development work in northern Mozambique. Discussions with technical staff from the Mozambique National Institute of Agronomic Research (IIAM), specifically from the Forest Research Department and the National Herbarium, identified the urgent need to investigate and protect montane massifs in parts of Mozambique adjacent to Mount Mulanje. BirdLife International has been active in these areas through the African Bird Club and Mozambique Natural History Museum, and has made preliminary visits to Mt Mulanje (Malawi) and Mt Namuli (Mozambique). As a result all of these sites have been listed as Important Bird Areas.

The main purpose of this project is to gather information and develop tools and skills to enable the monitoring and management of biodiversity loss in montane ecosystems in this part of SE Africa. The project will (1) Carry out field surveys of the biodiversity-rich montane archipelago of SE Africa, (2) Equip and train a team of Malawian and Mozambican nationals to gather and utilize data for monitoring and management purposes, (3) Develop an Ecological Monitoring Programme (EMP) for the selected mountains, (4) Develop species and habitat recovery plans, and (5) Make recommendations for conservation management of selected areas based on field results.

2. Project progress

Excellent progress has been made in all aspects of the project so far, with all activities leading to good progress on project outputs. These are outlined in more detail below.

2.1 Progress in carrying out project activities

The project activities scheduled for this reporting period were: appointment of staff and purchase of equipment; an inaugural planning workshop; a plant identification training workshop; and an expedition to the first of the Mozambique massifs, Mt Chiperone.

The project started in July 2006 with the appointment of the Project Co-ordinator for Malawi/ Mozambique, Dr Julian Bayliss. Dr Bayliss is affiliated to MMCT. The first project activity scheduled for this reporting period was the Inception workshop, which had the objectives of establishment of the management committee (RBG Kew, BirdLife, MMCT, IIAM, FRIM); assignment of responsibilities, development of a detailed timetable, and initial discussions on methodology. This workshop was held on 7-8 August 2006, and was hosted by the Royal Botanic Gardens, Kew. A report on this meeting is attached to this document. The workshop was attended by 9 people from RBG Kew, MMCT, Birdlife International and IIAM. Information was presented on what is known about the five Mozambican massifs to be assessed (Mounts Mabu, Namuli, Chiperone, Inago and Cucuteia), and activities were planned accordingly. Logistical considerations were discussed, roles for partner institutions were defined, and an administrative framework for the project was agreed. It was decided, for logistical reasons to send the first expedition to Mt Chiperone, a change from what was envisaged in the initial logframe (see 6 month report).

A plant identification workshop was hosted by the Mulanje Mountain Conservation Trust (MMCT) in Mulanje (Malawi). This took place from November 20th-21st. In total there were 18 participants on the course, comprising 9 Mozambicans, 7 people from Malawi, and 2 people from RBG Kew (UK). The workshop was coordinated by Tim Harris (RBG Kew), and represented the start of the training program as detailed in the project brief. During this workshop participants were shown how to recognise plant families based on characteristic morphological features. A small test was given at the end of the workshop. At this workshop representatives from IIAM, FRIM, Kew, and members of MMCT gathered together, and the workshop provided a good platform for people to get to know each other. The participants attending the workshop were the same as those on the Chiperone expedition.

The first expedition of the project was to Mt. Chiperone (Grid ref. S16°30'25.9" E35°43'33.4"). This was the closest site to the Malawi border and was chosen for logistical ease to accommodate any unforeseen events that might occur. This was contrary to the original project document, which intended Mt. Namuli as the first site. However it was mutually agreed that this decision was sensible. A trip report covering all logistical aspects has been produced by J. Bayliss, and is available on request. A scientific report detailing the findings of the expedition has been produced by J. Timberlake and is also appended in draft form to this document. From a conservation viewpoint, the most important habitat on Chiperone is moist forest. These forests, apart from harbouring rare biodiversity, also influence weather systems that impact on Mount Mulanje to the north. Such forests are particularly extensive and relatively undisturbed on Mt Chiperone compared to many areas in adjacent Malawi. From satellite imagery and the ground studies carried out by the team it is calculated that between 1183 and 1635 ha of forest is present, with perhaps 200 ha of this at high altitude (>1600 m). Little disturbance to the moist forest was observed, and comparison of aerial photographs from 1969 with recent satellite imagery suggests that little disturbance has occurred to the moist forest over the past 40 or so years. Unlike some other mountains in the region (e.g. Namuli, Gorongosa, Mulanje), Mt Chiperone has no grassland, a habitat that often supports endemic species. The main open areas are patches of bare or barely vegetated rocky outcrops. A total of over 400 numbered and unnumbered plant specimens were recorded/collected. 195 taxa have been listed so far, of which 134 are woody plants (trees, shrubs, lianas). Around 15 species do not occur on the Mozambique national checklist. Pollia condensata (Commelinaceae), a common forest undergrowth herb is the first record of this genus from the Flora Zambesiaca area; other new records are detailed in the technical report. The expedition also found several vertebrate and invertebrate species previously known to occur only on Mt Mulanje in Malawi, 60 km to the north. This is not wholly surprising as the distance is relatively small, but such records represent important new discoveries for Mozambique. For example, the capture of the bat species Miniopterus inflatus represents an important new record for the region. Of particular note was the observation record of the Gaboon Viper (Bitis gabonica), seen on the forest margin on 25 November 2006. It is the first record of this species from Mt. Chiperone and the first record from this region of Mozambique since 1950. The Gaboon Viper has not been recorded from nearby Mt Mulanje, despite the presence of apparently suitable habitat. Another notable record was the capture of the gecko Lygodactylus rex. This species has only recently been discovered on Mt Mulanje in Malawi, to which it was previously thought to be endemic. Its discovery on Mt Chiperone is the first record for Mozambique. A total of 56 butterfly species were collected and were sent to the African Butterfly Research Institute (ABRI) in Nairobi, Kenya for formal identification. ABRI is the recognized institute where the main African butterfly reference collection is stored. There appear to be no previous records of Lepidoptera from Mt Chiperone, and therefore the list given in the accompanying technical report presents the first records from this site. Of particular note was the capture of Cymothoe melanjae (an endemic previously only known from Mt Mulanje), Eurema senegalensis, Eurema floricola, Bicyclus vansoni, Anthene lunube and Platylesches vasta. These are the first records of these species from Mozambique. Overall the expedition passed off without any major incidents and was considered to be a successful start to the field program. Supplies were sufficient for the duration of the trip. During the expedition participants were taught habitat characterisation techniques and herbarium/botanical collection skills.

Additional activities carried out in this first year have been as follows:

Between the 31st October and the 4th November J. Bayliss visited the headquarters of IIAM in Maputo. This gave an opportunity for presentations to be given to those participants from IIAM who could not make it to the inaugural meeting at Kew in August 2006. J. Bayliss also met with the Director of IIAM, Calisto Bias, who expressed an interest in joining the Mt. Namuli expedition next June. During this visit J. Bayliss was shown the IIAM GIS unit and given a demonstration of the GIS capabilities of the Department. Visits were also made to the Natural History Museum to meet with Carlos Bento (who is representing BirdLife at this stage in the project), and also to the British High Commission (BHC) to introduce the project to the Mozambique representative. As the DI funding comes from the UK Government it was felt

important that the BHC was made aware of its existence in Mozambique. The BHC was invited to visit the project in the field on the Mt. Namuli expedition.

Mt Chiperone was visited 15–18 December 2005 by Claire Spottiswoode, Hassam Patel, Eric Herrmann and Julian Bayliss in preparation for the Darwin expedition in November 2006. Bird species were detected by sightings, with cassette and minidisc recordings sometimes subsequently used for playback, and by mist-netting. Mist-nets were opened for a total of 56 net-hours. To investigate the moist forest a camp was made at 1050 m. The highest altitude reached at was 1260 m. Incidental observations were also made while hiking through mixed woodlands and cultivation at lower altitudes (500–1000 m). Two globally threatened species were found. A territorial pair of Thyolo Alethe Alethe choloensis (Endangered) were seen and tape-recorded in ridge forest at altitude 1200 m, and a pair of White-winged Apalis Apalis chariessae (Vulnerable) were seen in a forest clearing at altitude 1120 m. Further to these findings a considerable range extension was represented by the numerous individuals of Eastern Bronze-naped Pigeon Columba delegorguei heard constantly at 1100–1200 m, and seen pursuing territorial chases. This is the only record between Zimbabwe's Eastern Highlands and central Tanzania, other than the handful of records from Thyolo Mountain in Malawi where it is now likely to be extinct in view of virtual complete deforestation of this area.

2.2 Progress towards Project Outputs

A total of 16 people were trained in plant identification techniques in November 2006 through a two day formal course, followed by a 14 day expedition (6A). Training was given by two RBG Kew personnel (8). In addition, Carlos Bentos, the project ornithologist received formal training in bird capture and ringing techniques in Kenya earlier this year.

A draft collection field guide to the rare plants of the SE African montane archipelago based on the endemic flora of Mount Mulanje was produced, and a baseline survey was carried out on Mount Chiperone. The results of this survey have been entered into a GIS, and will form the basis of an ecological monitoring programme for Chiperone (10, 22).

Two Darwin Project workshops have been organised, one at RBG Kew in the U.K., and the other a training workshop at MMCT in Malawi (14A).

The network of biologists working on this Darwin project currently consists of over 20 people from Birdlife International, University of Maputo. FRIM, IIAM, RBG Kew, MMCT and a number of external institutions (e.g. the African Butterfly Research Institute). This network is expanding rapidly (17A).

2.3 Standard Output Measures

Table 1 Project Standard Output Measures

Code No.	Description	Year 1 Total	Year 2 Total	Year 3 Total	Year 4 Total	TOTAL
Established codes						
6A	16 people trained in plant identification techniques, equivalent to 32 person days. Further, informal training given on two week expedition, equivalent to 32 person weeks	256				
8	Two Kew staff spent 17 days in Malawi/Mozambique for training workshop and expedition	34				
10	Draft field guide, based on Mount Mulanje rare flora prepared and used on expedition	1				
14A	Two workshops organised. One inception workshop at Kew in the UK; one training workshop at MMCT in Malawi	2				
17A	Dissemination network established, currently includes ca. 20 people, but expanding.	1				
22	20 plant populations recorded with GPS, and baseline assessment carried out to enable future monitoring					
New - Project specific measures						

Table 2 Publications

Type * (eg journals, manual, CDs)	Detail (title, author, year)	Publishers (name, city)	Available from (eg contact address, website)	Cost £ (if applicable)
Journal	Spottiswoode, C.N.,Patel, I.H., Hermann, E. & Bayliss, J. Threatened bird species on two little-known mountains (Mabu and Chiperone) in northern Mozambique.	Ostrich	Submitted for publication	

2.4 Progress towards the project purpose and outcomes

We are making good progress towards our project purpose - to gather information and develop tools and skills to enable the monitoring and management of biodiversity loss in montane ecosystems in SE Africa. We have developed an effective network of conservation practitioners in the UK, Malawi and Mozambique. In addition, we have developed methodologies for biodiversity assessment, and produced tools such as the rare plants field guide. We have also carried out our first training workshop on plant identification techniques, followed by hands on training in field assessment techniques. The information we have gathered on Mount Chiperone is novel and of great utility in monitoring and managing the biodiversity on that mountain. We now have data on the intactness of the moist forest on the mountain, and detailed information on the flora and fauna of Chiperone, including a number of rare species. All of this information is electronic, and easily accessible via a Geographical Information System. The next step is to build IIAM's GIS capacity to enable full use of these data, and the information that we will go on to gather on other mountains in the region.

2.5 Progress towards impact on biodiversity, sustainable use or equitable sharing of biodiversity benefits

From a conservation perspective, although Mt Chiperone has threats to its habitats and biodiversity, these are generalised, and not specific to any particular species or habitat. The threats to the forest above 1000 m appear to be primarily from (a) encroachment by clearance for cultivation (localised, but a particular concern on the southern and eastern slopes, and (b) from wild fires eating into the forest margin, particularly in gullies. The following specific conservation recommendations are therefore given:

- Conserve the remaining areas of moist forest, especially those above the 1000 m contour. Stop wherever possible any clearance of vegetation above this line, or perhaps even as low as 900 m.
- Control wildfires along the margins of moist forest. Fires resulting from bush clearance on steep slopes, especially gullies, burn up into the forest and destroy younger trees and the regenerating layer. Subsequently, soils do not appear to retain as much moisture, and the areas are invaded by secondary or forest margin species.
- Encourage transfrontier cooperation and conservation initiatives with MMCT and others in Malawi on forest conservation, which in turn should be linked in to water supply and rainfall.

In addition, the following research questions need to be addressed:

- Investigate why woodlands and forests of western and northern slopes, which appear more intact although perhaps drier, are more intact than those on southern and eastern slopes.

- Determine what the altitudinal transition point of medium and higher altitude forest types is, and whether this transition is similar on all sides of the mountain.

At this stage, these are just recommendations, but by the end of the project we will formally present these and other recommendations pertaining to Mozambique's montane archipelago to the Government of Mozambique. We will also have empowered the Mozambican nationals in our partner institute, IIAM – who have the national remit to provide advice on the management of these forests – to assess and monitor impacts on biodiversity in the areas studied. In the longer term, we believe that this will have positive impacts on the biodiversity of Mozambique's mountains.

3. Monitoring, evaluation and lessons

To a certain extent we are learning new things all the time with this project, particularly with regard to the methods we are employing in setting up ecological monitoring programmes on the mountains to be studied. An encouraging feature of the project has been the feedback we have received from experts who have received specimens collected by the team, and requests for participation on expeditions by experts in different fields. Currently, the focus is on collecting as much baseline information as possible, but our methodology will continue to evolve, via monitoring and peer review from our users. These are, primarily, foresters, conservationists and botanists employed by the Governments of Mozambique and Malawi, other international biologists and ultimately policy makers. Our training component will also evolve depending on needs, as it has already in this first year with several unscheduled activities (see 2.1 above).

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

Not applicable.

5. Other comments on progress not covered elsewhere

None.

6. Sustainability

The sustainability elements of this project are:

1) The data that we collect and the tools we produce, which will in most cases be the most thorough baseline information available on the biodiversity of these important habitats. This information is the basis of future monitoring of biodiversity trends, and is of sufficient species level detail to measure quantitative changes in biodiversity, and develop appropriate management strategies;
2) The people that we train. The skills that we are sharing in biodiversity assessment and monitoring will enable our Mozambican and Malawian counterparts to carry on this work after the project finishes. In addition, participation in a programme like this engenders a sense of ownership and responsibility for the future of the areas that we are assessing.
3) The network that we establish. Our current network comprises more than 20 individuals from many different disciplines. This network will not only expand, but is very likely to endure well beyond the life of the project in multiple forms, based on the personal and professional relationships established through this project.
4) The recommendations that we make. We fully expect that the recommendations that we make regarding the conservation and sustainable use of the biodiversity we describe will be taken seriously by the Government of Mozambique. At the very least, those recommendations, which will seek positive outcomes for biodiversity and people, will go on public record. At best, many of them will be implemented.

7. Dissemination

Presentations on the project have been made in Mozambique and Malawi, including to the Governor of Milanje district in Mozambique. All reports will fully acknowledge Darwin support, and will display the Darwin logo. Likewise, all scientific papers will acknowledge Darwin support. The RBG Kew website is currently being redesigned, but will include details on this project in the near future.

8. .

9. OPTIONAL: Outstanding achievements of your project during the reporting period (300-400 words maximum). This section may be used for publicity purposes

The expedition to Chiperone represents the first recorded scientific expedition to record its biodiversity, other than two brief visits in 1950 and 2005 looking specifically at birds. The extent of intact moist forest is significantly higher than had been expected, and the threats are primarily to the margins and not acute. The forests on Mt Chiperone supports perhaps the largest known population of the threatened bird, Thyolo Alethe, which is under severe threat in its Malawian range. The idea of linking its conservation to that of nearby Mt Mulanje in Malawi, effectively a trans-frontier initiative, has gained a certain acceptance among decision-makers in both areas. This will be taken forward over the coming year.

I agree for ECTF and the Darwin Secretariat to publish the content of this section

Annex 1 Report of progress and achievements against Logical Framework for Financial Year: 2006/07

Project summary	Measurable Indicators	Progress and Achievements April 2006 - March 2007	Actions required/planned for next period
Goal: *To draw on expertise relevant to biodiversity from within the United Kingdom to work with local partners in countries rich in biodiversity but constrained in resources to achieve* *The conservation of biological diversity,* *The sustainable use of its components, and* *The fair and equitable sharing of the benefits arising out of the utilisation of genetic resources*		*Experts from the UK have led a training workshop and expedition comprising 16 people from partner institutions in Malawi and Mozambique. The information gathered, and skills shared will have positive outcomes for conservation, sustainability and for the countries of Malawi and Mozambique.*	*(do not fill not applicable)*
Purpose To gather information and develop tools and skills to enable the monitoring and management of biodiversity loss in montane ecosystems in SE Africa	Ecological Monitoring Programmes in operation. Management strategies for focal areas. Protection through increased awareness, knowledge and status. Trained personnel.	Baseline assessment methodology developed. Baseline assessment carried out on Mt Chiperone Considerable new knowledge on biodiversity of Mt Chiperone gathered, and made accessible. 16 personnel trained in plant identification and baseline survey techniques	Further development of methodology Assessments carried out on Mounts Namuli and Mabu New methods and knowledge developed for other areas People trained in GIS techniques to maximise the use of biodiversity data in management practice
Output 1. Ecological Monitoring Programmes	Repeatable field-based plant and bird surveys carried out on 6 mountains: Mts Mulanje, Namuli, Chiperone, Mabu, Inago and		

	Cucutea by project end.	
Activity 1.1 Ecological Surveys		First survey carried out on Mount Chiperone in Nov/Dec 2006
Output 2. IUCN Red Data Listings	Determination of species-specific information. Conservation assessments for all threatened species entered into GIS.	
Activity 2.1. Red Listing		Species information gathered for plants, birds, mammals, reptiles and insects on Mt Chiperone. Conservation assessments will be made at the end of the project when the whole study area has been surveyed.
Output 3. GIS biodiversity database	All field data input into GIS throughout project. Design and publish GIS online by end June 2008. Database also available on CD.	
Activity 3.1. GIS mapping and database		All field data from Mount Chiperone is electronic, and entered into a GIS that incorporates species information, specimen data, vegetation information and remote sensing imagery.
Output 4. Management strategies, including species recovery programmes,	Management strategies produced for 6 mountains; recommendations presented to users and government implementation agencies. Identification of threatened species,	

developed.	threats, along with management recommendations to ensure recovery.	
Activity 4.1. Management strategies developed		Recommendations have been made for the conservation of biodiversity on Mount Chiperone. These will be developed further, based on the results of the forthcoming surveys, and will be used to produce a management plan for the Mozambican/Malawian montane archipelago.
Output 5. Trained personnel	At least 6 Malawian/Mozambican nationals trained in each of plant identification, field survey techniques, and EMP development by June 2008.	
Activity 5.1.Training Workshops		A two day training workshop in plant identification techniques, followed by 14 days of hands on training in the field was completed in November/December 2006. A total of 16 people were trained over a total of 256 person days.

Annex 2 Project's full current logframe

Project summary	Measurable Indicators	Means of verification	Important Assumptions
Goal: **To draw on expertise relevant to biodiversity from within the United Kingdom to work with local partners in countries rich in biodiversity but poor in resources to achieve** • **the conservation of biological diversity,** • **the sustainable use of its components, and** • **the fair and equitable sharing of benefits arising out of the utilisation of genetic resources**			
Purpose To gather information and develop tools and skills to enable the monitoring and management of biodiversity loss in montane ecosystems in SE Africa	Ecological Monitoring Programmes in operation. Management strategies for focal areas. Protection through increased awareness, knowledge and status. Trained personnel.	EMP technical reports. Management strategy reports. Training certification.	Sites visited are not so disturbed that they have fallen below a state worth protecting. Political situation does not prevent activities.
Outputs Ecological Monitoring Programmes IUCN Red Data Listings GIS biodiversity database	Repeatable field-based plant and bird surveys carried out on 6 mountains: Mts Mulanje, Namuli, Chiperone, Mabu, Inago and Cucutea by project end. Determination of species-specific information. Conservation assessments for all threatened species entered into GIS. All field data input into GIS throughout project. Design and publish GIS online by end June 2008. Database also available on CD.	Technical reports. Collection field guides Published RDL assessments Functional computer based system. Distribution of CDs	

Management strategies, including species recovery programmes	Management strategies produced for 6 mountains; recommendations presented to users and government implementation agencies. Identification of threatened species, threats, along with management recommendations to ensure recovery.	Specific site-based reports	Threats are amenable to management interventions.
Trained personnel	At least 6 Malawian/ Mozambican nationals trained in each of plant identification, field survey techniques, and EMP development by June 2008.	Certification from RBG Kew and BirdLife	

Activities	*Activity milestones (summary of project implementation timetable)*	**Assumptions**
Ecological Surveys	2 week survey expeditions mounted in: Nov 2006 (Chiperone), May/June 2007 (Namuli), Oct/Nov 2007 (Mabu), May/June 2008 (Inago), Oct/Nov 2008 (Cucutea/Mulanje). Compilation of draft collection field guides for each massif before trip, completed afterwards.	Participants available. Accessibility adequate at these times.
Red Listing	Field data used to assign RDL categories to plant and bird species identified as threatened during survey work.	Adequate species data gathered.
GIS mapping and database	Remote sensing analysis of vegetation cover (land use) completed by June 2007. Database completed, on CD and online by June 2008.	
Management strategies	Management strategies produced for Chiperone & Namuli by Dec 2007. Strategies produced for Mts Cucutea, Mulanje, Mabu and Inago by Dec 2008.	Threats amenable to management interventions.
Workshops	Series of project and training workshops undertaken. At project initiation (July 2006), all participants will be invited to assign personnel and plan activities in detail. Prior to the first expedition (Dec 2006), a 2-day training workshop in plant identification techniques held in Mulanje. Following the third expedition (Dec 2007), a training workshop in the development and implementation of EMPs will be organised. At end of Year 2 (June 2008) a review workshop will be held in Malawi. A final workshop will be held in Maputo before May/June 2009 where results, management strategies and recommendations will be presented to all potential users. Suggestions and responsibilities for future actions will be articulated.	Potential users willing to be involved.

Annex 3 onwards – supplementary material (optional)

Additional documents:

- Inception meeting report (appended)
- Chiperone expedition report (available on request)
- Chiperone technical report (appended)

Checklist for submission

	Check
Is the report less than 5MB? If so, please email to Darwin-Projects@ectf-ed.org.uk putting the project number in the Subject line.	
Is your report more than 5MB? If so, please advise Darwin-Projects@ectf-ed.org.uk that the report will be send by post on CD, putting the project number in the Subject line.	
Do you have hard copies of material you want 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.	
Have you completed the Project Expenditure table?	
Do not include claim forms or communications for Defra with this report.	