

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, excluding annexes

Submission Deadline: 30 April 2011

Ducie et Defenere e	40.045
Project Reference	18-015
Project Title	Addressing the illegal trade in the critically endangered
	Ustyurt Saiga
Host Country/ies	Uzbekistan & Kazakhstan
UK contract holder institution	Fauna & Flora International
Host country partner institutions	Institute of Zoology, Academy of Sciences, Tashkent
Other partner institutions	Association for the Conservation of Biodiversity of Kazakhstan
Darwin Grant Value	£193,078
Start/end dates of project	1 st of Apr 2010/ 31 st of Mar 2013
Reporting period (eg Apr 2010	1 st of Apr 2010 to 31 st of Mar 2011
– Mar 2011) and number (eg	Annual report 1
Annual Report 1, 2, 3)	
Project Leader name	Paul Hotham
Project website	n/a
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contributors and date	Paul Hotham, Project Leader
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	April 2011

1. Darwin Project Information

2. Project Background

This project addresses the regional supply and commodity chain of the illegal saiga trade on the Ustyurt Plateau, a temperate desert of approximately 200,000km² in size, shared between Uzbekistan and Kazakhstan. At an estimated 4,900 individuals in 2010, the Ustyurt saiga population faces the highest risk of extinction of all remaining saiga populations and has been identified as a priority for intervention.

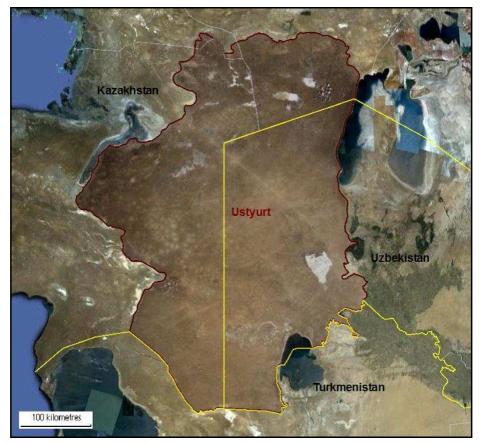
With a 95% reduction in population over the last 20 years, the saiga antelope *Saiga tatarica* has experienced one of the fastest declines recorded for mammals in recent decades. Once migrating in herds up to 100,000 strong across the plains of Central Asia and Russia, the species is now separated into 5 sub-populations and listed by IUCN as **critically endangered**.

Although protected under national and international laws, the main threat to the Ustyurt saiga is illegal hunting for meat and horn, the latter being used in traditional Chinese medicine. The low motivation and limited capacity of customs services and the border police compromise the effective control of illegal cross border trade. Regional 'traders' in both countries play an important role in international trade chains serving consumer demand for saiga horn in East Asia.

Despite horn being the prime reason for hunting saiga, the local market for meat has grown as the profitability of horn is increasingly limited by biased sex ratios (there being fewer males to hunt; only males bear horns). Unemployment is high on the Plateau and poverty is a major driver of saiga trade with revenue from trade thought to provide a significant proportion of income to poor households. This project will follow an integrated approach including:

researching harvest, trade and consumption of meat and horn; engaging local people especially poachers, in the development of effective conservation measures; strengthening capacity and facilitating improved transboundary cooperation for law enforcement; and increasing understanding of local livelihood needs.

The centre of the Ustyurt Plateau is at 44°20'29 N 56°47'59 E (see Map 1).



Map 1: The Ustyurt Plateau is a temperate desert of approximately 200,000km2 in size, shared between Uzbekistan and Kazakhstan

3. **Project Partnerships**

The Uzbek FFI team currently comprises an in-country Project Coordinator based in Tashkent. The Coordinator was hired in July 2010 and is responsible for maintaining contact, via regular meetings, email and phone, with the various partners in Uzbekistan and Kazakhstan. He will shortly be joined by a Project Manager and Assistant being hired under the auspices of a parallel project. We are also recruiting for the post of a Saiga Trade Researcher. The incumbent will be trained by a UK researcher to implement the socio-economic surveys in Uzbekistan and will provide overall support to the management of the project. Day-to-day supervision of the Project Coordinator is provided by the Project Technical Coordinator based in Cambridge via email and Skype. Regular trips by the Project Technical Coordinator and the Project Leader to Uzbekistan and Kazakhstan have allowed for face to face meetings with all relevant partners and stakeholders to be held.

Our main implementing partner in Uzbekistan is the Institute of Zoology which sits within the Academy of Science (IoZ RUz). Our relationship with IoZ is formalised through a signed Memorandum of Understanding (MoU). The IoZ RUz is a state institution responsible for species research for scientific and conservation purposes and includes work on the Uzbek Red Data Book and scientific aspects of CITES implementation. FFI established and has built this partnership over the past 7 years through the provision of small grant support to their efforts on raising awareness of the fate of the saiga and participatory saiga monitoring on the Ustyurt.

Our points of contact at the IoU RUz are Elena Bykova and Alexander Esipov (Lead Specialist and Principal Advisor), both renowned internationally for their experience on saiga conservation in Uzbekistan. Under this project they are taking the lead on engaging with local communities, advising the project's awareness and outreach component and are responsible for providing training and mentoring researchers in conducting the socio-economic survey and the wider research activities in Uzbekistan. Furthermore, they lead on developing and implementing training modules for the customs service, the local and border police.

The State Biological Control Service (Gosbiocontrol), under the State Committee for Nature Protection (SCNP) is the main cooperating state agency at the national level. Gosbiocontrol is the lead governmental agency for nature protection and sustainable use of flora and fauna in Uzbekistan. They are responsible for anti-poaching activities and the management of the implementation of international environmental conventions and agreements in Uzbekistan, including CITES, CBD and CMS. They are also responsible for the implementation of the Medium Term Work Programme under the CMS Memorandum of Understanding on saiga antelope conservation, including monitoring and protection of the species. Gosbiocontrol is involved in all relevant activities implemented under this project and has hosted planning and evaluation meetings and workshops, a training and resource needs assessment for state law enforcement bodies and a training event for customs officers, local and border police. Gosbiocontrol are consulted on a weekly and often daily basis on project matters. Their staff are involved in project activities, including workshops and trainings and their advice and support is crucial for the continued success of the project.

The SCNP Uzbekistan is being informed regularly on project progress and plays an important role in leveraging wider political support for our work, including supporting the process of registering FFI in Uzbekistan. SCNP Karakalpakstan is our main cooperating governmental agency in respect of providing support for the re-designation of the Saigachy Reserve, the future management of which falls under their responsibility. The head of SCNP Karakalpakstan has regularly attended project meetings and training events.

After a thorough review of potential partners in Kazakhstan, our main implementing partner is the Association for the Conservation of Biodiversity of Kazakhstan (ACBK), a national NGO. ACBK has gained significant recognition for their successful work on conserving the Betpak Dala saiga population, which has stabilised and is showing signs of recovery. As a result of delays in our obtaining official project approval in Kazakhstan, caused by bureaucratic obstacles, ACBK are just starting the process of recruiting a Project Manager, Principal Advisor and Saiga Trade Researcher for Kazakhstan. Working under our guidance, ACBK will lead on the implementation of project activities in Kazakhstan and will work in close cooperation with Uzbek colleagues and UK experts and researchers. Day to day supervision is provided by the Project Technical Coordinator via email, Skype and regular visits to the country.

The Forestry and Hunting Committee (FHC) together with Okhotzooprom, the responsible state agency for implementing anti-poaching activities, are our main partners within government in Kazakhstan. An MoU was signed between FHC and FFI on implementing the project and they are consulted on a regular basis on developing anti-poaching and trade control strategies for the Ustyurt. Staff members attended the monitoring and evaluation meeting held in Astana and supported and attended field trips.

The Institute of Zoology within the Academy of Science in Kazakhstan (IoZ RKz), provides advice on research activities, where relevant. The IoZ RKz has ongoing cooperation with the IoZ RUz and has worked previously with FFI (2004/2005) on developing alternative livelihood opportunities for local communities on the Ustyurt. They also participated in a previous Darwin project on saiga coordinated by Imperial College (12-028 "Using saiga antelope conservation to improve rural livelihoods"). As their capacity is focused on biological research, IoZ RKz will play a limited role in the delivery of socio-economic surveys.

Imperial College London is leading on the design of the research component of the project, in collaboration with in-country partners. They are building research capacity in these partners by twinning UK and in-country young researchers to carry out the socio-economic survey. In parallel they are also focusing on identifying key actors in and drivers for trade in saiga products, the economic value of these activities, regional markets and trade chains. Prof. Milner-Gulland of Imperial College London is a recognised expert on saiga ecology and conservation, with 20 years of experience. She is the founder and chair of the international network, the Saiga Conservation Alliance (SCA), of which Elena Bykova is Executive Secretary

and FFI is an Institutional Member. A dedicated researcher has just been recruited to lead on the development of the survey methodology and to provide training to in-country researchers. **Other Collaboration:**

The project closely collaborated with SCA on engaging local communities in awareness and outreach activities and particularly on implementing the International Saiga Day in early May on the Ustyurt.

We have consulted CITES and are drawing on their expertise to develop the training for customs officers, the local and border police.

Close cooperation has been established with UNDP Uzbekistan. With the onset of the UNDP/GEF/Uzbek Government Medium-Sized Project 'Mainstreaming biodiversity into Uzbekistan's oils and gas sector policies and operations' in April 2011. Both of our initiatives are building synergies in the framework of FFI's wider landscape scale approach to conserving the Ustyurt ecosystem, using the saiga antelope as a keystone species. The Ustyurt is being increasingly targeted for oil and gas exploration and the country has plans to increase investments in identifying new reserves. Apart from the impact on the broader environment, poaching and trade in saiga by employees of the often remotely located extraction/exploration site need to be taken into consideration and addressed.

Institutions acting as CBD, CITES and/or CMS focal points and receiving benefits under this project through the provision of training and equipment (largely co-funded) include:

- The Institutes of Zoology, National Academy of Sciences of the Republics of Uzbekistan and Kazakhstan Scientific Authorities of the National Focal Point for implementing CITES;
- The State Committee on Nature Protection of the Republic of Uzbekistan the Management Authority of the National Focal Point for implementing CITES whose Chairman is the National Focal Point for CBD and CMS;
- The State Committee of Forestry and Hunting of the Republic of Kazakhstan, Ministry of Agriculture of the Republic of Kazakhstan the Management Authority of the National Focal Point for implementing CITES, as well as CBD and CMS;
- The Department of State Inspection on Protection and Rational Use of the Flora, Fauna and Reserves of the Republic of Uzbekistan the Enforcement Authority for the National Focal Point for implementing CITES.

4. Project Progress

4.1 **Progress in carrying out project activities**

Output 1: Research into the saiga product commodity chain, drivers of poaching and alternative livelihood options

Activity 1.1 Conduct research into trade in saiga products – actors, drivers, value, markets, etc

Activity 1.3 Research alternative livelihood options

As reported in our change requests submitted on 29th of Oct 2010 and 28th of Jan the project has experienced a delay in **Activity 1.1** caused by factors beyond our control (see **Point 7** of this report). Both change requests were approved by Defra.

Despite this delay, a joint pilot expedition to the Kazakh Ustyurt was undertaken in Oct 2010. The expedition aimed to facilitate meetings with various stakeholders and allowed the team to gain a better understanding of the situation on the Kazakh side of the Ustyurt Plateau. Expedition participants included representatives from Okhotzooprom, the Institute of Zoology of the Academy of Sciences of Kazakhstan and Uzbekistan and the Association for the Conservation of Biodiversity of Kazakhstan. The expedition revealed that the situation on the Kazakh side differs from that in Uzbekistan. While in Uzbekistan mostly the poor and unemployed locals are involved in saiga poaching, in Kazakhstan hunting and illegal trade appears to be far more organised and controlled by outsiders. Targeted community surveys will be conducted in both countries starting in June 2011 and led by the Imperial College London. These will provide a better understanding of the drivers of poaching on each side of the Ustyurt

and possible alternative income opportunities which will both aid in the design of our intervention strategies.

Discussions between the FFI's conservation, livelihoods and governance team, Imperial College London and in-country partners on exploring opportunities for alternative livelihoods under **Activity 1.3** are well under way. Targeted questionnaires will form an important component of the planned community surveys.

Output 2: Training package developed and capacity of enforcement agencies, customs service, local and border police strengthened

Activity 2.1 Conduct TRNA for each of target group to be engaged in illegal trade intervention

Activity 2.2 Develop training modules to improve skills to deliver the illegal trade intervention strategy

Activity 2.3 Deliver training to target groups countries

In December 2010 a one-day Training and Resource Needs Assessment was conducted for ranger forces and associated institutions in Uzbekistan. The results of the assessment will help to determine required future support to ranger activities on the Ustyurt. Participants included representatives from the SCNP Karakalpakstan, the State Biological Control Service (Gosbiocontrol), the State Kungrad Forestry and Hunting Farm under the Ministry of Agriculture and Water Resources (which holds responsibilities for large territories on the Ustyurt), senior inspectors of the Customs Committee of Karakalpakstan, State Rangers and specialists of four different ranger groups (total number of participants: 27).

While Kazakh rangers are fairly well equipped their Uzbek colleagues lack even the most elementary equipment. The greatest limitation to adequate patrolling is lack of transport; the enforcement teams have only a few old Russian vehicles available. These require frequent repair, which are often weeks in being completed due to lack of finances. Fuel is also limited and often impossible to obtain because of regional supply shortages. Rangers work without radios, satellite phones and GPS units. Their 'winter' gear is not sufficient for harsh weather conditions (temperatures during the winter months frequently drop below -20 F). FFI is responding to these needs and will provide a basic set of equipment (through co-funding from USAID/SCAPES and Halcyon Land and Sea) and provide training to ranger forces who work on the Uzbek Ustyurt as soon as required legal preconditions are met, i.e. FFI is registered (anticipated for June 2011).

The development of training modules for rangers, customs service, the local and border police under **Activity 2.2** is ongoing. Good contact to CITES has been made through the IoZ RUz (Scientific Authority of the National Focal Point for implementing CITES) and provided training material will be included in the modules. Training topics include: application and relevance of international treaties; understanding the drivers and mechanism of wildlife trade; national wildlife trade laws; cross-border coordination and collaboration; identification of wildlife products; basic confiscated wildlife handling techniques; trade market monitoring.

The first training for customs staff at the key check point on the Ustyurt between Uzbekistan and Kazakhstan was planned for March 2011. However, this training has been postponed due to a change of senior officer at the checkpoint and the requirement for us to build a relationship with the new officer before he will cooperate (**Activity 2.3**).

Output 3: Cooperation and coordination

Activity 3.2 Identify roles/responsibilities and support delivery of saiga trade intervention strategy

Activity 3.3 Develop and implement plan to co-ordinate inter-agency (national and bi-lateral) activities

Activity 3.4 Transboundary meetings to foster exchange and learning

(Activity 3.2) The roles and responsibilities of the projects stakeholders were clarified during discussions that took place in a Kazakh inception meeting and Uzbek planning and evaluation meeting.

Two and three day monitoring, evaluation, feedback and learning workshops (MEFL) were also held in Kazakhstan and Uzbekistan respectively. Seventeen people participated in the Kazakh MEFL and twenty-one the Uzbek MEFL. Initial discussions on how to improve inter-agency and transboundary cooperation have also taken place during these meetings (Activity 3.3). In 2010 Uzbekistan and Kazakhstan signed and ratified an international agreement on combining efforts for conserving the saiga on the Ustyurt. FFI supported the development and implementation of action plans under this agreement through the provision of regular and often day to day support and advice to the State Committee for Nature Protection of Uzbekistan and the Forestry and Hunting Committee of Kazakhstan.

A limited exchange of knowledge already takes place at the scientific level between Kazakh and Uzbek scientific authorities. Representatives of both Institutes of Zoology also attended the expedition to the Kazakh Ustyurt in October 2010.

Output 4: Awareness-raising campaign to raise and address issues of illegal trade of saiga

Activity 4.1 Assess awareness and perceptions of local people on trade in saiga / wildlife products.

Activity 4.2 Develop and implement an information campaign

A preliminary assessment of awareness and perceptions of local people was undertaken by our in-country partners the IoZ RuZ. The assessment drew on their many years of experience working in close and continuous cooperation with local communities on the Ustyurt. A more thorough and detailed assessment will form part of the planned community surveys to commence in June 2011, led by the Imperial College London (Activity 4.1).

We are in the process of developing a media campaign in Uzbekistan. The campaign consists of a short video / advertisement that will be repeatedly shown on national television during peak viewing times. Posters, using images from the video, and a radio piece will be used to reinforce the video's strong anti-poaching message. The message i) pays homage to the saiga as an inherent part of the nomadic culture and as a symbol of the Uzbek steppe, ii) explains the severe reduction of saiga numbers in the past and particularly within the last year, iii) clarifies the prohibition of hunting and trade of the saiga and the punishment that awaits those who break the law and poach saiga. Opportunities are also being explored to have the campaign rolled out in Kazakhstan later in 2011. Preparations for celebrating the annual saiga day in May, including art competitions and school plays, are ongoing in cooperation with and co-funded by the Saiga Conservation Alliance.

4.2 **Progress towards project outputs**

Output 1: Research into the saiga product commodity chain, drivers of poaching and alternative livelihood options

The delay in conducting the community surveys impacted on meeting indicators under Output 1. But activities are now well under way and the surveys will commence in June 2011. This

delay will not impact on overall project implementation as lost time can be regained over the second and third project years.

Output 2: Training package developed and capacity of enforcement agencies, customs service, local and border police strengthened

Indicator 2.1 Training needs identified.

Indicator 2.2 Tailored training package developed with manuals to ensure replicability. *Indicator 2.3* Training delivered to in-country partners

The training needs of the law enforcement bodies were identified during the Training and Resource Needs Assessment in Uzbekistan and formal and informal planning and evaluation meetings in both countries. These needs are now being addressed. A needs assessment report and other informal reports from the meetings verify the training / needs requirements including the need for all training materials to be available in Russian. The development of training materials is an ongoing process which is being continually informed by further meetings and evaluations being undertaken by the project. Training topics currently include: explanation of the Convention on International Trade of Endangered Species (CITES, which lists the saiga in Appendix II), the meaning of its appendices, its formal structure and focal points in Uzbekistan, a list of CITES parties, a list of Uzbek species included in CITES appendices, a list of species included in the Uzbek Red Data Book, explanation of CITES certificates for wildlife trade in Uzbekistan, the Decision of the Uzbek Cabinet of Ministers on import and export regulations of wildlife trade in Uzbekistan, explanation of the Memorandum of Understanding signed under the auspices of the Convention on Migratory Species (which lists the saiga in Appendix II) and the associated Medium Term Work Programme, and additional information on saiga biology, status and trends.

In addition, to training on laws and conventions, a need for training in the identification of wildlife products was also expressed by law enforcement bodies. A guide, including manuals and posters is planned to be developed during the second project year.

Output 3: Cooperation and coordination

Indicator 3.1 Collaborative saiga trade intervention strategy developed and implemented

- Indicator 3.3 Cooperation and coordination plan developed and implemented.
- Indicator 3.4 Ongoing exchange on trade / saiga conservation issues.

Initial discussions were held on improving cooperation and coordination between the different in-country law enforcement agencies (rangers, customs service, local and border police) and between Uzbekistan and Kazakhstan. These took place during both formal and informal planning and evaluation meetings in both countries. FFI is also actively supporting the development and implementation of the action plan under the international agreement between the countries on conserving the Ustyurt saiga. Informal reports and the minutes of meetings and a draft action plan on transboundary cooperation verify achievements under this output.

Output 4: Awareness-raising campaign to raise and address issues of illegal trade of saiga

Indicator 4.1 Awareness raising campaign in support of the implementation of the trade intervention strategy developed and implemented.

Indicator 4.4 Information on project progress and evaluation disseminated to all stakeholders and the wider public.

We are in the process of developing a wider awareness raising campaign for Uzbekistan, consisting of a video clip, posters and a radio broadcast. The video clip has been produced. The posters and radio broadcast are in development. Images and sounds bites from the video clip are being used for the poster and radio campaign to reinforce the message and ensure higher recognition across all three platforms.

The means of verification for informing stakeholders and the wider public on project progress include; articles in online journals and on websites of partnering state agencies and NGOs,

television coverage of official meetings, including interviews given by the Project Technical Coordinator and the Uzbek Leader & Specialist in Uzbekistan, and presentations at national and international conferences and meetings (see also Point 9).

4.3 Standard Measures

Table 1 Project Standard Output Measures

Code No.	Description	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Number planned for reporting period	Total planned during the project
4C	Number of postgraduate students to receive training - UK national - Uzbek/Kazakh national	0 0	1 3	0 0	0 0	0 0	1 3
4D	Number of training weeks to be provided	0	0	0	0	0	2
6A	Number of people to receive other forms of education/training (which does not fall into categories 1- 5 above) - law enforcement training for rangers, customs service, local and border police	0	150	150	0	30	350
6B	Number of training weeks to be provided	0	0	0	0	0	2
7	Number of (ie different types - not volume - of material produced) training materials to be produced for use by host country						
8	Number of weeks to be spent by UK project staff on project work in the host country	7	18	8	7	7	40
9	Number of species/habitat management plans (or action plans) to be produced for Governments, public authorities, or other implementing agencies in the host country	0	0	2	0	0	2
11A	Number of papers to be published in peer reviewed journals	0	0	1	0	0	1
11B	Number of papers to be submitted to peer reviewed journals	0	0	1	0	0	1
14A	Number of conferences/seminars/ workshops to be organised to present/disseminate findings	2	4	4	2	4	12

14B	Number of conferences/seminars/ workshops attended at which findings from Darwin project work will be presented/ disseminated.	1	2	2	1	1	5
15A	Number of national press releases in host country(ies)	5	5	5	5	4	15
15B	Number of local press releases in host country(ies)	0	5	5	0	2	10
18A	Number of national TV programmes/features in host country(ies)	1	2	3	1	0	5
18C	Number of local TV programmes/features in host country(ies)	0	2	2	0	0	5
19A	Number of national radio interviews/features in host county(ies)	0	2	2	0	0	4
19B	Number of national radio interviews/features in UK	0	1	1	0	0	2
19C	Number of local radio interviews/features in host country(ies)	0	1	1	0	0	2
20	Estimated value (£'s) of physical assets to be handed over to host country(ies)	£517	£2043	£530	£517	£500	£3,090
23	Value of resources raised from other sources (ie in addition to Darwin funding) for project work	£45,250	£85,200	£62,200	£45,200	£45,200	£192,650

Table 2

Publications

Туре	Detail	Publishers	Available from	Cost £
(eg journals, manual, CDs)	(title, author, year)	(name, city)	(eg contact address, website)	
Journal	Ustyurt landscape conservation transboundary dialogue, Elena Bykova, 2010*	Saiga news	http://www.saiga- conservation.com/saiga_n ews.html	n/a
Online news	Discussing the Ustyurt Landscape Conservation Initiative (Обсуждался проект по сохранению ландшафта Устюрта), Dobavil Ibragimov, 2010	Econews Uzbekistan	http://econews.uz/index.p hp?option=com_content& view=article&id=703	n/a

4.4 **Progress towards the project purpose and outcomes**

Purpose: Improved understanding of the illegal trade in Ustyurt saiga products and strengthened capacity and improved cooperation at the local, regional and national level and between Uzbekistan and Kazakhstan to address the trade and its drivers

Indicator 3 Transboundary coordination of enforcement agencies improved

It is too early to make a realistic judgement of overall progress to achieving the purpose of the project. However, good progress has been made in respect to increasing transboundary cooperation. The project places FFI in a unique position of acting as a mediator between the two countries. We have provided ongoing support to the development and implementation of an action plan, under an international agreement, signed and ratified by the two countries on increasing cooperation on saiga conservation. Means of verification include the draft action plan and the frequent informal requests for consultation from both state bodies, confirming their acceptance of FFI as a neutral but important facilitator.

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

It is too early to assess progress. However, it is anticipated that the project will impact widely on the capacity, scale of cooperation and coordination of the enforcement staff, that will directly impact on the status of biodiversity and in particular the saiga antelope. Furthermore, planned socio-economic surveys, co-funded by our larger landscape scale initiative, are critical to inform our livelihoods approach. The benefits resulting from the livelihoods interventions should help to reduce the local communities' dependency on illegal trade.

5. Monitoring, evaluation and lessons

Steering Committees in both countries will formally meet every six months to evaluate project progress against set indicators. These indicators will include, but not be limited to: development and delivery of training packages; delivery of research milestones; development and implementation of the collaborative saiga trade intervention strategy; coordination and cooperation plan; awareness campaign, and identification of alternative livelihood opportunities. Committee members include representatives from FFI, the main host country partners and other relevant key stakeholders.

Due to delays in receiving official registration in Uzbekistan we have not yet been able to establish a formal Steering Committee in Uzbekistan (see Point 7). However, a planning and evaluation meeting was held, hosted by the State Committee for Nature Protection, which served as an unofficial inception meeting in August 2010. Regular informal meetings are also held with all relevant stakeholders to discuss and evaluate the project's progress and activities. An official inception meeting was held in Kazakhstan in October 2010 and we are currently formalising our relationship with the Association for the Conservation of Biodiversity of Kazakhstan, our main implementing partner. A Project Manager is currently being recruited and once selected the Kazakh Steering Committee will be established.

In both countries three day Monitoring, Evaluation, Feedback and Learning (MEFL) workshops were conducted in August and October 2010. These were held in collaboration with Pact Inc, our US partner in the larger Ustyurt landscape scale conservation initiative, to set objectives and develop indicators with a wide range of stakeholders. Participants included the State Committee for Nature Protection of Uzbekistan, the Hunting and Forestry Department under the Ministry of Agriculture of Uzbekistan, the Forestry and Hunting Committee of Kazakhstan, the State Biological Control Service of Uzbekistan, Okhotzooprom from Kazakhstan, the Institute of Zoology of Uzbekistan, the Association for the Conservation of Biodiversity of Kazakhstan, the Uzbek Society for the Protection of Birds and others. The MEFL workshops resulted in the development of conceptual models (issues, causes, effects and solutions) for the Kazakh and Uzbek Ustyurt and saiga. A process of outcome mapping is now being developed and will be used to track progress of the Darwin Initiative project.

The Imperial College, London, in collaboration with the Institute of Zoology of Uzbekistan and the Association for the Conservation of Biodiversity of Kazakhstan will monitor the progress of the research. The project's progress will also be monitored through the evaluation of project outputs by international saiga conservation bodies (particularly the Secretariat of the CMS MOU on saiga conservation).

The capacity of enforcement agencies to deal with illegal trade, as well as, the number of saiga products trafficked will be monitored throughout the project in close cooperation with the State Committee of Nature Protection of Uzbekistan and Karakalpakstan and the State Committee of Forestry and Hunting of Kazakhstan. Regular interviews with members of the Steering Committee along with transboundary meetings will be used to assess the improvement of transboundary coordination of enforcement agencies.

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

Not applicable.

7. Other comments on progress not covered elsewhere

The project has encountered unforeseen difficulties which have caused a set-back in the implementation of the project, as reported in our approved change requests submitted on 29th of October 2010 and 28th of January. This was caused by a delay in receiving project approval from the Uzbek Government and the need for FFI to become officially registered in Uzbekistan.

The time and effort required for obtaining project approval and registering FFI in Uzbekistan was underestimated. In order to receive approval a document, confirming the importance of the initiative to the government, is required from the President to authorise the project. This document failed to be passed between Government departments and therefore caused a significant delay in the approval process. The documents for registration have now been submitted to the Ministry of Justice of the Republic of Uzbekistan and we have since received a request for further information. We anticipate that we will obtain legal status in Uzbekistan by the end of June 2011 and until then will continue to implement the project through our locally hired Project Coordinator, through the State Committee for Nature Protection and the Institute of Zoology.

it is a unique and exciting

opportunity for Uzbekistan and for FFI to learn more about how to implement conservation techniques in a very complex and difficult environment.

Capacity in Kazakhstan is higher and therefore the prospects are better in this respect. However, while great progress has been made in developing our relationship with the Kazakh government and in-country partners, the time required for establishing official agreements caused some delay. However, all such obstacles have been overcome and work is well underway.

In conclusion, although we are faced with a challenging environment which has hindered progress, the project is developing a better understanding of the Ustyurt, its people and its management. We believe strongly that this investment will, over the long term, pay off in terms of conservation value on the Ustyurt and the information learned regarding the difficulties in implementation will be invaluable for future work in this area.

8. Sustainability

The project will increase understanding of illegal trade in wildlife products in the country and strengthen capacity of responsible agencies to address illegal trade activity and local drivers of trade; both stable end points. The project will improve relationships between enforcement

agencies and between Uzbekistan and Kazakhstan, thus ensuring trade intervention work can be sustained post project. Research findings and training materials will be widely disseminated to enable others to learn from and replicate successful elements of the project. Training given to young scientists ensures that, in the long term, there is an increased capacity in the country. The initial training needs of enforcement agencies are addressed but special attention is being paid to ensure responsible state agencies continue to fund on-going operational post project needs. The analysis of alternative livelihoods options will inform the development of sustainable income generating opportunities, to be delivered through a secured parallel initiative. Financial sustainability for conservation on the Ustyurt will also be explored through the piloting of offset mechanisms in cooperation with the recently launched UNDP/GEF/Uzbek Government project on mainstreaming biodiversity into the oil and gas sector policies and operations.

9. Dissemination

Regular updates on project progress are shared during formal and informal meetings with project partners and relevant stakeholders during local, national and regional meetings. Information on the project was disseminated on the FFI website and in the online journal, Saiga News. The official planning and evaluation meeting in Uzbekistan and the inception meeting in Kazakhstan were covered broadly in local Russian and English online media and on the websites of attending state bodies and NGOs. Interviews on the project were given by the Project Technical Coordinator and the Uzbek Leader & Specialist to the national TV in Uzbekistan. The Project Technical Coordinator attended and presented the project at the 2nd Meeting of the Signatories to the MoU concerning conservation, restoration and sustainable use of the saiga antelope under the auspices of CMS, Ulaanbaatar, Mongolia, in Sept 2010.

All training and workshop material, posters, leaflets and presentations are carrying the Darwin Initiative logo and clearly credit the support of DEFRA. In addition, the Darwin Initiative will be acknowledged as supporter in any publications, publicity and media releases in the UK and overseas that will result from this project.

10. Project Expenditure

Table 3	project expenditure during the reporting period (1 April 2010 – 31 March 2011)
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Item	Revised Budget (from approved change requests of Oct 10 & Jan 11)	Expenditure	Variance/ Comments
Staff costs specified by individual (total)			T
Paul Hotham – Project Leader			
Maria Karlstetter – Project Technical Coordinator			
In-country Coordinator			
Administrative support	-		
Researcher	_		
Elena Bykova – Leader & specialist (UZ)			
Alexander Esipov - Principal Advisor (UZ)			
Overhead costs			

Travel and subsistence
Operating costs
Capital items/equipment (specify)
Others: Consultancy
Others (please specify)
TOTAL

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

I agree for LTS and the Darwin Secretariat to publish the content of this section (please leave this line in to indicate your agreement to use any material you provide here)

Annex 1:	Report of progress and achievements against Logical Framework for Financial Year 2010-20	11
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Project summary	Measurable Indicators	Progress and Achievements April 2010 - March 2011	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		It is too early in the project to assess impact		
 ⇒ The conservation of biological dive ⇒ The sustainable use of its component ⇒ The fair and equitable sharing of the genetic resources 				
Purpose Improved understanding	P1 Research on harvest, trade		Conduct socio-economic research	
of the illegal trade in Ustyurt saiga products and strengthened capacity and improved cooperation at the	networks, and local markets for both meat and horn completed and results disseminated.	Capacity needs have been assessed and identified needs will be addressed in year 2.	Conduct training for rangers, customs service, local and border police	
local, regional and national level and between Uzbekistan and Kazakhstan to address the trade and its drivers.	P2i Capacity of enforcement agencies improved resulting in a measurable change in successful illegal trade interventions	Transboundary cooperation is being supported through mediation of FFI.	Continue support to both governments to complete action plan under bi-lateral agreement on saiga conservation	
	P2ii Number of saiga products trafficked reduced.		Organise cross-border exchange	
	P3 Transboundary coordination of enforcement agencies improved.			
Output 1: Research into the saiga product commodity chain, the	1.1 Saiga product commodity chain identified and awareness raised.	The delay in conducting the community surveys impacted on meeting		
drivers of poaching and alternative livelihood options completed and used to inform the development of	1.2 Drivers of poaching and trading key actors identified.			
conservation interventions and engagement with poachers and the wider local communities.1.3 Role of poaching and trading as a livelihood strategy understood.third project years.1.4 Conservation interventions tailored to research resultsMonitoring, Evaluation countries have clarified				
		Monitoring, Evaluation, Feedback and Learning workshops in countries have clarified understanding of poaching and its ca Research planned for year 2 will confirm this understanding		
1.5 Alternative livelihood opportunities identified by thos most affected by enhanced		specifically indicators 1.1, 1.2 and 1.3	3. Outcome mapping will take place in ombined with the results of the MEFL	

	enforcement activity.	The output indicators for this year still hold as viable measures of outputs.
		Despite a delay in this component, a joint pilot expedition to the Kazakh Ustyurt was undertaken in October 2010 to facilitate meetings with various stakeholders. Approval has been obtained to perform these activities in Q1 & Q2 of Year 2. Targeted community surveys will be conducted in both countries starting in June 2011 and led by the Imperial College London to provide a better
		understanding of the drivers of poaching.
Activity 1.2. Utilise research results to operational landscape and needs ass interventions.	ogether with results of wider sessments in order to determine trade	No activities scheduled for Y1. This will occur throughout Y2 after research has been conducted and results obtained.
Activity 1.3. Conduct research to ider local community with a particular focu and poaching.		No planned activity was scheduled in Year 1. However, initial discussions on opportunities for alternative livelihoods have been held with FFI's Conservation, Livelihoods and Governance team and with Imperial College London and in-country partners.
		Major delivery is planned to occur in June 2011 and to continue throughout Year 2. The main community surveys have been planned and will include targeted questionnaires to identify alternative livelihood options.
Activity 1.4. Share learning on alternation inform the development of livelihood secured parallel FFI initiative.		No activities scheduled for Y1. This will occur throughout Y2 after research has been conducted and results obtained. Any learning from these studies will be shared across other parallel initiatives.
Output 2: Training package developed and capacity of enforcement agencies, customs service, local and border police strengthened at the local, regional and national level in Uzbekistan and Kazakhstan.	 2.1 Training needs identified. 2.2 Tailored training package developed with manuals to ensure replicability. 2.3 Training delivered to in-country partners, including customs service, local and border police of both countries. 	Substantial progress has been made towards project outputs. The training needs of the law enforcement bodies were identified during the Training and Resource Needs Assessment in Uzbekistan and formal and informal planning and evaluation meetings in both countries. A needs assessment report and other informal reports from the meetings verify the training / needs requirements including the need for all training materials to be available in Russian. The development of training materials is an ongoing process which is being continually informed by further meetings and evaluations being undertaken by the project.
Annual Report template only 2010-11	2.4 Training delivery and impacts	15

	evaluated.	The means of verification for the indicators remain suitable and will include participants' attendance records; post-training evaluation tests; training course reports; follow-up questionnaires and interviews with course participants.
Activity 2.1. Conduct Training and Resource Needs Assessments (TRNA) for each of the target groups to be engaged in illegal trade intervention.		In December 2010 a one-day Training and Resource Needs Assessment was conducted for ranger forces and associated institutions in Uzbekistan. The results of the assessment have helped determine required future support for ranger activities on the Ustyurt. No further activities planned.
Activity 2.2. Develop training modules to improve target group skills to deliver the illegal trade intervention strategy.		The development of training modules for rangers, customs service, the local and border police is ongoing and will continue into Q1 & Q2 of Y2. Training topics will include: application and relevance of international treaties; understanding the drivers and mechanism of wildlife trade; national wildlife trade laws; cross-border coordination and collaboration; identification of wildlife products; basic confiscated wildlife handling techniques; trade market monitoring.
Activity 2.3. Deliver training to target groups - customs service, local and border police of both countries.		The first training for customs staff at the key check point on the Ustyurt between Uzbekistan and Kazakhstan was planned for March 2011. However, this training has been postponed due to a change of senior officer at the checkpoint and the requirement for us to build a relationship with the new officer before he will cooperate and will now occur in Y2.
Activity 2.4. Evaluate training delivery	/ and impacts.	No activities were scheduled for Y1. Evaluations will occur in the second half of Y2 after training has been delivered and the impacts assessed.
Output 3: Cooperation and coordination; transboundary coordination and overall collaboration between Uzbekistan	 3.1 Collaborative saiga trade intervention strategy developed and implemented 3.2 Transboundary meetings held. 	Initial discussions were held on improving cooperation and coordination between the different in-country law enforcement agencies and between Uzbekistan and Kazakhstan, through formal and informal planning and evaluation meetings.
and Kazakhstan improved; linkages made to other international organisations working on issues related to saiga trade	 3.3 Cooperation and coordination plan developed and implemented. 3.4 Ongoing exchange on trade / 	FFI is also actively supporting the development and implementation of the action plan under the international agreement between the countries on conserving the Ustyurt saiga. Informal reports and the minutes of meetings and a draft action plan on transboundary cooperation verify
Activity 3.1. Develop national, and if feasible a bi-lateral, saiga trade		achievements under this output and the indicators remain viable.
intervention strategy/ies in close cooperation with all partners.		No activities under this component were scheduled in Y1. However two monitoring, evaluation, feedback and learning workshops (MEFL) were held in Kazakhstan and Uzbekistan respectively. The outcomes of these

		meetings will be used to help develop national strategies and will further activity will occur in Y2.	
agencies and support them to deliver the saiga trade intervention strategy.		Inception meetings and two monitoring, evaluation, feedback and learnin workshops (MEFL) were held in Kazakhstan and Uzbekistan. Seventee people participated in the Kazakh MEFL and twenty-one the Uzbek MEF	
		The roles and responsibilities of the projects stakeholders were clarified during these meetings. This component will continue to be developed and delivered throughout Y2 & Y3.	
Activity 3.3. Develop and implement a plan to co-ordinate inter-agency (national and bi-lateral) activities related to illegal trade.		Initial discussions on how to improve inter-agency and transboundary cooperation have also taken place during the meetings in 3.1 above. In 2010 Uzbekistan and Kazakhstan signed and ratified an international agreement on combining efforts for conserving the saiga on the Ustyurt. FFI supported the development and implementation of action plans under this agreement through the provision of regular and often day to day support and advice to the State Committee for Nature Protection of Uzbekistan and the Forestry and Hunting Committee of Kazakhstan.	
Activity 3.4. Hold transboundary meetings to foster exchange of experience and share lessons learned between host countries.		A limited exchange of knowledge already takes place at the scientific level between Kazak and Uzbek scientific authorities. This was further enhanced by the participation of Uzbeks on the expedition to the Kazakh Ustyurt in October 2010.	
		Approval has been received for a transboundary ranger meeting, initially planned for this first year, to be postponed into Y2 as we believe that such a meeting would be counter-productive at this stage of the project.	
Output 4: Awareness-raising campaign to raise and address issues of illegal trade of saiga; conducted at customs posts and local markets along the border between Uzbekistan and Kazakhstan; lessons learned shared.	4.1. Awareness raising campaign in support of the implementation of the trade intervention strategy developed and implemented.	Good progress has been in the process of developing a wider awareness raising campaign for Uzbekistan, consisting of a video clip, posters and a radio broadcast. The video clip has been produced. The posters and radio broadcast are in development. The means of verification and indicators	
	4.2. Levels of community awareness of saiga trade higher post-project.	remain appropriate	
	4.3 Random police inspections of market goods carried out		
	4.4 Information on project progress		

and evaluation disseminated stakeholders and the wider p	
Activity 4.1 Conduct assessments of awareness and perceptions of people of the trade in saiga / wildlife products.	local A preliminary assessment of awareness and perceptions of local people was undertaken by our in-country partners the IoZ RuZ. The assessment drew on their many years of experience working in close and continuous cooperation with local communities on the Ustyurt. A more thorough and detailed assessment will form part of the planned community surveys to commence in June 2011.
Activity 4.2 Develop and implement an information campaign to build understanding of the positive values of biodiversity to local culture a livelihoods and to raise- awareness of the illegality and consequence	nd consisting of a video clip, posters and radio broadcast. A video clip has
wildlife trade.	The posters and the radio broadcast are in development. Images and sounds bites from the video clip are being used for the poster and radio campaign to ensure higher recognition across all three platforms. This will continue to be developed and implemented into Y2 & 3.
Activity 4.3 Conduct highly visible random police inspections of mark goods at the local and regional level.	No activity scheduled under this component to occur in Y1. This is planned to occur in the second half of Y2 and in Y3.
Activity 4.4 Disseminate information on project progress and evalua all relevant stakeholders and the wider public.	tion to Stakeholders and the wider public have been informed on project progress through articles in online journals and on websites of partnering state agencies and NGOs, television coverage of official meetings, including interviews given by the Project Technical Coordinator and the Uzbek Leader & Specialist in Uzbekistan, and presentations at national and international conferences and meetings. Project dissemination activities will be ongoing throughout Yrs 2 & 3 of the project.

Annex 2 Project's full current logframe

Project summary	Measurable Indicators	Means of verification	Important Assumptions
	nd the Convention on the Conserva		al Diversity (CBD), the Convention on Trade well as related targets set by countries rich
Sub-Goal: Effective protection of the Ustyurt (Uzbekistan and Kazakhstan) population of the critically endangered Saiga antelope from illegal hunting. Thereby helping these countries to meet their obligations under CBD, CITES and CMS and related national targets.	 SG1 Regular monitoring shows stabilisation or upward trend in saiga numbers in subsequent years. SG2 Customs officers observe a decline in illegal trade in saiga products. 	 SG1 Yearly data from aerial and/or ground surveys collected by the State Committees of Nature Protection, the State Committee of Forestry and Hunting of Kazakhstan and of the Institutes of Zoology of both countries. SG2 Data from customs services, reports from local and border police. 	
Purpose Improved understanding of the illegal trade in Ustyurt saiga products and strengthened capacity and improved cooperation at the local, regional and national level and between Uzbekistan and Kazakhstan to address the trade and its drivers.	 P1 Research on harvest, trade networks, and local markets for both meat and horn completed and results disseminated. P2i Capacity of enforcement agencies improved resulting in a measurable change in successful illegal trade interventions P 2ii Number of saiga products trafficked reduced. P3 Transboundary coordination of enforcement agencies improved. 	 P1 Reports on research results spread by print and online media and scientific papers submitted to peer-reviewed journals. P2 Number of prosecutions / seized products recorded. P3 Reports on meetings held and information exchanged between relevant authorities of both countries. 	Relevant stakeholders are cooperative and share information. Customs officers, the local and border police are interested in training. Authorities of both countries recognise the value of the project and transboundary cooperation to meeting their obligations under CBD, CITES and CMS and related national targets. Corruption on all levels is being addressed adequately by relevant authorities.
Output 1: Research into the saiga product commodity chain, the drivers of poaching and alternative livelihood options	1.1 Saiga product commodity chain identified and awareness raised.1.2 Drivers of poaching and	1a. Research reports submitted.1b. Popular and possible scientific papers on research results	Mutual trust between the project and communities is maintained and expanded, allowing for reliable cooperation and reception of relevant and

completed and used to inform the	trading key actors identified.	published.	veritable information.
development of conservation interventions and engagement with poachers and the wider local communities.	1.3 Role of poaching and trading as a livelihood strategy understood.	 1c. Alternative livelihood opportunities implemented in scope of wider conservation initiative on the Ustyurt informed by research results. 1d. Young scientist training recognised by award of qualifications as appropriate. 	Motivated and well qualified young scientists are recruited to work with the research team.
	1.4 Conservation interventions tailored to research results.		Authorities of both countries maintain goodwill and regard this research as important to meeting their obligations under CBD, CITES and CMS and related national targets.
	1.5 Alternative livelihood opportunities identified by those most affected by enhanced enforcement activity.		
Output 2: Training package developed and capacity of enforcement agencies, customs service, local and border police strengthened at the local, regional and national level in Uzbekistan and Kazakhstan.	2.1 Training needs identified.	2a. Pre and post project TRNA reports	Customs officers, the local and border police are interested in receiving training.
	 2.2 Tailored training package developed with manuals to ensure replicability. 2.3 Training delivered to incountry partners, including customs service, local and border police of both countries. 2.4 Training delivery and impacts evaluated. 	2b. Pre and post training reports on training delivered to in-country	
		partners and project beneficiaries; 2c. Participant pre and immediate	
		post evaluation of training.	
		2d. Participants 6 month post evaluation of training.	
		2e. Training materials and manuals available	
Output 3: Cooperation and coordination; transboundary coordination and overall collaboration between Uzbekistan and Kazakhstan improved; linkages made to other international organisations working on issues related to saiga trade	3.1 Collaborative saiga trade intervention strategy developed and implemented	 3a. Reports on meetings held and information exchanged between relevant authorities of both countries and international organisations. 3b. Transboundary trade intervention action/coordination plan. 	Authorities of both countries regard transboundary cooperation important to meeting their obligations under CBD, CITES and CMS and related national targets. International organisations are willing to cooperate and share information.
	3.2 Transboundary meetings held.		
	3.3 Cooperation and coordination plan developed and implemented.		
	3.4 Ongoing exchange on trade / saiga conservation issues.		
Output 4: Awareness-raising campaign to raise and address	4.1. Awareness raising campaign in support of the	4a. Pre and post assessment of local awareness	Local police maintain their interest and cooperation
Annual Dapart templete anly 2010 11		20	

issues of illegal trade of saiga; conducted at customs posts and local markets along the border between Uzbekistan and Kazakhstan; lessons learned shared.	 implementation of the trade intervention strategy developed and implemented. 4.2. Levels of community awareness of saiga trade higher post-project. 	 4b. Posters highlighting current legislation, levels of punishment and a guide for saiga product identification. 4c. Reports of local police on random inspections 	Corruption on all levels is being addressed adequately by all relevant authorities.
	4.3 Random police inspections of market goods carried out	4d. Reports, press releases, recording of radio and TV articles.	
	4.4 Information on project progress and evaluation disseminated to all stakeholders and the wider public.	4e. Articles and scientific papers on project work and research results spread by print and online media.	

Activities (details in workplan)

0.1. Establish Project team

0.2. Identify Steering Committee members and hold six-monthly meetings

0.3. Monitor and evaluate project outputs and outcomes

1.1. Conduct research to identify key actors and drivers of trade in saiga products, regional markets and trade chains for saiga products

1.2. Utilise research results together with results of wider operational landscape and needs assessments in order to determine trade interventions.

1.3. Conduct research to identify alternative livelihood options for local community with a particular focus on those engaged in saiga trade and poaching.

1.4. Share learning on alternative livelihoods options so as to inform the development of livelihood interventions to be delivered under a secured parallel FFI initiative.

2.1. Conduct Training and Resource Needs Assessments (TRNA) for each of the target groups to be engaged in illegal trade intervention.

- 2.2. Develop training modules to improve target group skills to deliver the illegal trade intervention strategy.
- 2.3. Deliver training to target groups customs service, local and border police of both countries.
- 2.4. Evaluate training delivery and impacts.

3.1. Develop national, and if feasible a bi-lateral, saiga trade intervention strategy/ies in close cooperation with all partners.

3.2. Identify roles and responsibilities of the various enforcement agencies and support them to deliver the saiga trade intervention strategy.

3.3. Develop and implement a plan to co-ordinate inter-agency (national and bi-lateral) activities related to illegal trade.

3.4. Hold transboundary meetings to foster exchange of experience and share lessons learned between host countries.

4.1. Conduct assessments of awareness and perceptions of local people of the trade in saiga / wildlife products.

- 4.2. Develop and implement an information campaign to build understanding of the positive values of biodiversity to local culture and livelihoods and to raise- awareness of the illegality and consequences of wildlife trade.
- 4.2. Conduct highly visible random police inspections of market goods at the local and regional level.
- 4.3. Disseminate information on project progress and evaluation to all relevant stakeholders and the wider public.

Monitoring activities:

All Indicators 1 – 4: Progress towards all indicators will be monitored through the reporting cycle from Project leader and co-ordinator to the Project Steering Committee (every six months) and wider Project team.

Indicators 2a, 2b, 3a, 3b, 4a & 4c: Quality of these outputs will be evaluated by project leader and UK experts through assessments of reports and in situ review and evaluation.

Indicator 2c: Participants' knowledge will be assessed against criteria at end of training module (post-training evaluation test).

Indicator 2d: Follow-up assessments of participants will be conducted by questionnaire or interview six months after the course, to assess relevance and use of newly acquired skills and knowledge.

Indicators 2c, 2e, 4b, 4d and 4e: Copies of all documentation/materials will be held on file and provided to Darwin through the Darwin reporting schedule.

Indicator 1d: Young researcher reports will be evaluated (and qualifications awarded as appropriate) and submitted papers peer-reviewed.

Annex 3 Onwards – supplementary material (optional but encouraged as evidence of project achievement)

- Minutes of the needs assessment, list of participants, agenda
- Uzbekistan and Kazakhstan
 - List of participants and agendas for inception, planning and evaluation meetings for both countries
- Video clip
- Saiga news article

	Check
Is the report less than 5MB? If so, please email to <u>Darwin-Projects@ltsi.co.uk</u> putting the project number in the Subject line.	No
Is your report more than 5MB? If so, please discuss with <u>Darwin-</u> <u>Projects@ltsi.co.uk</u> about the best way to deliver the report, putting the project number in the Subject line.	Yes
Have you included means of verification? You need not submit every project document, but the main outputs and a selection of the others would strengthen the report.	Yes
Do you have hard copies of material you 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.	Yes
Have you involved your partners in preparation of the report and named the main contributors	Yes
Have you completed the Project Expenditure table fully?	Yes
Do not include claim forms or other communications with this report.	1