# Darwin Plus:
# Overseas Territories Environment and Climate Fund
# 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**

## Darwin Plus Project Information

| | |
|---|---|
| Project Ref Number | DPLUS020 |
| Project Title | St Helena Baseline Assessment: a foundation for effective environmental management |
| Territory(ies) | St Helena Island |
| Contract Holder Institution | St Helena Government |
| Partner Institutions | |
| Grant Value | £70,600 |
| Start/end date of project | Start Date: 1st May 2014 End Date: 31st March 2016 |
| Reporting period (e.g., Apr 2015-Mar 2016) and number (e.g., AR 1,2) | May 2014 – March 2015<br>AR 1 |
| Project Leader | Isabel Peters |
| Project website | N/A |
| Report author and date | Isabel Peters<br>30th April 2015 |

## 1. Project Overview

The aim of the project is to provide baseline information of physical environmental parameters (air, water and soil) to allow the assessment of change through the establishment and implementation of on-going monitoring.

The project will establish a baseline for fresh water: depth, flow rate, pH, temperature humidity, some metals, inorganics, organophosphates, dissolved oxygen; sea water/ marine environment: temperature, sea level, conductivity, plankton; Soil: hydrocarbons; Air: particulates PM10, PM25, nitrogen oxides and sulphur dioxide and Noise: ambient and peak.

Project activities includes the selection of monitoring sites from across the whole of the island; identification and procurement of monitoring equipment; data collection and training and capacity building.

Once established the monitoring programme will provide an evidence base for environmental monitoring, protection and decision making. This will enable informed assessment of future development impacts (through the Environmental Impact Assessment (EIA) process), and current/ future activities including the operation of the new airport; Guide environmental management of our water resource and waste management processes and influence strategy across multiple sectors including conservation, planning, climate change, fisheries, agriculture and natural resources.

## 2. Project Progress

### 2.1 Progress in carrying out project activities

Following some delays at the beginning of the project and the need for a re-base (as explained below) the project progressed well in Q3 and Q4. A change request was submitted on 28th January 2015 and was approved on 20th February 2015. A revised project workplan is included in Annex 1

The first six months of the project were spent developing its scope and carrying out the preparatory work, this is the first project of its kind for St Helena and it was necessary to spend more time (than had been envisaged in the project application) on the planning stage.

The preparatory work established what was currently available in terms of environmental data collection and analysis and what from this could be incorporated into this project; what needed to be extended and what new areas would need to be introduced. This was achieved through direct stakeholder engagement and desk based research of published historic and current data collection and analysis.

Due to the necessary skills and expertise available within the Environmental Management Division (EMD) (but not available at the time of submitting the project application), it was decided that some of the activities we had envisaged an environmental monitoring specialist undertaking would be done in-house. These activities included project management, data collection supervision and the identification and procurement of monitoring equipment.

In our project application we had identified two staff members to work with the project leader and environmental specialist, however due to staff turnover we now think it best to have a bigger group of core staff from EMD and other relevant St Helena Government (SHG) Directorates and organisations trained in the use of the monitoring equipment and data collection and analysis. This will ensure we have a pool of trained skilled people able to contribute to the delivery of the long term monitoring programme.

Ten monitoring locations have been identified for air quality and water monitoring. Field data sheets have been completed for each monitoring location. Air quality monitoring protocols have also been authored for long term monitoring of emissions from the hazardous waste incinerator (part of the monitoring network). Meteorological data has been interpreted to support the development of an incinerator air quality risk assessment to support the authoring of the protocols.

Extensive research was done in-house to identify suitable monitoring equipment to match our requirements and contact was made with suppliers and quotes provided. Unfortunately due to SHG's internal procurement regulations there were many unforeseen delays with ordering the equipment and due to the current isolation of the Island and the challenges in shipping goods here the expected date of arrival of the equipment is now at the end of Q1, Yr 2 (June 2015). This later than anticipated arrival will mean that the start in actual monitoring and collection of data will also be delayed.

With a limited budget it was necessary to prioritise the monitoring equipment we would procure against the priority areas we wanted to monitor. At the time of submitting the project application we had flagged up light as a parameter we thought worth monitoring, in line with work being done at the time on a "dark skies initiative". However during the preparatory work for the project we decided this was not as high a priority as other areas and subsequently we will not be including monitoring of light as part of this project. We had also identified a piece of kit to monitor toxic gas emissions, however following confirmation of landed costs (which took longer than anticipated as the suppler is based in the USA) this will take us over our allocated capital equipment budget. We do have an underspend in our operating costs budget and as this is considered an essential piece of kit for the project, enabling us to measure/ monitor emissions from the new hazardous waste incinerator, we will be submitting a change request to move funds around.

As planned a tender process was instigated in Q4 (March 2015) for the delivery of technical training to staff from EMD and other relevant Directorates and organisations and the production of an Environmental Monitoring Technical Field Manual. All documentation was completed in a timely fashion and a local advert placed. Due to issues with the UK Governments re-designed Contracts Finder web site, the international aspect of the tender process did not go "live" until the second week of April 2015. This delay was beyond the control of SHG.

## 2.2 Project support to environmental and/or climate outcomes in the UKOT's

Overall this project will contribute significantly to achieving strategic long term outcomes for the natural environment. To date environmental protection issues amongst the population focuses on biodiversity monitoring. Publication of objective environmental data will demonstrate the effects of human activity on the Island and encourage good environmental stewardship.

The project will enable Saint Helena to evaluate and assess the quality of the air, land and water. This data will be used to support decision making processes, a review of water resource regulation and management, provide evidence to support actions to improve public health and support the development of the islands eco-tourism economy.

The draft Environmental Protection Ordinance (EPO) identifies the requirement to develop a national environmental monitoring network within 1 year of the Ordinance being enacted. The Ordinance also requires the regular publication of a state of the environment report. This project enables SHG to develop the monitoring network and collect environmental baseline monitoring data required to report on the state of the environment. The EPO is scheduled for consultation in mid-2015 and tabled for Legislative Council review by the end of the year.

The islands Sustainable Development Plan has Key Performance Indicators (KPI's) regarding the environment and this project will also provide evidence to support the monitoring of these KPI's.

This project has a significant capacity building component; it was designed to address a significant gap in our knowledge and skill set i.e. measure, monitor and analyse physical environmental parameters. The project will provide a number of staff from EMD and other Directorates and organisations with the skills to use the monitoring equipment and collect and analyse data.

During this year however the project focussed on preparatory work, so little actual progress towards the above has been made.

## 2.3 Progress towards project outputs

Progress in Yr 1 towards the project outputs is as follows:

Capacity building – The monitoring has not yet commenced as the equipment has not yet arrived, but it is anticipated that the numbers of staff to be trained will either be met or exceeded.

Establishment of an environmental baseline – As noted in Section 2.1, monitoring equipment has been identified and orders placed. Expected arrival on Island is in June. Monitoring sites have been selected and monitoring sheets designed. Overall it is anticipated that this output will largely be met by the end of the project, but due to the delay in the monitoring equipment arriving on island and the data collection / monitoring commencing, we will only have approximately 9 months of data rather than 12 by the project end date, however the monitoring will continue as part of EMD's core work so we will get 12 months of data which will be published as planned and used to produce the state of the environment report.

Publication and distribution of baseline data set – No baseline data has been collected as yet (for reasons given above) but as stated above once collected it is still planned to publicise via the SHG website and press releases. The data will also be used to produce the State of the Environment Report.

Set of recommendations for future monitoring - this will still be a key output and will be important for the sustainability of the on-going monitoring. Due to the timing issues explained above, it might be done after the project end date.

### 2.4 Progress towards the project outcome

Progress towards meeting the project outcome is outlined in Section 2.3. We anticipate that by the end of the funding we will have largely achieved the project outcome. Unfortunately we will not have achieved (as had been intended) a full years worth of baseline data, this is due to changes being made to the project at the start and subsequent delays with receiving the monitoring equipment on Island. However the project will have established the monitoring programme and provided the tools to implement this and through integrating this into EMD's core work it will be on-going.

### 2.5 Monitoring of risks

The identified risks still hold true and the associated mitigation measures identified are being implemented. However for most of the risks it is too early in the project implementation to say whether the mitigation has been successful in minimising or alleviating the risks.

The recruitment for the environmental monitoring specialist is being done via both local and international advertising and included targeted advertising to known organisations that could provide the necessary skills and expertise we are seeking. The timing of the recruitment should enable the specialist to arrive on island as planned.

The procurement of equipment has been done by EMD staff so will be suitable for our needs and location. As explained in Section 2.1 we are dealing with issues relating to delays in procurement and now delivery of the equipment.

We are also having on-going discussions with administrative and political decision makers with regard to future funding post project to enable on-going monitoring.

## 3. Project Stakeholders

EMD is leading on this project and staff from all sections have been engaged. A core group will take the lead in project implementation and other staff will have the opportunity to undertake training and contribute to project activities.

We have started active engagement with stakeholders (external to EMD) and this will be developed as the project moves forward. At the start of the project key stakeholders were identified who we thought might hold historic monitoring data and or be involved in on-going environmental monitoring and those that would be interested in the baseline data once collected. These stakeholders from the Health Directorate, Agriculture and Natural Resources Division and Connect St Helena were consulted on aspects of the project planning.

## 4. Monitoring and evaluation

The monitoring and evaluation plan was largely based on reporting requirements for the environmental monitoring specialist, but as this role will now be for a shorter duration and have a more narrower remit, the M&E is no longer relevant,

A project steering board has not yet been established but contact has been made and discussions held individually with representatives from each organisation during the preparatory stage of the project. We aim to establish the project steering board shortly.

## 5. Lessons learnt

As explained in Section 2.1, there were some delays to the project and it was rebased.

The project programme has been hampered by the cumbersome procurement process within SHG and also shipping schedules. An internal review of all Saint Helena Government procurement processing is underway as part of a larger change management project. The experience gained through procuring project equipment is being fed back into this process to ensure that a more streamlined procurement process is implemented in the future.

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

Not applicable.

## 7. Other comments on progress not covered elsewhere

Nothing further to add here.

## 8. Sustainability

Our planned exit strategy is still valid. The monitoring programme established during the project will be integrated into EMD's core work.

The over-riding principle of the project is sustainability through local capacity building. It is hoped that we can retain the staff trained through the project, but a programme of on-going training for new staff will be implemented to ensure continuous capacity building.

EMD will endeavour to establish a long-term link with the environmental monitoring specialist to provide a "go to" person/ organisation.

The equipment purchased for the project has a much longer expected life than that of the project so will be used to continue the monitoring activities. Discussions around future local budgetary provision for equipment maintenance and operating costs are ongoing.

## 9. Darwin Identity

There has been some publicity of this project in our local newspapers and reference is always made to it being Darwin funded. The project's identity relates directly to it being funded by Darwin. As the project develops we will increase the level and scope of publicity.

St Helena has a number of Darwin projects in progress and recently completed. All projects are well publicised in the local media and often directly involve the wider community in project activities. The financial contribution that Darwin projects make to conservation and environmental management is acknowledged by the SHG (administration and politicians).

## 10. Project Expenditure

**Table 1 Project expenditure during the reporting period (1 April 2014 – 31 March 2015)**

| Project spend (indicative) in this financial year | 2014/15 Grant* (£) | 2014/15 Total actual** Darwin Costs (£) | Variance % | Comments (please explain significant variances) |
|---|---|---|---|---|
| Staff costs | | | | |
| Consultancy costs | | | | |
| Overhead Costs | | | | |
| Travel and subsistence | | | | |
| Operating Costs | | | | The operating costs for yr1 were not adjusted when the project was rebased. As the actual monitoring has not yet started operating costs associated with this were not needed in yr 1.<br>A request will be made to move some of this underspend to the capital items to enable the purchase of the toxic gas monitor and to carry the rest forward to operating costs for yr 2. |
| Capital items | | | | |
| Others (Please specify) | | | | |
| **TOTAL** | **39,800** | **32,300** | **7,500** | |

*Rebased as per change request approved 20th February 2015.
**This is committed rather than actual at this stage as we are awaiting the arrival of equipment and goods on island and have not yet received final invoices

## 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 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

## Updated Workplan/timeline

| | Activity | No of Months | Year 1 | | | | Year 2 | | | | Year 3* | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| **Output 1** | **Capacity building** | | | | | | | | | | | | | |
| 1.1 | Recruit Environmental Monitoring Specialist | 4 | | | | * | * | | | | | | | |
| 1.2 | Monitoring equipment: identification | 4 | | | * | * | | | | | | | | |
| 1.3 | Monitoring equipment: procurement (including delivery time) | 4 | | | | * | * | | | | | | | |
| 1.4 | Setting up a monitoring programme | 1 | | | | | | * | | | | | | |
| 1.5 | Monitoring equipment: training | 2 | | | | | | * | * | | | | | |
| 1.6 | Data collection; training | 2 | | | | | | * | * | | | | | |
| 1.7 | School work experience project | 6 | | | | | | | * | * | | | | |
| 1.8 | Information sharing | ongoing | | | | | | | * | * | * | | | |
| **Output 2:** | **Environmental Baseline** | | | | | | | | | | | | | |
| 2.1 | Data requirements | 3 | | | * | | | | | | | | | |
| 2.2 | Environmental Parameters established | 1 | | * | | | | | | | | | | |
| 2.3 | Monitoring sites identified | 1 | | | | * | | | | | | | | |
| 2.4 | Monitoring programme created | 1 | | | | | * | | | | | | | |
| 2.5 | Data monitoring programme set up | 1 | | | | | * | | | | | | | |
| 2.6 | Monitoring programme execution | 12 | | | | | | * | * | * | * | | | |
| 2.7 | Data recording and analysis | 12 | | | | | | * | * | * | * | | | |
| 2.8 | Baseline data collated and published | 3 | | | | | | | | | | * | | |
| **Output 3:** | **Publication and distribution of baseline data set** | | | | | | | | | | | | | |
| 3.1 | Compatibility check | 1 | | | | | | * | | | | | | |
| 3.2 | Public awareness | ongoing | | | | * | * | * | * | * | | | | |
| 3.3 | Data distribution | 2 | | | | | | | | | * | | | |
| 3.4 | Baseline data published | 1 | | | | | | | | | | * | | |
| **Output 4:** | **Recommendations for future monitoring programme** | | | | | | | | | | | | | |
| 4.1 | Recommendations for future monitoring | 3 | | | | | | | | | | * | | |

*1 years worth of data is needed for the baseline, due to the later (than planned) arrival of the equipment, activities will continue after the end of the Darwin project and be integrated into EMD's core work

## Checklist for submission

| | Check |
|---|---|
| **Is the report less than 10MB?** If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line. | Yes |
| **Is your report more than 10MB?** If so, please discuss with Darwin-Projects@ltsi.co.uk about the best way to deliver the report, putting the project number in the Subject line. | N/A |
| **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. | N/A |
| **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. | N/A |
| Have you involved your partners in preparation of the report and named the main contributors | N/A |
| Have you completed the Project Expenditure table fully? | Yes |
| Do not include claim forms or other communications with this report. | |