



Darwin Plus: Overseas Territories Environment and Climate Fund

Final Report

To be completed with reference to the “Writing a Darwin/IWT Report” Information Note: (<https://dplus.darwininitiative.org.uk/resources/reporting-forms-change-request-forms-and-terms-and-conditions/>). It is expected that this report will be a **maximum** of 20 pages in length, excluding annexes)

Darwin Project Information

Project reference	DPLUS094
Project title	Developing Marine Spatial Planning (MSP) Tools for the Turks and Caicos Islands
Territory(ies)	Turks and Caicos Islands (TCI)
Lead organisation	South Atlantic Environmental Research Institute (SAERI)
Partner institutions	Turks and Caicos Government (TCIG), Department of Environment and Coastal Resources (DECR), Joint National Conservation Committee (JNCC), Economics for the Environment (eftec)
Grant value	£302,412.00
Start/end dates of project	01 April 2019 – 31 October 2021
Project Leader name	Tara Pelembe Dr Julian A. Tyne, Project Manager
Project website/blog/social media	https://www.south-atlantic-research.org/research/marine-science/developing-marine-spatial-planning-msp-tools-for-turks-and-caicos/
Report author(s) and date	Dr Julian A.Tyne and Tara Pelembe 12/10/2021

1 Project Summary

TCI is one of 14 United Kingdom Overseas Territories (UKOT) located 145 km north of Hispaniola (Haiti and the Dominican Republic) and 925 km south-east of Miami (Figure 1). The easterly occurring Turks Islands are separated from the Caicos Islands by a deep-water channel approximately 35km wide. The TCI population is 42,953 (2019), and the total area of the Exclusive Economic Zone (EEZ) is 154,058 km². Tourism is the main contributor to the TCI economy, followed by the offshore financial sector; fishing for export to the US (mainly lobster and conch) is the third most important economic sector in the islands. The TCI is also rich in biodiversity, and provides important ecosystem goods and services, such as mangroves, coral reefs and seagrasses as barriers to storm surge, a vital disaster mitigation role.

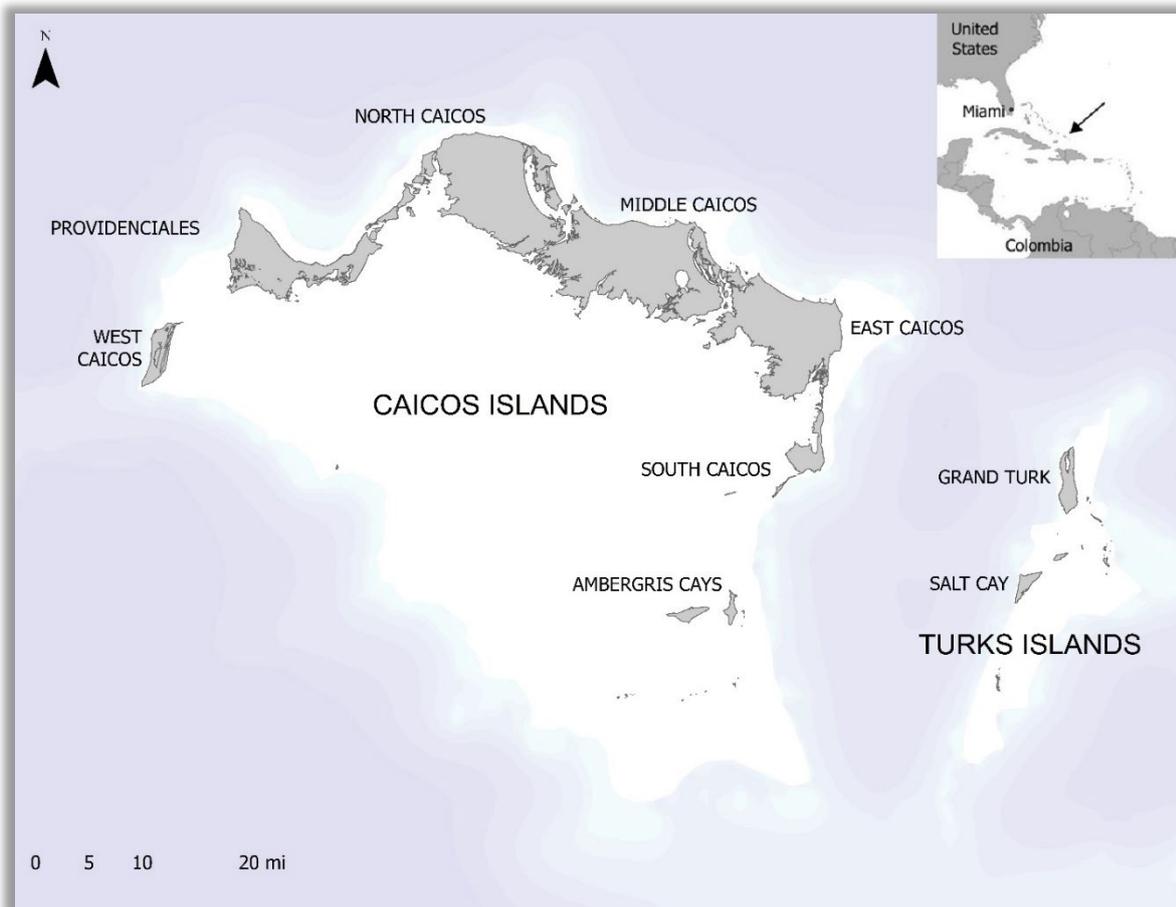


Figure 1 Turks and Caicos Islands

MSP is a stakeholder-driven science-based process to develop a strategic plan for managing and protecting the marine environment, addressing multiple and cumulative uses of the sea and achieving ecological, economic and social objectives.

There are a range of stakeholders working in TCI's EEZ, which is rich in biodiversity, and provides important ecosystem goods and services including its vital disaster mitigation role.

Despite the importance of its marine environment, the perceived pressures to it from resource extraction, continued coastal development and natural disasters, such as hurricanes, are only likely to intensify. Existing management, use and legislation needs to be improved to ensure sustainability.

TCI currently has no holistic strategic approach to marine management. Developing a strategic approach to marine management was identified as a priority action in the 2012 TCI FCO/JNCC funded "Environmental Mainstreaming" report.

This project created the framework and tools to bring together the functions of the TCI marine environment with the commercial activities with the TCI Exclusive Economic Zone (EEZ). Specifically, the project included a series of reviews, stakeholder meetings and workshops, and a TCI metadata catalogue and GIS database for analyses and visualisation, all of which are essential for developing MSP in TCI. TCI are considering ratifying CBD and this work will contribute directly to Aichi Targets and to TCIG commitments that were established under the Environment Charters

2 Project Stakeholders/Partners

This project is led by the **SAERI** in collaboration with the **DECR** a Turks and Caicos Government (TCIG) department as the lead project partner. These organisations along with the two other project partners - The Joint National Conservation Committee (JNCC) and Economics for the Environment Consultancy (eftec) - form the Project Management Group (PMG), and meet every three months, to monitor and guide the project, ensuring it aligns with the project proposal document, and delivers its outputs on time and on budget. The PMG also has a monitoring and evaluation function and makes strategic decisions around the project. During this project we have held 8 PMG meetings ([Annex 6](#)).

TCIG DECR: are the lead partner in the project. The DECR Director plays a pivotal role in providing the high-level engagement for the project at a senior and political level across TCIG. The DECR Deputy Director also provides direct support, identifying and liaising with key government officials and non-government officials. This important role of TCIG DECR is key to success. The two (SAERI) project staff are based in the TCI in DECR offices on Providenciales, and report to the Director of DECR as well as their SAERI line manager. DECR has provided office space, desk and internet access for the project officers who form part of DECR as well as SAERI teams.

JNCC: As a project partner sit on the PMG – their role in the project is primarily the provision of advice and support to ensure this project complements others.

eftec: As a project partner sit on the PMG, their role within the project focusses very specifically on economic valuation of the marine environment. They have been involved in collecting, collating and analysing coastal cultural values data in the TCI and generated a report (see [Coastal Cultural Values Report](#)).

One of the strengths of the partnership is embodied in the fact that the project staff were based in-territory full time in the offices of TCIG (the in-territory partner).

In addition, to the project partners, stakeholder engagement plays a key role in the success of this project, and there has been important focus on identifying and engaging the stakeholders in TCI (see [Workshop 1 Report](#), [Workshop 2 Report](#), [Workshop 3 Report](#)). Given the broad scope of Marine Spatial planning – all entities undertaking activities in the marine environment are stakeholders.

There have been a number of activities that have involved the further engagement of other government departments, local communities and technical specialists who are not formally partners in the project:

Government:

The DECR is the lead Government Department partner on this project and are signatories on the MOU (Annex 6), and have played a pivotal role in providing the high-level engagement for the project at a senior and political level across TCIG. Other Ministries and Government Departments with a portfolio that includes the marine environment have been engaged and include: the Education Department, Department of Maritime and Shipping, Coastal Radar, Department of Planning (DoP), Port Authority, Survey and Mapping Department (SMD), Department Disaster Management and Emergency (DDME), Royal Turks and Caicos Police Force Maritime Division (RTCIPF), Environmental Health Department (EHD), Central Information and Technology Unit (CITU), Fishery Advisory Committee (FAC) and Public Works Department. The relevant departments were engaged through workshops and regular meetings, with Heads of Departments being updated by the DECR director, who also provides regular updates to the Permanent Secretary of the Ministry of Tourism, Environment, Heritage, Maritime and Gaming.

Additional engagement with other government entities included:

TCIG Central Information and Technology Unit (CITU) were involved in configuring the server to accommodate the MSP data portal and WebGIS databases that seamlessly integrates within the TCIG preferred network architecture.

TCIG Survey and Mapping Department (SMD) are the key repository for (terrestrial) spatial data on island and have met regularly with project staff to discuss how their existing GIS databases and their data sharing policies work, and explore the potential for the MSP system to integrate with theirs. Project staff were planning to visit the SMD offices on a regular basis, however, due to restrictions imposed on movement and social distancing in the TCI as a consequence of the Covid-19 pandemic, the visits were put on hold. Project staff have, however held virtual meetings with SMD to discuss several spatial data sharing policies and have been included in the Hydrographic Survey Committee (HSC) meetings chaired by the SMD. SMD are also keepers of the LiDAR data collected in 2018 by the UKHO. The SMD were concerned about the safety of the data as they only had one copy. SMD has been encouraged to take advantage of the 30Tb of hard disk space available on the MSP server to upload a copy of the LiDAR data. Ongoing efforts are being made to upload the LiDAR data to the MSP server for use by the MSP project, and also other TCIG departments.

TCIG Coastal Radar Unit. Project staff have been engaging with the Coastal Radar Unit, to raise awareness of the project, its outputs and to understand how best to share vessel tracking data.

NGOs and local communities

In addition to Government Departments, the local communities and the NGOs are users of the marine environment, and important stakeholders in the project. Involvement of this stakeholder community was a key component to the success of this project, and their input essential in developing a marine spatial plan for the TCI. Stakeholders include fishermen, tour operators, Turks and Caicos Reef Fund (TCREEF), School for Field Studies (SFS), local community, Turks and Caicos Museum (TCNM), Turks and Caicos National Trust (TCNT), Turks and Caicos Hotel Tourism Association (TCHTA), SWA Environment, Marine Environment Services

All of these stakeholders have been engaged with the project through a series of virtual workshops or training sessions that were undertaken online during the course of the project.

3 Project Achievements

3.1 Outputs

Output 1: Work Package 1: Project Management structure, monitoring, evaluation and communications tools established.

Summary: All planned activities for this work package 1 have been completed

A Memorandum of Understanding (MOU) was signed by SAERI and the TCIG in October 2019 ([Annex 6](#)) (**Activity 1.1**). The Project Manager (Dr Julian Tyne) and Project officer/GIS specialist (Marcin Gorny) were recruited in May, and arrived on TCI in October 2019 after an induction in London where they met with SAERI deputy directors and UK-based project partner eftec (**Activity 1.2**).



Dr Julian Tyne is a marine scientist with a passion for marine conservation, and a particular interest in behavioural and population ecology, identifying important marine habitats and informing on appropriate management approaches.



Marcin Gorny is a GIS Specialist with an interest in environmental protection, ecology and biogeography. Originally from Poland he holds a MSc degree in Environmental Protection (Warsaw University, Poland). His interest and experience has been developed through a long term collaboration with Mammal Research Institute Polish Academy of Science where he served as a GIS Specialist.

Terms of Reference of the PMG meetings have been drafted and approved by the PMG and are available on the [project website](#). The PMG meetings have been held quarterly (**Annex 6**) (**Activity 1.3**). PSG meetings were superseded by holding four workshops (reports available on the [project website](#)), and regular follow up meetings, to update and garner feedback on the progress of the project (see Section 2). This change was necessary due to challenges in being able to gather stakeholders together on one island, hence why it was necessary to hold stakeholder workshops on each island. Restrictions imposed due to the COVID-19 pandemic prevented project staff being able to meet with stakeholders in-person since the workshops in January and February 2020. Therefore they communicated with stakeholders electronically via email and online conferencing software (e.g. Skype, Zoom, Microsoft Teams) (**Activity 1.4**). A dedicated 'Developing Marine Spatial Planning (MSP) Tools for the Turks and Caicos Islands' project webpage was setup on the SAERI [website](#) and one is being developed for the Department of Environment and Coastal Resources (DECR) website hosted by the TCIG (**Activity 1.5**). A Monitoring and Evaluation Plan was developed and approved by the PMG at every meeting and is available on the [project website](#) (**Activity 1.6**). The DPLUS Half yearly reports and annual reports were submitted as required throughout the project and circulated to the PMG (**Activity 1.7**).

Output 2: Work Package 2: Development (and extensive analyses where appropriate and feasible) of GIS baseline data maps

Summary: The planned activities for work package 2 have been completed

Existing data sets were collected from the TCIG and other sources, 90 in total. These datasets formed the basis of the metadata catalogue (**Activity 2.1**). A metadata catalogue was created to the ISO19115 standard from the 24 initial existing data sets that were deemed useful and relevant. The metadata catalogue was circulated to PMG and approved (**Annex 6**) and has been migrated to the online data portal (**Activity 2.2**). Project specific geospatial databases were also created (**Figures 2 and 3**).

Initially, these databases were hosted as a temporary measure on the SAERI server, due to there being unforeseen delays in finalising the server architecture and sourcing the server for TCIG (**Activity 2.3**). However, they are now integrated within the TCIG network and hosted on a TCIG server.

On January 10th 2020 at the DECR conference room and with remote links to South Caicos, the MSP project officers held a metadata training course for seven DECR staff on how to use and maintain the metadata catalogue. The training consisted of a brief presentation on what metadata is and why it is necessary (**Annex 6, Figure 4**), followed by instruction on what each column describes in the metadata catalogue (**Annex 6, Figure 5**). Then, using data provided by the DECR, the group went through creating a metadata record (**Activity 2.4**). The metadata catalogue has now become the online [data portal](#).

A review of relevant regional and international best practice was completed (**Activity 2.5**) [see project website](#), and a review of MSP frameworks implemented successfully on other small island nations was completed (**Activity 2.6**), [see project website](#). Re-examination of tracked data was available on juvenile green turtles in the TCI. These data were provided by the Marine Conservation Society in the UK (MCSUK) and the University of Exeter in the UK. Report was produced and circulated to the PMG with the data portal and WebGIS updated, and is available in Annex 6 (**Activity 2.7**)

An examination of the delineation of the current Marine Protected Areas (MPA) in the TCI was undertaken and a report was developed which was circulated and approved by the PMG and is available in Annex 6 (**Activity 2.8**). With our project partners, eftec, a coastal cultural values survey was initiated (**Activity 2.9**). Due to the pandemic and the restrictions on the movement and social distancing around the TCI, however, the survey that was planned to be held face-to-face, was moved online (Annex 6).

The report was circulated and approved by the PMG and is available on the project [website](#) (**Activity 2.9**). As a consequence of the Covid-19 pandemic, workshops were adapted to be held online. This change reduced the costs of the workshop budget and the underspend was able to add significant value to the project by funding a local TCI masters student through the University of Kent, in the UK, to further develop the coastal cultural values project. The thesis will be submitted towards the end of 2021. Change requests were submitted and approved, and the log frame was amended (**Activity 2.9a**). To seamlessly integrate with the TCIG network architecture and configuration a cloud system was selected to host the MSP toolkit, that comprises the Data Portal and WebGIS applications and databases (Annex 6, Figure 6). The Data Portal is available here <https://dataportal.gov.tc/> (**Activity 2.10**).

The announcement of the MSP tool kit going live was made through the [TCIG press office](#) and via twitter (Annex 6, Figure 7)

There are nearly 90 data sets that directly contribute to the MSP objectives in the Data Portal and some are available in the WebGIS for visualisation, available here <https://webgis.gov.tc/> (**Activity 2.11**). The WebGIS is available and accessible online to the general public (**Activity 2.12**). We developed user manuals for the [Data Portal](#) and [WebGIS](#) online applications and held online training sessions (Annex 6, Figures 8,9 and 10) (**Activity 2.13**).

The Data Portal has been updated accordingly (**Activity 2.14**). There are more than ten modelled layers in the Data Portal (<https://dataportal.gov.tc/>) and WebGIS (<https://webgis.gov.tc/>) including juvenile green turtle density maps, spotted eagle ray distribution layers and Caribbean flamingo distribution layers (Annex 6, Figure 11) (**Activity 2.15**). There are some areas of overlap or potential conflict between human uses identified in the Grace Bay location on Providenciales. Maps of these can be found in Annex 6, Figures 12 and 13. This is an on-going process and data will be added when identified (**Activity 2.16**).

Output 3: Work Package 3: Stakeholder engagement

Summary: All planned activities for work package 3 have been completed

It was unfeasible to get all stakeholders on one island for a single workshop, therefore it was necessary to hold four island specific stakeholder workshops: one on South Caicos 27th January 2020 where 20 stakeholder representatives attended, one on Grand Turk 31st January 2020 where 16 stakeholder representatives attended and two on Providenciales 4th and 5th February 2020 where 9 and 7 stakeholder representatives attended, respectively ([Annex 6, Figures 14,15,16, and 17](#)). The workshop reports can be found on the project website [project website](#) (**Activities 3.1 and 3.2**).

An online workshop (project workshop 2) was held over four mornings (TCI time) on 'Developing methodologies for modelling/analyses to identify ecologically important areas for Marine Spatial Planning in the Turks and Caicos Islands' (Annex 6, Figures 18,[19,20 and 21](#)). We had 37 participants who took part in the workshop, with 13 of them presenting on work that they do in the TCIG or on the projects they have been involved with in the Turks and Caicos Islands. Breakout rooms were used to divide the participants into discussion groups, who would then re-convene in a plenary to summarise and provide feedback on their breakout room discussions. A working group was agreed upon to help with methodologies and modelling approaches. The main outcome of the workshop was to undertake a Data Gap Analysis (DGA), to which the working group will contribute. The workshop report is available on the [project website](#) and the DGA report can be found in Annex 6 (**Activities 3.3 and 3.4**).

We held an online workshop (project workshop 3) over two mornings (TCI time) on ‘Developing a Policy Framework for Marine Spatial Planning in the Turks and Caicos Islands’ (Annex 6, Figure [22](#)). We had 10 participants who took part in the workshop. Breakout rooms were used to divide the participants into discussion groups, who would then re-convene in a plenary to summarise and provide feedback on their breakout room discussions. Update on work completed so far was presented by the project officers and existing zoning, legislation, policy and evidence for additional zoning was discussed in breakout rooms and plenary (**Activities 3.5,3.6,3.7 and 3.8**). (see [project website](#))

As an additional activity that added value to this project, we were also involved in organising the annual GIS day in the TCI (Annex 6, Figure [23](#)), where a number of TCIG stakeholders participated and gave presentations on how GIS is used in their departments. We were also able to contribute 5 ArcGIS licences to local schools as a consequence of registering the GIS day with ESRI online.

This method of regular engagement with the wide range of project stakeholders would not be possible if the project officers weren’t permanently based in the TCI.

Output 4: Work Package 4: Provide advice on appropriate policies, practices and frameworks for MSP

Summary: All planned activities for work package 4 have been completed

The proceedings and recommendations of the workshops were communicated to senior TCIG officials (**Activity 4.1**). A policy framework cabinet paper was drafted and will be submitted to cabinet for adoption that includes an MSP strategy going forward (**Activity 4.2**).

3.2 Outcome

The project has made good progress towards the project Outcome ‘*The creation of an MSP toolbox, an MSP framework with stakeholder consultation and engagement leads to TCIG embarking on a robust and efficient MSP programme for their national waters.*’ The baseline is that the TCIG has no policy framework (0.1) to support the adoption of an MSP process in the TCI national waters and EEZ (0.2).

A policy paper has been drafted from the collection and collation of nearly 90 existing marine spatial data sets, holding online workshops on modelling approaches and workshops on the legislation and policies on zoning around the TCI (Annex 6). Data have been added to the GIS database to allow visualisation through the [WebGIS](#) interface and to be accessed in the [Data Portal](#) where permitted. This will be used to identify overlaps in the human uses of the TCI marine environment and overlaps between human uses and important habitats, which in turn will inform policy.

Indicator 0.1 Policy Framework to support MSP was deemed appropriate which drove indicator 0.2 that the TCIG adopt an MSP process for their National waters and EEZ support. The project has had to adapt to the restrictions imposed as a consequence of the Covid-19 pandemic (see Section 3.4).

3.3 Monitoring of assumptions

Assumption 1: Staffing turnover in TCIG enabled the continued progress of policy development. Political will under the elected TCIG legislators continued to support the progress of this process

Comments: There have been a number of changes in the TCIG and DECR since this project started, including: 1) the original DECR Assistant Director for Research and Development moved to another government department, but a new Director for Research and Development was appointed and is assisting with the project; 2) there was a general election during this project and, in February 2021, a new Government was duly elected in the TCI. Consequently, there are

different politicians heading up the different ministries and therefore, changes were made that have affected the DECR. For example, the TCIG decided that the fisheries side of the DECR was to move to the Maritime and Shipping Department, which was then renamed the Fisheries and Marine Resources Management Department. So, the number of resources in the DECR was reduced as a consequence of this move. However, considering these changes there was still continued support for the project from across the TCIG. Furthermore, stakeholder workshops and training sessions were held with TCIG departments and they continued to support the project. This assumption held true.

Assumption 2: Recruitment results in appropriate candidates being recruited and available to be on island within the given time frame.

Comments: The candidates were recruited. There were initial delays around the candidates arriving on TCI within the given timeframe. This necessitated the re-planning of deliverables and submitting a change request, which was subsequently approved.

Assumption 3: Continued resource from project partners available to engage with the project for its duration.

Comments: Even though there was a new Government elected, new Ministers appointed and movement of resources between DECR and other Government departments, DECR still supported the project by providing the high-level support within the department, across departments and within government as outlined in section 2. DECR also provided access to existing data, office space, support staff, meeting venues, use of vessels and other related facilities to ensure success for the project. From this support the project officers have collected over 80 datasets which have been added to the data portal, have given training to TCIG and other stakeholders and have held three workshops on setting the scene, modelling approaches and zoning of the TCIG marine environment. Other partners efect have provided input and a report on the coastal cultural values project and engaged in PMG meetings; JNCC have continued to provide technical support, satellite images and engaged in PMG meetings. Although Covid-19 restrictions have prevented visits to TCI for technical support, this assumption held true. In sum, all project partners were available and actively engaged in the project.

Assumption 4: TCIG Policy and legal departments have the capacity to engage in the drafting processes within the given timeframe.

Comments: we were proactive in seeking to ensure that the required project policy deliverables are fed into the TGIG cabinet paper and policy processes through a workshop on the legislation and policies of zoning in the TCIG marine environment. The DECR director and Permanent Secretary of the Ministry are aware of the requirement for, and support the development of, these policy papers within the project time frame. This assumption held true.

New assumptions/risks

In addition to the existing assumptions, the Covid-19 pandemic provides a new unforeseen potential risk to the project.

There was, for all assumptions the uncertainty of when the restrictions imposed due to the COVID-19 pandemic would be lifted. Although, with the vaccination program progressing in TCI and around the world, the impact on the deliverables for the project were minimal. However, the project manager who travelled to the UK for Christmas holidays, found it difficult to find a route back to the TCI and was in the UK, but was working remotely and workshops, training sessions and PMG meetings have still been held online. For Y3 the main elements were to develop the policy paper and to submit manuscripts developed during Y1 and Y2 to journals for publication. This involved mostly writing and therefore travel and face to face contact requirements were at a minimum. Meetings will be held online. This was added to the risk register and was discussed at the PMG meetings.

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

TCIG are considering ratifying the Convention on Biological Diversity (CBD). This work contributes directly to Aichi Targets 11 (10% of oceans in marine protected areas), 10 (Vulnerable Ecosystems) and 19 (biodiversity knowledge improved). In the TCI the protected areas cover 6.49% of the shallow marine habitat.

Furthermore, this project will help TCIG to meet its commitments that were established in the Turks and Caicos Environmental Charters, 1 (To recognised that all people need a healthy environment for their wellbeing and livelihoods and that all can help to conserve and sustain it), 2 (To use our natural resources wisely, being fair to present and future generations), 3 (To identify environmental opportunities, costs and risks in all policies and strategies), 5 (To aim for solutions which benefit both the environment and development).

The Ministry of Tourism, through DECR wishes to develop a new Environment Strategy for TCI in order to rationalise environmental plans and activities, ensure effective implementation of environmental priorities, and support sustainable development. The Environment Strategy will be designed to align with the existing legislative and policy framework in TCI and will be further guided by the principles and commitments set out in the TCI Environment Charter, the 25 Year Environment Plan and the UN Sustainable Development Goals.

JNCC, a project partner of this Darwin Plus project, has provided technical support for development of the Environment Strategy and therefore helping to ensure outcomes of the MSP project will also align with the objectives and framework established for the new strategy. JNCC attended the stakeholder workshops to highlight linkages between the two processes. The development of the MSP database system will provide an invaluable starting point for expansion to a wider information management system under the Environment Strategy that will be capable of collating information needed for all aspects of environmental management and monitoring in the TCIs, and enabling public access and engagement.

The TCIG Department of Planning have engaged in developing a National Physical Sustainable Development Plan for the TCI and the MSP project officers have been engaging with the National Physical Sustainable Development Plan team to help in the sharing of data between the two projects and the use of the MSP tool kit. This provides a foundation upon which future programmes including the Blue Belt Programme can be built.

5 OPTIONAL: Gender equality

The project teams that worked on this project proposal are of mixed genders, and both the Director of DECR and the project leader are female. The Project Manager and Project officer are male. The project is being delivered by a mixed gender team and the project staff are working with TCIG staff and stakeholders of mixed gender, ensuring an equal gender representation wherever possible.

The Project Management group is 38% female and 62% male

It is recognised that attendance at stakeholder workshops or meetings may be limited by parental responsibilities. Therefore, this project gave consideration in the organisation of the timings of workshops and to allow stakeholders who may have parental duties the ability to attend more easily.

In the SAERI office, the current staff cohort is 60% female and 40% male, and SAERI has an equal opportunities policy as part of its internal policy framework.

6 Sustainability and Legacy

This project enables TCIG to plan for, and manage, the sustainable use of its marine environment. It provides the foundation (of data and options for policy and practice) for MSP. Given the need to ensure sustainable development of local (and regional) marine resources in balance with conservation and protection of marine stocks, species, habitats and systems, TCIG and all stakeholders have a common interest in ensuring the future development and viability of this process.

It also enables monitoring of potential climate change impacts on habitats, community structure, species and populations. Biodiversity and community ecology analyses of data provides reference points for future comparisons to elucidate any climate change impacts.

Through the in-country based project posts, and project workshops, the project is building local and cross-territory capacity in data collection, analysis and implementation of MSP and is engaging stakeholders in the sustainable use of the marine environment in order to develop a strategy for wider MSP.

The MSP server, including the WebGIS and Data Portal are now hosted on the TCIG government network. Data collected to date, modelling outputs and delineations for designated areas and zones can be visualised and searched in this MSP toolkit. These data will be updated post-project as new information becomes available, and the MSP toolkit will act as a functional management tool for TCIG and the wider community. Other Darwin PLUS projects such as DPLUS108 '*Caribbean Overseas Territories regional natural capital accounting program*', DPLUS119 '*Technical assistance programme for effective coastal-marine management in the TCI*', DPLUS153 '*Conserving tropical marine ecosystems in the TCI through science-based fisheries management*' and DPLUS147 '*Collaborative approach to managing coral disease in UK Overseas Territories*' are just a few of the projects that will be contributing their data to the TCIG data portal and WebGIS. We envisage that the data portal and WebGIS will be endorsed as the TCIG data management tools for marine environmental and spatial data and therefore other projects will also contribute their data to the TCIG data management tools.

The profile of the project has continued to grow throughout the project timeline. There have been online workshops with stakeholders to identify modelling approaches and data gap analysis, zoning and training sessions for the WebGIS and Data Portal, along with an online GIS Day workshop. There was an online survey for the coastal cultural values data collected by effec and now the local TCI Masters candidate is also collecting additional coastal cultural values data from TCI residents. This will help with local capacity building in the TCI and the data will be uploaded to the WebGIS and Data Portal. The Master's thesis has been submitted and the abstract can be read in (Annex 6). Furthermore, the Masters candidate has now started a full time position at the TCI Governor's office, as the Executive Officer and Environmental Policy lead.

This project has been developed with our local partners in the TCI Government (i.e. DECR) and project scoping consultations with TCIG have resulted in departmental and ministerial level support. This high-level support was crucial for ensuring the use and application of the tools that this project developed and ensured the long-term continuation and sustainability of the MSP process. The project was run by Islands, for Islanders, building substantial local capacity and availability for essential follow-on work. It is envisaged that a project officer role will be absorbed into the DECR staff cohort post project to ensure long term sustainability. The position for the project officer role with DECR has been included in the next DECR budget to enable the department to continue developing their MSP capabilities. However, due to the economic downturn in the TCI as a consequence of the pandemic, budget monies earmarked for the project officer in the DECR, may have to be directed elsewhere, which may cause a delay in the creation of the position in the DECR.

7 Lessons learned

There have been a number of lessons learnt to date.

- **Territory to Territory working/skill share has proven invaluable.** The learning and understanding between Territories has helped the project e.g. tools that are being shared have already been adapted to small islands. Through a combination of different projects including this one, a GIS and data management knowledge exchange group has been set up between UKOT-based staff that use GIS and data portals that have been developed by project partners. This enables group members to ask questions about GIS processes they may be having difficulties with, that others, with more GIS skills might be able to share answers to, reducing technical isolation, and building good relationships across other UKOTs.
- **Having the DECR as the lead partner on this project was invaluable and key to its success.** The DECR comprised of a small team located in different islands (Providenciales as the head office, with satellite offices in South Caicos and Grand Turk) but works closely with relevant TCIG departments such as the Department of Planning, Survey and Mapping, Agriculture, Environmental Health, among others. The DECR director therefore played a pivotal role in the project providing high-level senior and political engagement for the project across TCIG. DECR Deputy Directors also provided direct support for the project, identifying and liaising with key government officials and non-government officials. The Department also supported the project by providing the access to existing data, office space, support staff, meeting venues, use of vessels and other related facilities to ensure success for the project. In return for being the lead partner on this project, the Department's staff skills in spatial ecology and data management were enhanced
- **Stakeholder engagement is pivotal to the success of this project** and with the help of the DECR staff 137 stakeholders have attended the workshops, training sessions and meetings during the project. As a consequence of the Covid-19 pandemic and the resulting restrictions implemented in the TCI and around the world, these workshops and training sessions have been held online using Zoom.
- **Challenges** The main challenges for the project related to the recruitment and movement of staff and adapting the project to the Covid-19 pandemic. These challenges were at start up, and the consequence of an unusual global event and the impact of them has been resolved during the project however it might be useful to highlight them here for future projects:
 - **Staff recruitment and moving.** Based on prior SAERI experience, the project was designed so that the first 6 months focussed on project start up activities, building in a long lead in time for recruitment. Nevertheless, as these posts were based in TCI, there were additional employment requirements which delayed the arrival of recruited staff. This was managed through a change request which was approved by Darwin. We now know how the process works in TCI, and therefore would be able to mobilise more quickly in the future. The lesson learnt is when recruiting for work in a new country/territory, anticipate a longer lead in time – i.e. suggest 9 months rather than 6 months (the latter still valid/appropriate for home territory recruitment). Staff were recruited internationally - moving to a new job in a new country can be stressful, but the team at DECR were extremely welcoming and made the project officers feel at home. Their office at the DECR building in Providenciales was ready with desks and internet access when they arrived. DECR staff were also instrumental in helping the project officers to engage with other TCIG departments and project stakeholders.
 - Where projects (and associated costs and salaries) are based in countries/territories using non-GBP currencies (e.g. TCI currency is US dollars), it would be useful to explore how currency fluctuations can be built into the donor funding distribution model.
 - **Covid-19 pandemic.** As a consequence of the restrictions implemented in response to the covid-19 pandemic in TCI, the project had to adapt in order to fulfil the deliverables. Some of the key Covid-19 challenges and their mitigation are outlined in Section 9.

7.1 Monitoring and evaluation

To ensure that the project outputs and activities contribute to the project outcomes a Monitoring and Evaluation plan has been developed for this project and is available on the [project website](#). The project is overseen by the PMG; the overarching purpose of the PMG is to monitor and steer the project, ensuring it aligns with the project proposal document, and to ensure that the project delivers its outputs on time, and on budget. The PMG is also responsible for reviewing and monitoring the indicators quality of the project outputs as these are indicators of achievements towards the project outcomes. All project partners (DECR, JNCC and ettec) sit on the PMG.

As a consequence of the Covid-19 pandemic and the restrictions in international travel, workshop costs were not as high as expected. This provided us with the opportunity to engage a local TCI resident to engage in a Masters project that investigates the Coastal Cultural Values of the TCI through the University of Kent in the UK. The Monitoring and Evaluation Plan has been amended to take the masters protect into account.

7.2 Actions taken in response to annual report reviews

- In Year 1, the following comment was received and addressed as presented. No comments that required action were received in Year 2.
- *Year 1 Comment: Please include summary statistics by gender of attendees at local/community stakeholder meetings. This is useful for FCO reporting. Consider including some discussion of whether gender issues may impact engagement of specific groups at the stakeholder meetings.*

The gender statistics for stakeholder workshops, training and meetings held throughout the life of the project are :

Event	No. Females	No. Males	Total	% Female	% Male
Workshop 2 Day 1	22	15	37	59	41
Workshop 2 Day 2	18	14	32	56	44
Workshop 2 Day 3	15	14	29	52	48
Workshop 2 Day 4	14	10	24	58	42
Workshop 3	5	5	10	50	50
GIS Day	9	22	31	29	71
WebGIS Training Day 1	4	11	15	27	73
WebGIS Day 2	6	6	12	50	50
Data Portal	18	7	25	0.72	28
PMG Meeting 1	2	5	7	29	71
PMG Meeting 2	2	2	4	50	50
PMG Meeting 3	2	4	6	33	67
PMG Meeting 4	4	5	9	44	56
Totals	121	120	241	0.50	0.50

8 Darwin Identity

We have the Darwin Initiative logo on the side of the project vehicle that was purchased from the funding for the first year. This vehicle will be handed to the TCIG when the project is complete. (Annex 6, Figure 24)

The Darwin identity has been promoted as an integral part of all project outreach and engagement materials, as required by the Terms and Conditions.

Some examples of tweets where @Darwin_Defra has been tagged are presented in Annex 6, Figure 25. SAERI has 2704 followers on twitter. There are regular postings of project activity on twitter (hashtag #MSP_TCI)

We have also had an article published in the Green Pages of the Times of the Island magazine in the TCI see (Annex 6, Times of the Islands)

9 Impact of COVID-19 on project delivery

Working from home: At the start of the Covid-19 pandemic the project officers have had to vacate the DECR office and been working from home (in TCI) since March 24th 2020. Home working can be challenging, and project staff were unable to meet up with DECR colleagues on a daily basis. However, frequent online catch up meetings were organised between SAERI and DECR colleagues just to have a chat and as home working has become the 'new normal' project staff have adapted well to this by engaging with colleagues and stakeholders online.

Online workshops: The proposed workshops and training sessions have had to be held online using Zoom rather than face to face. Adapting the workshops and training sessions to be held online has been a challenge and a learning experience for all involved, but overall, they have been effective in achieving their objectives. Zoom licenses were purchased for the project and project staff and SAERI staff learned how to use the software for running online workshops. This proved effective not only for the workshops, but enabled continued (remote) stakeholder engagement via zoom for both SAERI project and DECR staff.

Some lessons learned that are specific to running online workshops included at times when working from home the internet connection did drop out on occasion during the online workshops and training sessions. This was mitigated somewhat by recording the workshops using Zoom which could then be circulated to participants for viewing offline.

Budget management: Trying to effectively manage the budget with the unpredictability of what or whether pandemic restrictions would be introduced and how long they would last, made budget management challenging. This was mitigated by submitting two change requests, to move money between project lines and between years, which were accepted.

A positive added benefit to the project. The online workshop challenge resulted in the projected budgets for the workshops being underspent, mainly due to the travel restrictions imposed. These reduced costs did open up other opportunities for the project to contribute to building local capacity through the funding of a local TCI masters candidate at the University of Kent in the UK, to develop a project on the coastal cultural values of the TCI, and which would directly contribute the MSP project (see Section 3.1 Output 2).

- To be able to maintain project delivery the workshops, training sessions and data collection surveys planned to be held face to face were adapted to be held online.
- Project staff met weekly with their SAERI line manager and talked through any issues that might arise as a result of the pandemic.

- Project staff worked from home since March 24th 2020. Staff are complied with TCI government C-19 guidance, TCIG C-19 guidance and SAERI C-19 guidance.
 - When required, SAERI issue updated C-19 guidance to all staff, and project staff also receive C-19 guidance from DECR and TCIG.
 - As project staff are not from TCI, when travel windows have been available for them to travel internationally to have a holiday with families, this has been enabled by SAERI. This resulted in both project staff having extended time off island (due to changes in travel restrictions) working from home in their country of origin, and relevant adaptations were made to enable this.

By holding workshops and training sessions online, the need for travel was reduced and as such could also contribute in reducing the risk of spreading a disease.

The project outputs – the data portal and the WebGIS have brought together a wealth of (marine) datasets into a central location. These are openly available to be searched and some are open, while others may require a request, but all are potentially available for future use and analysis, which could feed into future models and predictions around C-19 distribution and spread on TCI. The long-term data and GIS officer role in DECR would also provide technical assistance and support to any pandemic-related data analysis and mapping that might be required in the future.

The continued use of software to host online workshops, training sessions and meetings would indeed reduce the need for travel. As a consequence, the logistics required to organise a place to host the face to face meetings and the costs were also reduced.

10 Finance and administration

10.1 Project expenditure

Project spend (indicative) since last annual report	2020/21 Grant (£)	2020/21 Total actual Darwin Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items				
Others				
TOTAL				

Staff employed (Name and position)	Cost (£)
Julian A. Tyne – Project Manager	
Marcin Gorny – GIS Specialist and Data Manager	
Tara Pelembe	
Teresa Bowers	
Data Centre	

TOTAL	
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Consultancy – description and breakdown of costs	Other items – cost (£)
TOTAL	

Capital items – description	Capital items – cost (£)
Desktop Computer HP	
Seagate 16TB External Hard Drive	
HP M27ha FHD Monitor	
HP M27ha FHD Monitor	
2 Seagate External Hard Drive 2TB	
3 DJI Air 2S Drones	
Lenovo Tab M10 Plus, 10.3" FHD Android Tablet	
TOTAL	

Other items – description	Other items – cost (£)
3 USB C-Type Cables	
3 SanDisk 256GB Ultra MicroSDXC	
3 Seymac shock proof tablet cases	
4 SanDisk 128GB Extreme microSDXC	
3 Lekufee Carrying Case	
Agisoft Metashape Professional Edition Software	
Synergy - password change	
TT Charges	
Internal Transfer Charge	
Equipment shipping	
Data management and storage	
TOTAL	

10.2 Additional funds or in-kind contributions secured

Source of funding for project lifetime	Total (£)
Luc Clerveaux Oversight (10% of time) – TCIG in-kind	
Lormeka Williams Oversight (5% of time) – TCIG in-kind	
Eric Salamanca Oversight (5% of time) – TCIG in-kind	
Conference room	
Vehicle import duties	
Stamp duty / processing fee	
Vehicle maintenance	
Vessel use, captain, 1 st mate, fuel	
Office space and facilities	
TOTAL	

Source of funding for additional work after project lifetime	Total (£)
TOTAL	

10.3 Value for Money

With the project officers present in the TCI the cost of international travel was greatly reduced and their time in the TCI was more valuable in that they were able to integrate into the working environment of the lead partner the DECR and the TCIG.

As a consequence of the Covid-19 pandemic and the restrictions imposed in the TCI and worldwide, we were able to fund a local TCI masters student through the University of Kent, UK to build upon the Coastal Cultural Values project in the TCI.

The Deputy Director of the DECR had high praise for DPLUS094 and the effectiveness of the implementation.

11 OPTIONAL: Outstanding achievements of your project during the (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)

From this project the TCIG now has a central island wide MSP data portal <https://dataportal.gov.tc/> where relevant MSP data can be stored and queried. If these data are open, then they can be downloaded and used immediately. If the data are not open, then a request can be made to the data manager/data owner for the data to be shared. Should the data request be granted then the data manager/data owner will forward the requested data to the user. In addition to the data portal, there is an online WebGIS application <https://webgis.gov.tc/> which allows the open MSP spatial and temporal data to be visualised

through an internet browser. These data will also have links to the data portal which will allow the used to have access to the data they can visualise online.

Furthermore, because of the Covid-19 restrictions imposed around the world and in the TCI, there was an underspend on workshop travel and subsistence. We were therefore able to submit a change request and redirect this underspend to fund a local TCI student for a Masters project through the University of Kent, in the UK. This Masters project was to identify the Coastal Cultural Values of the TCI and to plot their distribution, which would also contribute to the MSP, as Coastal Cultural Values are an important consideration to understand when making decisions about managing the marine environment. Subsequently the Masters student has started a job with the TCI Governor's office as an Executive Officer and Environmental Policy Lead. Not only has this Masters project contributed directly to the MSP project, but this MSP project has also helped to build capacity in the TCI.





The TCI are talking about MSP and this project provides the foundation to the MSP in the TCI forward into the future.

Annex 1 Project's full current logframe as presented in the application form (unless changes have been agreed)

Please insert your project's logframe (if your project has a logframe), including indicators, means of verification and assumptions. N.B. if your application's logframe is presented in a different format in your application, please transpose into the below template. Please feel free to contact Darwin-Projects@ltsi.co.uk if you have any questions regarding this.

Project summary	Measurable Indicators	Means of verification	Important Assumptions
Impact:			
Marine Spatial Planning (MSP) decision making by the TCIG is enhanced by the visualisation and analysis of marine spatial and temporal data.			
Outcome: The creation of a MSP toolbox, a MSP framework with stakeholder consultation and engagement leads to TCIG embarking on a robust and efficient MSP programme for their national waters.	0.1 Policy Framework to support MSP 0.2 TCIG adopt a MSP process for their National waters and EEZ support MSP	0.1 Policy paper submitted to the TCIG Cabinet and agreed 0.2 MSP Strategy officially announced by TCIG	1. Staffing turnover in TCIG enables the continued progress of policy development Political will under the elected TCIG legislators will continue to support the progress of this process
Output 1 WP1. Project Management structure, monitoring, evaluation and communications tools established	1.1 Memorandum of Understanding (MoU) agreed and signed by all partners by October 2019	1.1 MoU signed by all parties.	2. Recruitment results in appropriate candidates being recruited and available to be on island within the given time frame. 3. Continued resource from project partners available to engage with the project for its duration.
	1.2 Project Officers recruited and in place by October 2019.	1.2 Project Officers' employment contracts signed.	
	1.3 A Project Management Group (PMG) meeting held every 3 months starting May 2019.	1.3 PMG meeting notes circulated and then available online.	
	1.4 A Project Stakeholders group (PSG) meeting held every 6 months starting November 2019	1.4 PSG meeting notes circulated and available online.	
	1.5 At least 1 project webpage created by August 2019, and at least 1 update to the page made every 3 months.	1.5 Project webpages hosted by TCIG and SAERI and online for viewing.	
	1.6 Monitoring and evaluation plan developed and circulated by November 2019.	1.6 Monitoring and evaluation plan available online.	

	1.7 Regular DPLUS reports submitted as required (yearly and half-yearly).	1.7 DPLUS reports available to project partners.	
Output 2: WP2. Development (and extensive analyses where appropriate and feasible) of GIS baseline data maps	2.1 Review of extant data (20 data sets) relevant to MSP in the TCI by March 2020.	2.1 Review forms the basis of the metadata catalogue that conforms to ISO19115	3. Continued resource from project partners available to engage with the project for its duration.
	2.2 Creation of metadata catalogue (ISO19115), February 2020 and ongoing.	2.2 The metadata catalogue is circulated to partners for approval and then available on the project's website	
	2.3 Collation, assimilation of relevant data (initial 20 data sets) and creation of project specific geospatial databases, ongoing.	2.3 Databases created and data secured within DECR's server and cloud and mirrored in SAERI's IMS-GIS Centre	
	2.4 at least 5 DECR staff trained to use and maintain the metadata catalogue by maintenance January 2020	2.4. Training feedback forms available.	
	2.5 Review of relevant regional and international best practice, undertaken by January 2020.	2.5 Regional Best practice report provided to the PMG and PSG for comment	
	2.6 Review of Marine Spatial Planning frameworks implemented successfully on other small island nations / territories by January 2020	2.6 Review presented to PMG and PSG. Developed review as a peer reviewed paper by Project Manager and Project Partners	
	2.7 Re-examination of tracked data Starting March 2020 until September 2020	2.7 A report circulated to PMG, PSG and TCIG officials. Metadata catalogue and MSP GIS platform updated	
	2.8 Examination of current MPA delineation in light of current analyses. May 2020	2.8 A report circulated to PMG, PSG and TCIG officials. Metadata catalogue and MSP GIS platform updated as necessary.	
	2.9 Modelling coastal cultural values (at least 200 islanders surveyed). Journal article prepared., September 2020	2.9 A report circulated to PMG, PSG and TCIG officials also available on project's website. Metadata catalogue and MSP GIS platform updated as necessary. Peer reviewed publication completed.	
	2.9a Masters project on the Coastal Cultural Values of the TCI September 2021	2.9a A thesis submitted to the University of Kent and circulated to the PMG, TCIG	
2.10 Build MSP GIS platform and supporting databases to accommodate data captured in	2.10 MSP GIS platform and databases created in open source and available to		

	the MSP metadata catalogue. Starting March 2020 and ongoing.	project partners and PMG. Data secured on MSP server housed in DECR and cloud.	
	2.11 at least 25 data sets that directly contribute to MSP objectives mapped Starting March 2020 and on-going.	2.11 GIS layers available for analyses and visualisation captured in MSP GIS platform. All data captured in MSP server and cloud.	
	2.12 Open source public facing WebGIS by June 2020 and ongoing.	2.12 Official launch of the webGIS application – open to all on the web. This will be continually updated. Project Officers trained in the maintenance of the public facing WebGIS.	
	2.13 At least 30 TCIG Staff and relevant stakeholders trained in WebGIS use by June 2020.	2.13 Project Staff, partners and at least 5 MSP stakeholders trained in the basics of GIS so they are able to do some basic analyses and visualise data.	
	2.14 At least 15 new data sets and layers mapped. By September – October 2020	2.14-2.16 Metadata catalogue updated and data available on MSP GIS Platform and WebGIS	
	2.15 At least 10 (Modelling) layers added to the MSP GIS platform by December 2020.		
	2.16 At least 2 maps of areas of overlap and potential conflict and zoning options prepared between December 2020 – March 2021.		
Output 3 WP3: Stakeholder engagement	3.1 Workshop 1 Attended by 20 stakeholders. to agree on vision and objectives January 2020	3.1 Vision for MSP in TCI and objectives captured in workshop report and circulated to PMG, PSG and senior TCIG officials. Report also available on project website.	3. Continued resource from project partners available to engage with the project for its duration.
	3.2 Approach to be taken forward from the Best Practice and MSP review agreed in Workshop 1- January 2020.	3.2 Agreed approach captured in workshop report and circulated to PMG, PSG and senior TCIG officials. Report also available on project's website.	
	3.3 Workshop 2 At least 20 expert participants agree on modelling methodologies and data gaps August 2020	3.3 Workshop report circulated to PMG, PSG, partners, TCIG officials and available on Project's website	
	3.4 A small 'expert working group' agreed to contribute to modelling work. August 2020.	3.4 Expert working group ToRs drawn up to help with second phase data analyses.	

	3.5 Workshop 3; Project Officer and partners present work conducted to date	3.5 – 3.8 Workshop report circulated to PMG, PSG, partners, TCIG officials and available on Project's website. This results in an agreement (PMG, PSG and TCIG) for project officer positions being retained as part of established TCIG posts with in the DECR	
	3.6 Stakeholders and project team agree on zoning.		
	3.7 Stakeholders and project team conduct and agree principles and future practices, agreeing a policy framework.		
	3.8 Stakeholders and project team agree on an MSP strategy and legacy past the end of the current project. Workshop conducted in March 2021 with at least 50 attendees.		
Output 4: WP4: provide advice on appropriate policies, practices and frameworks for MSP	4.1 Proceedings and recommendations of workshop communicated to senior TCIG officials. June 2021.	4.1 Meeting between Project Team, important stakeholders and senior TCIG officials results in agreement with workshop recommendations.	4. TCIG Policy and legal departments have the capacity to engage in the drafting processes within the given timeframe.
	4.2 Policy paper on MSP delivered to cabinet for adoption that includes MSP strategy going forward with the appropriate resource. July 2021.	4.2 Policy paper drawn up by Project Team and PMG and submitted to TCIG to be reviewed by Cabinet. Cabinet to agree recommendations, implementation of MSP strategy for TCI and the retention of an MSP team within DECR.	
<p>Activities (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1)</p> <p>1.1 A Memorandum of Understanding (MoU) agreed and signed by all partners</p> <p>1.2 Project Staff recruited</p> <p>1.3 A Project Management Group (PMG) meeting held every 3 months</p> <p>1.4 Project Stakeholders group (PSG) meetings held every 2 months</p> <p>1.5 Project webpage created and updated every 3 months</p> <p>1.6 Monitoring and evaluation plan created</p> <p>1.7 Regular DPLUS reports submitted as required (yearly and half-yearly)</p> <p>2.1 Extant data review across TCIG and organisations relevant to MSP</p> <p>2.2 Creation of the metadata catalogue (ISO19115)</p> <p>2.3 Project Officers collate, assimilate relevant data create project specific geospatial databases</p> <p>2.4 SAERI IMS-GIS Centre staff member helps create web-based metadata catalogue and provides training to project staff to support maintenance</p> <p>2.5 Project Officers complete regional and international best practice review and reviewed by PMG and PSG</p>			

- 2.6 Project Officer complete a review of Marine Spatial Planning frameworks implemented successfully on other small island nations / territories and reviewed by PMG and PSG.
- 2.7 Re-examination of tracked data (megafauna) to ascertain ecologically important areas, shipping routes (from AIS), biodiversity and environmental data.
- 2.8 Re-examination of MPA delineation in light of analyses above. MPA delineation reviewed and reported to TCIG.
- 2.9 Coastal Cultural Values survey complete and mapped and incorporated into the MSP GIS Platform
- 2.9a Masters project on the Coastal Cultural Values and thesis submitted and circulated to the PMG and TCIG
- 2.10 Project Officers, in conjunction with SAERI's IMS-GIS staff build MSP GIS Platform.
- 2.11 Project Team Map specific data that contribute to MSP objectives.
- 2.12 Project Team, with support by SAERI's IMS-GIS Centre staff, create public facing webGIS.
- 2.13 SAERI's IMS-GIS Centre staff provide training for the opens source form GIS platform.
- 2.14 New data and layers mapped and added MSP GIS platform and webGIS.
- 2.15 Project Team and Expert Working Group Conduct modelling work.
- 2.16 Project Team Map create zoning options Shape files added to GIS Platform
- 3.1 and 3.2 Stakeholder Workshop 1. Agreed approaches captured in workshop report and circulated to PMG, PSG and posted on project's website
- 3.3 Stakeholder Workshop 2. Modelling approach agreed and further gaps identified. Workshop report circulated in PMG, PSG and TCIG.
- 3.4 Expert working group formed and ToRs drawn up.
- 3.5 – 3.8 Workshop report complete capturing agreed zoning, principles and future practices. Agree Policy framework. Paper to TCIG to retain an MSP team within DECR
- 4.1 Negotiation and communication to senior TCI officials – communicating agreements and recommendations from workshop 3.
- 4.2 Policy paper drawn up by Project Team and delivered to cabinet to approve MSP strategy going forward with appropriate resource.

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.	No
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.	Yes
If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 11)?	Yes
Have you included means of verification? You should not submit every project document, but the main outputs and a selection of the others would strengthen the report.	Yes
Do you have hard copies of material you need 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. However, we would expect that most material will now be electronic.	N/A
Have you involved your partners in preparation of the report and named the main contributors	Yes
Have you completed the Project Expenditure table fully?	Yes
Do not include claim forms or other communications with this report.	