

Darwin Plus: Overseas Territories Environment and Climate Fund Annual Report

To be completed with reference to the "Project Reporting Information Note"
(<https://darwinplus.org.uk/resources/information-notes>)

It is expected that this report will be a **maximum of 20 pages** in length, excluding annexes)

Submission Deadline: 30th April 2023

Submit to: BCF-Reports@niras.com including your project ref in the subject line

Darwin Plus Project Information

Project reference	DPLUS 112
Project title	Capacity building in fisheries evidence, networks and management (Virgin Islands)
Territory(ies)	The Virgin Islands (BVI)
Lead Partner	Centre for Environment Fisheries & Aquaculture Science (Cefas)
Project partner(s)	Government of the Virgin Islands, Caribbean Natural Resources Institute (CANARI)
Darwin Plus grant value	£317,282.57
Start/end dates of project	01/04/2020 – 30/09/2023
Reporting period (e.g. Apr 2022-Mar 2023) and number (e.g. Annual Report 1, 2)	1 April 2022 – 31 March 2023 DPLUS112_FY22-23 Annual-Report-Template-2023-V0.1
Project Leader name	Leila Fonseca
Project website/blog/social media	Twitter: @CefasGovUK @CANARICaribbean
Report author(s) and date	Leila Fonseca (Cefas), Charlotte Jessop (Cefas) Tessa Smith Claxton (Government of the Virgin Islands) Anna Cadiz-Hadeed (CANARI) April 2023

1. Project summary

The project will put the Government of the Virgin Islands in a stronger position to manage fisheries sustainably, by strengthening fisherfolk capacity, governance, infrastructure and skills, including the capture, storage, analysis and interpretation of fisheries evidence data. It will achieve this by creating a formalised network of fisherfolk, reviewing and consolidating the existing evidence base, and developing a Geographic Information Systems (GIS) database to bring together existing and future fisheries data.

The VI has a large marine area covering approximately 3,950 square miles. This presents challenges in protecting biodiversity and achieving sustainable fisheries and marine management. Collection and review of evidence for the marine area has, in the past, been sparse and fragmented. Where recent surveys have been undertaken and survey data is available, the relevant government departments do not currently have the capacity to fully interrogate, analyse and interpret these data. Further work is needed to collate the evidence base for the marine area to support decision-making and to be able to progress biodiversity objectives in order to move towards integrated fisheries and marine management for The VI marine area, balancing multiple uses and stakeholder interests.

This project will review and consolidate existing evidence, data and maps for the marine area, and produce a centralised GIS fisheries database and fisheries evidence report to improve the capture and display of fisheries data and support future licensing and management decisions. It will also strengthen fisherfolk capacity and engagement and facilitate the development of a formalised network of fisherfolk in The VI to enable a collective voice and greater participation in decision-making. In addition, capability will be built within the Government of the Virgin Islands to support the ongoing management of the evidence base.

The work undertaken as part of this project will promote the integrated management of The VI marine area. The project aims to provide a foundation for the Government of the Virgin Islands to progress with its marine environmental objectives and commitments.

2. Project stakeholders/partners

All partners have been engaged at all points of project planning and delivery (see Annexes 1, 2 and 3 for summaries) throughout the reporting year. A monthly, informal, 1-hour project drop-in/catch-up call is held on the first Tuesday of every month. This catch-up has no set agenda but is open to all project partners and individuals to cover any questions or points for discussion. This has aided greatly in communication and developing project relationships, especially ahead of in-country visits.

More formal project meetings are held quarterly with all partners where high-level updates are provided on each of the workstreams and project-level decisions are taken. The minutes and actions from these meetings are provided in Annexes 4, 5 and 6.

Separately, more informal and ad hoc meetings are held with the relevant staff on the individual work areas and tasks as and when needed.

Three in-country visits to The VI were undertaken this year which further helped in building partner relationships.

3. Project progress

3.1 Progress in carrying out project activities

Output 1: Creation of a formalised network of fisherfolk

Activity 1.1: The final draft report titled “Scoping and capacity needs assessment report: Supporting creation of a formalised network of fisherfolk in the Virgin Islands” on the assessment of fisherfolk capacity and networks in The VI was completed at the end of year 1. The Department of Agriculture and Fisheries (DOAF) undertook a review of this report and provided comments which were addressed by CANARI (see Annex 7a). Key findings of the report were also validated with fisherfolk during focus group sessions conducted by CANARI and the Caribbean Network of Fisherfolk Organizations (CNFO) during a five-day in-country visit in September 2022 (See Annex 7b). Discussions took place between CANARI and DOAF on the outputs of this report and next steps under this workstream, including an appropriate timeframe and approach for launching the formalised network of fisherfolk.

Activity 1.2: Between September 26-30, 2022 CANARI and CNFO facilitated in-person focus group sessions (small meetings) with fisherfolk on four different islands in The VI (Tortola, Anegada, Virgin Gorda and Jost Van Dyke). In total, 51 fisherfolk (3 women, 48 men) participated in these focus groups. This contributed to validating the findings of the draft Capacity Assessment of The VI fisherfolk which was prepared at the end of Year 1. Following delays under this output, due to loss of the local mobiliser and Covid-19 travel restrictions, the trip also successfully mobilised fisherfolk and their existing local networks and associations for the creation of the proposed fisherfolk network. This helped to raise greater awareness among fisherfolk about the objectives of the network; and encourage buy-in; and facilitate their active participation in further activities (See Annex 7b).

At the focus groups, fisherfolk identified representatives to participate in a meeting to discuss the formation of the network and provide input on potential topics for capacity building in

organisational strengthening and sustainable ecosystem-based fisheries management to be delivered under the project. On November 30, 2022 the CNFO facilitated a one-day in-person meeting in Virgin Gorda with British Virgin Island fisherfolk. The objective of the meeting was to identify and discuss actionable next steps for the creation of a formalised fisherfolk network in the Virgin Islands. At the meeting, the purpose and benefits of organising were discussed and CNFO provided examples of how multi-island fisherfolk networks are structured and communicate. Examples of standard bylaws for fisherfolk organisations were also shared by CNFO. One of the key outputs from the meeting was the creation of the "BVI Fisherfolk United" interim network coordination team which will be responsible for planning and executing the needed steps to achieve the official registration of the network. The team created a WhatsApp group which they use for regular communication. The CNFO's Chairman, continues to check in regularly with the team and provide advice and mentoring support. In total, 17 fisherfolk (2 women, 15 men) from across the four main islands Tortola, Anegada, Virgin Gorda and Jost Van Dyke participating in the meeting. A representative from DOAF also attended the meeting (see Annex 7c).

Output 2: Fisherfolk capacity building in fisheries management

Activities 2.1 and 2.2:

CANARI and CNFO hosted four online training sessions with Virgin Island fisherfolk on March 21, 28 and 30 and April 4 2023. The promotional material for these events is in Annex 7d. The sessions were facilitated by the CNFO via their Leadership Institute and covered the following topics:

- Group process for registering a fisherfolk organisation
- Organisation structure and operation
- Financial operations
- Effective leadership in fisherfolk organisations

The purpose of the training sessions was to improve the knowledge of Virgin Island fisherfolk on key topics related to forming a fisherfolk organisation. This improved capacity, along with continued mentoring from CNFO, is expected to assist the Virgin Island fisherfolk as they work towards the formation of their primary organisations (i.e. organisation at the local levels) and a formalised network of fisherfolk in the Virgin Islands.

In total, 17 fisherfolk (2 women and 15 men) participated in the four sessions from across the four main islands. Representatives from the DOAF also attended the sessions.

CANARI is currently aiming to determine and confirm, with DOAF's and CNFO's input, the Caribbean island for the peer exchange. The peer exchange is expected to take place sometime between June-July, 2023.

Activity 2.3: Cefas and CANARI are discussing ideas and execution of the pilot projects.

Output 3: Fisheries evidence report

Activity 3.1 Project kick off/planning meeting was completed in Year 1.

Activity 3.2 The draft evidence report was completed in Q4 2022 and was presented to the DOAF during the Cefas in-country visit in March 2022 for review. The coronavirus pandemic resulted in the need to gather information remotely for the report. A collaborative visit to the four main islands (which included a mid-project meeting/progress report – Activity 3.3), along with CANARI, CNFO and DOAF improved understanding of the local context. The interaction with fishers provided valuable insight to our remote findings on both the nature of the fisheries and on the prevalence of Abandoned, Lost and otherwise Discarded Fishing Gear around The VI (also known as ghost gear). The responses from the fisherfolk were fed into the fisheries evidence report which identifies key issues and gaps for fisheries management. A press release of this visit can be

found [here](#). The final report will be presented to the DOAF (Activity 3.4) in an electronic and printable version along with an 'Executive Summary' (Activity 3.5) and published (Activity 3.6). The project end meeting/review and official handover of the published reports will be undertaken at the final meeting with the DOAF (Activity 3.7).

Activity 3.3 Project reviews and progress meetings were conducted throughout the year as the report went through various versions of amendments.

Output 4: Central GIS fisheries database

Activity 4.1 Project kick off/planning meeting was completed in Year 1.

Activity 4.2 GIS database specification document was completed in Year 1.

Activity 4.3 Purchase and delivery of required hardware and software to update the GIS capacity within The VI. This activity was completed in Q4 2022. A change request was submitted (and approved) to transfer this budget between partners from Cefas to the Virgin Islands Government, to allow the DOAF to purchase these items directly. This funding was transferred in March 2022 with DOAF receiving the funds in August 2022. The following were purchased: 2 x desktop computers (tower plus two screens); 1 x ArcGIS suite licence; 1 x ArcGIS named user 'editor' licence and 2 x ArcGIS named user 'viewer' licences.

Activity 4.4 encompasses the database development aspect of the project including integration of relevant environmental, administrative, and spatial data received from DOAF. A framework and database structure for storing and analysing fishing data, data integration and handover was established.

Activity 4.5 Project review and progress meetings were completed throughout the year as discussions were held around soft/hardware purchases and training visits to The VI.

4.6 GIS database deployment – in January 2023 an in-country visit was aimed at deploying and implementing the database that had been developed prior to the October in-country visit and altered following VI feedback.

4.7 Complete user acceptance testing – During the January 2023 in-country visit, VI DOAF staff used and tested the databases and workflow developed by Cefas.

4.8 Project end meeting/review and official handover of database – The last day of the January 23 in-country visit concluded with review of implementation workshop and access database and the ESRI geodatabase was handed over to VI DOAF staff. This handover included a photo opportunity with DOAF Director, Mr Theodore James. Feedback forms were completed and returned.

Output 5: Government staff capacity building in GIS and data management

Activity 5.1 Project kick off/planning meeting was completed in Year 1.

Activity 5.2 First GIS training workshop was delivered in Q4 2022.

Activity 5.3 GIS toolkit user-guide is currently being finalised following the three workshops.

Activity 5.4 The second GIS training workshop was delivered in October 2022 which focussed on the use of the GeoFish spatial database (see Annex 8, Appendix 2 for the Agenda and press release can be found [here](#)). A third visit to The VI completed the training focusing on data collection, storage and processing, quality control, referencing and auxiliary data (see Annex 8, Appendix 5 for the Agenda and the press release [here](#)). Following this the database was handed over at the end of this visit and included an Access database and an ESRI geodatabase.

Activity 5.5 GIS database administration guide document, which incorporate all training material is being finalised for hand over to the VI Government for future reference.

3.2 Progress towards project outputs

Output 1: Creation of a formalised network of fisherfolk using CNFO model to enable fisherfolk to engage effectively in decision-making and management of fisheries and marine resources.

Progress has been made in developing an approach to encourage buy-in by fisherfolk and facilitate their active participation and mobilisation for the formal network. A series of in-person focus groups and meetings were held with fisherfolk, including leaders and local networks and associations. This approach built on the findings and recommendations from the report on the assessment of fisherfolk capacity and networks in The VI. So far, fisherfolk across the four islands have formed a voluntary team that is working toward creating the formalised fisherfolk network. The team is seeking to formally register primary fisherfolk organisations in their respective islands (Note: prior to this project Virgin Gorda already had a formally registered organisation) while simultaneously working toward the formal registration of a formalised network consisting of the four primary fisherfolk organisations in the four main islands. Fisherfolk in Tortola are currently seeking to raise funds to cover the registration fees and other costs associated with registering their primary organisation. Progress in Anegada and Jost Van Dyke appears to be slower. CNFO is keen to continue providing mentoring support to the fisherfolk, including helping them with developing their mission and vision, to support with registering their primary fisherfolk organisations and creating a formalised network.

The measurable indicators for this output have been reviewed and are still considered to be suitable. The timetable for delivery of this output was extended following a change request and is currently considered to be on track.

Output 2: Developed understanding among fisherfolk of sustainable, ecosystem-based fisheries management.

Progress has been made in holding in-person focus groups and meetings and virtual online training sessions with fisherfolk representatives from each island (Tortola, Anegada, Virgin Gorda and Jost Van Dyke) to support Leadership Development.

Cefas and CANARI are in discussions around progressing ideas and execution of the pilot projects.

The measurable indicators for this output have been reviewed and are still considered to be suitable. The timetable for delivery of this output will require an additional extension (application in progress).

Output 3: Fisheries evidence report produced to improve the display of relevant fisheries evidence, identify key evidence gaps, and inform future fisheries and marine management.

The fisheries evidence report is nearing completion following the appropriate partner input and final approval. This used the Evidence Summary Document produced in Year 1 as a starting point, and also includes a full literature review; gap analysis assessment and validation of the previously remotely collected data following the trip to The VI in September 2022.

Output 4: Central GIS fisheries database created to improve the capture and display of fisheries data.

A framework and database structure for storing and analysing fishing data was established and discussions took place on data integration and database handover. The database design was finalised this year.

The measurable indicators for this output have been reviewed and are still considered to be valid and suitable. The timetable for delivery of this output has also been reviewed and it is on track.

Output 5: Enhanced capacity and knowledge among staff members from the Government of the Virgin Islands to manage, maintain and use the fisheries evidence base and GIS database.

The second GIS training workshop took place in October 2022 focussing on the use of the GeoFish spatial database. A third GIS training workshop took place in January 2023 focussing on data collection, storage and processing, quality control, referencing and auxiliary data. Participants were given evaluation forms which included a section to be completed before and after the workshop to rate their level of knowledge on the topics covered to enable a comparison and allow evaluation of the workshops success. The results of these evaluation forms showed that the level of GIS knowledge of participants had increased as a result of these workshops. A full workshop report is in Annex 8 which includes a copy of the evaluation form.

The measurable indicators for this output have been reviewed and are still considered to be valid and suitable. The timetable for delivery of this output has also been reviewed and it is considered to be on track.

3.3 Progress towards the project outcome

Progress toward the project outcome is underway with many being completed to date.

Indicator 0.1 (increased capacity to use GIS to manage and analyse fisheries data) through the delivery of three GIS training workshops has been largely achieved (as detailed in section 3.2 above). The only outstanding item is to send the DOAF final training documentation.

Capacity building included within indicator 0.2 has taken place (as detailed in section 3.2 above).

Through the work on the Fisheries Evidence Report and GIS Database Indicator 0.3 (improved collation and display of fisheries data and evidence) has nearly been completed (as detailed in section 3.2 above).

3.4 Monitoring of assumptions

One key assumption has been tested during the project (discussed in more detail in Annual Report 1):

“Assumption: Natural disasters, including hurricanes and political or socio-economic disruptions do not disrupt scheduling of project activities.

Reason: Unforeseen complications with travel arrangements for in-country training events caused by extreme weather or issues effecting air travel could add significant cost or lead to delay or even cancellation of events.”

Covid-19 impacted project activities in Years 1 and 2, primarily due to travel restrictions, delays or complications, as well as restrictions on events and gatherings which have impacted the planning of training events. Some deliverables were slightly delayed as a result of these issues experienced in Year 1 and 2; but these were implemented in Year 3 along with a six-month extension to complete any delayed activities.

Due to the unique nature of the Covid-19 situation, we do not believe this could have been anticipated or mitigated for.

All other assumptions listed in the log frame have been reviewed and these remain valid but have not yet been tested within the project. There are risks to the project delivery which are captured in an internal risk register document (See Section 9). These are under constant review and escalated when required.

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

The project will put the Government of the Virgin Islands in a stronger position to manage fisheries sustainably, by strengthening fisherfolk capacity, governance, infrastructure and skills, including the capture, storage, analysis and interpretation of fisheries evidence data. It will achieve this by creating a formalised network of fisherfolk, reviewing and consolidating the existing evidence base, and developing a GIS database to bring together existing and future fisheries data.

There has been a commitment towards marine conservation in The VI including the creation of Marine Protected Areas, a Marine Park, and Fisheries Protected Areas. The Government has also agreed a target of 30% protection of nearshore ecosystems and habitats. It is acknowledged that further work is needed to collate the evidence base for the marine area to support decision-making and to be able to progress these objectives in order to move towards integrated fisheries and marine management for The VI marine area, balancing multiple uses and stakeholder interests.

The GIS Database and Fisheries Evidence Report work (Outputs 3 and 4) will improve the capture and display of fisheries data and support future licensing and management decisions. In addition, capability built within the Government of the Virgin Islands under Output 5 will support the ongoing management of the evidence base.

The strengthening of fisherfolk capacity and engagement with fisherfolk to facilitate the development of a formalised network of fisherfolk in The VI (Outputs 1 and 2) will enable a collective voice and greater participation in decision-making.

All these activities are currently ongoing, however, the progress made during Year 1, 2 and 3 of the project has laid the foundation for the successful delivery of the project which will contribute to the achievement of wider environmental outcomes in the future.

5. Gender equality and social inclusion

In 2019, Cefas established an Equality Diversity and Inclusivity (EDI) Steering Group and gender equality was the first 'protected' characteristic defined in the EDI handbook for staff. Cefas' commitment to gender equality has been exemplified by applying to the Athena SWAN Charter (receiving accreditation in April 2021). This recognised accreditation scheme advances EDI providing representation, progression, and success for all, although was originally established in 2005 to encourage and recognise commitment to advancing the careers of women in science, technology, engineering, maths, and medicine.

The Cefas, CANARI and Virgin Islands Government teams working on this project are of mixed genders. Within the management authorities and governmental agencies, we expect the distribution of training benefits to be equal across genders throughout the project lifetime.

Active steps are taken by the project team to ensure equal opportunities are available for all genders at advanced training events and workshops. It is recognised that if travel to stakeholder workshops, training events or meetings is required, equal gender attendance may be limited by parental responsibilities. Therefore, the Cefas team give consideration in the organisation of training workshops and meetings to the location, length, and timing of any events to allow stakeholders who may have parental duties the ability to attend more easily. A review of the GIS workshops delivered this year has been undertaken to consider gender balance. The attendance at this workshop was 48% female and 52% male (see full workshop report in Annex 7d for attendee list).

Please quantify the proportion of women on the Project Board ¹ .	2
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¹ A Project Board has overall authority for the project, is accountable for its success or failure, and supports the senior project manager to successfully deliver the project.

Please quantify the proportion of project partners that are led by women, or which have a senior leadership team consisting of at least 50% women ² .	3
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6. Monitoring and evaluation

The logical framework is used to assess project milestones. Progress towards the outcome is being made and the overall aims of the project are on course to be achieved by project completion.

Quarterly project meetings are held with all project partners where progress against the project tasks, activities and the implementation timetable are discussed. Minutes and notes are kept from project planning meetings and agreement of any actions or decisions from these meetings are circulated to project partners (minutes and updates from these meetings are provided in Annexes 4, 5 and 6). Monthly meetings are also held with all partners to ensure outputs are being achieved and any necessary requirements are highlighted and actioned.

Each Output deliverable is reviewed by the Principal Investigator and the Project Manager before distribution to project partners for comment. Each Output has regular meetings with the PI and PM, to go through a checklist of project progress and risk assessment. The systems in place enable proactive management of the project.

7. Lessons learnt

The lessons taken from Year 1 and 2 of the project were mainly related to communication between project partners. Due to the Covid-19 travel restrictions, all meetings and communication with partners has taken place online prior to the March 2022 in-country visit between Cefas and DOAF. This included the initial project kick-off and planning meeting. This was more challenging than an in person, in-country meeting would have been as it is harder to collaborate and brainstorm as well as get to know project partners when not able to meet face-to-face. Communication can also be restricted by time differences, availability, and issues with unreliable technology or internet connections. All partners have worked hard to facilitate project communication and build working relationships remotely. As a result of the identification of this lesson in Year 1, we established the informal monthly project drop-in/catch up call which we have found this year has helped with communication and development of project relationships.

An additional challenge was around the transfer of funds, purchasing, and delivery of in-country equipment. This process took longer than anticipated, and required additional communication but was resolved in time for relevant workshops/visits.

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

Q1 *The report states that there has been a commitment towards marine conservation in BVI including the creation of Marine Protected Areas, a Marine Park, and Fisheries Protected Areas and that the Government has also agreed a target of 30% protection of nearshore ecosystems and habitats. But the report does not add evidence for these commitments and how this project concretely is collaborating with the Government to meet these commitments. This could be added in the next report.*

A1 These commitments are made within BVI legislation (such as the British Virgin Islands Protected Areas System Plan). This project will not directly contribute to the achievement of these commitments; however, it will indirectly support them through collating the evidence base for the marine area and building management capacity to support decision-making in order to move towards integrated fisheries and marine management for the BVI marine area.

² Partners that have formal governance role in the project, and a formal relationship with the project that may involve staff costs and/or budget management responsibilities.

Q2 *The logframe is clear and detailed. Probably Outcome Indicator 0.3 could be strengthened by making it more measurable (“Improved collation” may be a bit vague for being a measurable indicator.) Also Indicator 1.1 and 1.2 could be strengthened. For example: how many key government stakeholder meetings and workshop will be probably attended (1.2)? How many organisations may be participating in the established network (1.1)?*

A2 Whilst the ‘improved collation’ aspect of the indicator may be vaguer wording than the other outcome indicators, we believe that the means of verification provided for indicator 0.3, namely evidence of deployment of a new GIS database and management structure, the published full technical evidence report and summary report, will be sufficient to show an improvement in organisation and display of fisheries data and evidence compared to a baseline of the evidence framework at the start of the project. However, if the reviewer would prefer that we amend the wording of the indicator through a change request to make it more measurable, we will discuss this with Darwin.

Also, we note that indicator 1.1 and 1.2 could be strengthened and further qualified in terms of number of organisations participating in the network and number of meetings held/attended. We can amend the wording through a change request to make these two indicators more specific and measurable.

Q3 *The report stated that CANARI engaged the services of an environmental consultant from the BVI to drive the assessment process on the ground in the BVI. But no terms of reference of the consultant or CV have been attached to the report.*

A3 Please find attached in Annex 9

the terms of reference for the local consultant with fisheries, environmental management and stakeholder engagement expertise that supported the assessment of fisherfolk capacity and networks.

Q4 *It would be appreciated if reporting could clearly reference BVI as the British Virgin Islands to show this project is specifically focusing on an UK Overseas Territory and not one of the other Virgin Islands and to avoid any possible confusion.*

A4 Noted. We originally used ‘BVI’ in reference to the British Virgin Islands throughout this report. However, names of organisations/departments, such as ‘the Government of the Virgin Islands’, have been kept to be in line with official names. However DOAF have recently requested that the British Virgin Islands is referred to as the Virgin Islands ‘VI’. Any reference to the US Virgin Islands would be as the ‘US VI’ to differentiate from the British Virgin Islands.

Q5 Please rephrase indicators 1.1. and 1.2 by adding the number of fisherfolk organisations that conform the network, and the number of meetings attended by members of such organisations.

1.1 Organised national network comprising at least three primary fisherfolk organisations established by project year two.

1.2 Attendance and engagement of at least three fisherfolk as the national network’s representatives at at least one key government stakeholder meeting and/or workshop over project years two and three.

9. Risk Management

A risk to the delivery of ‘pilot projects’ has been identified.

Risk register – Annex 10

10. Other comments on progress not covered elsewhere

N/A

11. Sustainability and legacy

The majority of deliverables have been fully completed at this point of the project. The six-month extension will complete Output 1. It is considered that overall capacity within The VI has started to increase already following the first training workshop delivered and some draft outputs produced. In all project areas it is considered that a strong foundation has been set to provide lasting change over the final project year and beyond.

Work has been completed on the development and integration of the GIS database, which will lay the foundation for the roll out of the database next year. Similarly, work has progressed well on the production of the Fisheries Evidence Report including a full evidence review, production of an Evidence Summary Document, evidence gap analysis, and production of the full draft report. The first GIS training workshop has taken place which will inform the second workshop and the content of the GIS database user-guide.

12. Darwin Plus identity

The project team has publicised the Darwin Initiative as funders for the project at every opportunity. All presentation slides and shared documents include the Darwin logo, along with any published materials. All online publication of the project and its activities have included links to the Darwin and Defra social media and/or web pages. All paperwork and resources distributed in-country at training sessions, workshops and events included the Darwin Initiative logo and acknowledgement of the project funding. For example, see Annex 11 for examples of project Tweets and in-country visit agenda, and Annex 8 for GIS workshop report.

13. Safeguarding

Has your Safeguarding Policy been updated in the past 12 months?	No
Have any concerns been investigated in the past 12 months	No
Does your project have a Safeguarding focal point?	Yes/No [<i>If yes, please provide their name and email</i>]
Has the focal point attended any formal training in the last 12 months?	No – <i>We don't run or attend any safeguarding as we don't normally have any need for it.</i>
What proportion (and number) of project staff have received formal training on Safeguarding? <i>We haven't run any training</i>	Past: % [and number] Planned: % [and number]
Has there been any lessons learnt or challenges on Safeguarding in the past 12 months? Please ensure no sensitive data is included within responses. <i>No safeguarding challenges raised.</i>	
Does the project have any developments or activities planned around Safeguarding in the coming 12 months? If so please specify.	

14. Project expenditure

Table 1: Project expenditure during the reporting period (1 April 2022 – 31 March 2023)

Project spend (indicative) in this financial year	2022/23 D+ Grant (£)	2022/23 Total actual D+ Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items				
Others (Please specify)				
TOTAL	£120,375.59	£116,039.35	4%	

Table 2: Project mobilising of matched funding during the reporting period (1 April 2022 – 31 March 2023)

	Matched funding secured to date	Total matched funding expected by end of project
Matched funding leveraged by the partners to deliver the project.		
Total additional finance mobilised by new activities building on evidence, best practices and project (£)		

15. OPTIONAL: Outstanding achievements or progress of your project so far (300-400 words maximum). This section may be used for publicity purposes

I agree for the Biodiversity Challenge Funds Secretariat to publish the content of this section (please leave this line in to indicate your agreement to use any material you provide here).

File Type (Image / Video / Graphic)	File Name or File Location	Caption, country and credit	Online accounts to be tagged (leave blank if none)	Consent of subjects received (delete as necessary)
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No

Annex 1: Report of progress and achievements against logframe for Financial Year 2022-2023 – if applicable

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
<p>Impact</p> <p>Improved long-term, sustainable management of fisheries in the Virgin Islands.</p>		<p>The majority of deliverables under this project have been delivered this year and the successful delivery of the project will contribute to the achievement of wider environmental outcomes in the future.</p>	
<p>Outcome</p> <p>Enhanced knowledge and capacity of Government of the Virgin Islands staff, fisherfolk and key fisheries stakeholders for fisheries management and improved collation and display of fisheries data and evidence.</p>	<p>0.1 At least six fisheries scientists and managers within the Department of Agriculture and Fisheries of the Government of the Virgin Islands demonstrate increased capacity to use GIS to manage and analyse fisheries data by end of project.</p> <p>0.2 At least 25 fisherfolk and fisheries stakeholders demonstrate increased knowledge of sustainable fisheries management by end of project.</p> <p>0.3 Improved collation and display of fisheries data and evidence by end of project.</p>	<p>Indicator 0.1 has been largely achieved. The only outstanding item is to send the DOAF final training documentation.</p> <p>Capacity building included within indicator 0.2 has taken place.</p> <p>Through the work on the Fisheries Evidence Report and GIS Database Indicator 0.3 has nearly been completed.</p>	<p>For measurable indicator 0.1, the delivery of the GIS toolkit user-guide is nearing completion.</p> <p>For measurable indicator 0.2, a network of FFO's will be launched in the Virgin Islands following the review of the capacity needs assessment survey.</p> <p>For measurable indicator 0.3, the associated GIS training materials will be reviewed by DOAF and the Fisheries Evidence Report will be published in May following final internal QA.</p>
<p>Output 1.</p> <p>Creation of a formalised network of fisherfolk using CNFO model to enable fisherfolk to engage effectively in decision-making and management of fisheries and marine resources.</p>	<p>1.1 Organised national network of fisherfolk established by project year two.</p> <p>1.2 Attendance and engagement of at least three fisherfolk as the national network's representatives at key government stakeholder meetings and workshops over project years two and three.</p>	<p>Progress has been made in developing an approach to encourage buy-in by fisherfolk and facilitate their active participation and mobilisation for the formal network. A series of in-person workshops were held with fisherfolk, including leaders and local networks and associations. This approach built on the findings and recommendations from the</p>	<p>CANARI and CNFO will continue to provide mentoring and coaching support to the fisherfolk to support creation of a formalised network.</p> <p>CANARI to discuss with DOAF upcoming opportunities for fisherfolk to participate in key government</p>

		report on the assessment of fisherfolk capacity and networks in The VI.	stakeholder meetings and workshops.
Activity 1.1 Report on the assessment of fisherfolk capacity and networks in the Virgin Islands.		Completed in October 2022 after review by DOAF and validation by VI fisherfolk. Report attached at Annex 7a .	
Activity 1.2. Creation of a formalised network of fisherfolk in the Virgin Islands using the CNFO model			CNFO is continuing to provide coaching and mentoring to the VI fisherfolk toward the formalisation of the network expected to happen in the next period.
Output 2. Developed understanding among fisherfolk of sustainable, ecosystem-based fisheries management.	<p>2.1 At least 25 fisherfolk have attended a training workshop by the end of project year two and can demonstrate learning gained from these workshops.</p> <p>2.2 At least three BVI fisherfolk representatives have taken part in fisherfolk learning exchanges with other Caribbean islands by the end of project year three.</p> <p>2.3 At least three pilot projects to demonstrate best practices and innovations in sustainable fisheries and marine management implemented by the end of project year three.</p>	All activities and measurable indicators for this output will be completed by project end. Delivery of training events and learning exchanges has been slightly delayed against the initial project timetable due to Covid restrictions around travel and large gatherings.	
Activity 2.1. Delivery of fisherfolk training workshops			A training workshop is planned in May 2023. Additional sustainable ecosystem-based fisheries management training sessions, focusing on stewardship and co-management, targeting fisherfolk are being planned by CANARI for June/July 2023.

Activity 2.2. Fisherfolk learning exchanges.	Activity ongoing.	The learning exchange is due to take place between Q1 and Q2. Additional sustainable ecosystem-based fisheries management training sessions, focusing on stewardship and co-management, targeting fisherfolk are being planned by CANARI for June/July 2023.
Activity 2.3. Implementation of fisheries pilot projects.	Activity ongoing (May 2023 until project end).	Development of pilot projects will begin in May 2023. The delivery of pilot projects is dependent on timely equipment procurement and delivery and it is felt that a short project extension will be required to ensure delivery.
Output 3. Fisheries evidence report produced to improve the display of relevant fisheries evidence, identify key evidence gaps, and inform future fisheries and marine management.	3.1 Fisheries Evidence Report and Summary Report produced and delivered to the Department of Agriculture and Fisheries of the Government of the Virgin Islands by the end of project year three.	Activities 3.1, 3.2, and 3.3 have been completed. The measurable indicator for this output will be delivered during Q1 of 2023.
Activity 3.1. Project kick off/planning meeting.	Completed in Year 1.	N/A
Activity 3.2. Production of draft evidence report.	Completed in Year 2.	N/A
Activity 3.3. Mid-project meeting/progress review.	Completed in Year 2.	N/A
Activity 3.4. Full evidence report produced and delivered to the Department of Agriculture and Fisheries.	Additional text and data inserted as a result of two in-country visits in September and October 2022. Further edits to images and draft report complete.	Report due to be published in May following the internal Cefas QA process.
Activity 3.5. Executive summary produced and delivered to the Department of Agriculture and Fisheries.	Draft complete.	Activity to be completed by May 2023.

Activity 3.6. Full report published.		Draft complete.	Full report to be completed by May 2023, and publicised more widely during the in-country visit at the end of the contract.
Output 4. Central GIS fisheries database created to improve the capture and display of fisheries data.	4.1 Central fisheries GIS database and associated toolkit created, deployed, and handed over to the Department of Agriculture and Fisheries of the Government of the Virgin Islands by quarter three of project year three.	This activity is complete with one final review of training materials by DOAF before publication.	
Activity 4.1. Project kick off/planning meeting.		Completed in Year 1.	N/A
Activity 4.2. GIS database specification document produced.		Completed in Year 1.	N/A
Activity 4.3. Purchase and delivery of required hardware and software.		Completed in Q4 2022. A change request was submitted (and approved) to transfer this budget between partners from Cefas to the Virgin Islands Government, to allow the DOAF to purchase these items directly. This funding was transferred in March 2022 with DOAF receiving the funds in August 2022. The following was purchased: 2 x desktop computers (tower plus two screens); 1 x ArcGIS suite licence; 1 x ArcGIS named user 'editor' licence and 2 x ArcGIS named user 'viewer' licences.	N/A
Activity 4.4. Database development.		Completed - a framework and database structure for storing and analysing fishing data, data integration and handover was established.	N/A
Activity 4.5. Mid project meeting/progress review.		Completed. Project review and progress meetings were completed throughout the year as discussions were held around	N/A

		soft/hardware purchases and training visits to The VI.	
Activity 4.6. GIS database deployment.		Completed. In January 2023 an in-country visit was aimed at deploying and implementing the database that had been developed prior to the October in-country visit and altered following VI feedback.	N/A
Activity 4.7. Complete user acceptance testing.		Completed. During the January 2023 in-country visit, VI DOAF staff used and tested the databases and workflow developed by Cefas.	N/A
Activity 4.8. Project end meeting/review and official handover of database.		The last day of the January 23 in-country visit concluded with review of implementation workshop and access database and the ESRI geodatabase was handed over to VI DOAF staff. This handover included a photo opportunity with DOAF Director, Mr Theodore James. Feedback forms were completed and returned.	N/A
Output 5. Enhanced capacity and knowledge among staff members from the Government of the Virgin Islands to manage, maintain and use the fisheries evidence base and GIS database.	<p>5.1 At least six staff members from the Department of Agriculture and Fisheries of the Government of the Virgin Islands have attended a training workshop on increasing GIS knowledge by the end of project year two and can demonstrate learning gained from the workshop.</p> <p>5.2 GIS toolkit-user guide produced and delivered to the Department of Agriculture and Fisheries of the Government of the Virgin Islands by end of project year two.</p> <p>5.3 At least six staff members from the Department of Agriculture and Fisheries of the Government of the</p>	This output is nearing completion with Activity 5.5 and 5.6 in progress.	

	<p>Virgin Islands have attended training on using the fisheries GIS database by quarter three of project year three and can demonstrate learning gained from the training.</p> <p>5.4 GIS database administration guide document produced and delivered to Government of the Virgin Islands the Department of Agriculture and Fisheries of the Government of the Virgin Islands by quarter three of project year three.</p>	
Activity 5.1. Project kick off/planning meeting.	Completed in year 1.	N/A
Activity 5.2. First GIS training workshop.	Completed in Year 2.	N/A
Activity 5.3. GIS toolkit user-guide produced.	Activity nearing completion.	Currently being finalised following the three workshops.
Activity 5.4. Second GIS training workshop.	GIS training was completed in October 2022 and January 2023 (see Annex 8)	N/A
Activity 5.5. GIS database administration guide document produced.	This document, which incorporates all training material is being finalised to be handed over to the VI for future reference.	Submission and review by Roi Martinez and DOAF for final sign-off of all training materials.
Activity 5.6. Project end meeting/review and official handover of training materials.	Activity nearing completion.	This will be delivered via an in-country project visit once all other project activities are complete.

Annex 2: Project's full current logframe as presented in the application form (unless changes have been agreed)

Project summary	Measurable Indicators	Means of verification	Important Assumptions
<p>Impact: Improved long-term, sustainable management of fisheries in the Virgin Islands. (Max 30 words)</p>			
<p>Outcome: (Max 30 words) Enhanced knowledge and capacity of Government of the Virgin Islands staff, fisherfolk and key fisheries stakeholders for fisheries management and improved collation and display of fisheries data and evidence.</p>	<p>0.4 At least six fisheries scientists and managers within the Department of Agriculture and Fisheries of the Government of the Virgin Islands demonstrate increased capacity to use GIS to manage and analyse fisheries data by end of project.</p> <p>0.5 At least 25 fisherfolk and fisheries stakeholders demonstrate increased knowledge of sustainable fisheries management by end of project.</p> <p>0.6 Improved collation and display of fisheries data and evidence by end of project.</p>	<p>0.1a Pre- and post-training assessment of knowledge and capacity by trainers and trainees, provided in annual project reports. 0.1b Evidence of increased GIS software and hardware capabilities delivered to the Department of Agriculture and Fisheries of the Government of the Virgin Islands, through receipts and records of database hardware and software purchased and delivered to Virgin Islands, included in project reports.</p> <p>0.2a Pre- and post-training assessment of knowledge and capacity by trainers and trainees, provided in annual project reports. 0.2b Evidence of participation with fisherfolk organisation established as part of the project, through CNFO and organisation records, workshop attendee lists and reports. 0.2c Increased attendance at and engagement in government stakeholder meetings on fisheries management at the end of the project compared to the start of the project, demonstrated through meeting and workshop attendee lists and reports.</p>	<p>Assumption: Government staff and other stakeholders, particularly fisherfolk, are able to participate in organised events and training. Reason: Due to the nature of the fisheries sector and the smaller team sizes within the Government Ministries, as well as travel required between islands to attend events, it is possible that unforeseen issues with work commitments, weather, or travel arrangements could lead to last minute availability issues. Mitigation: Trainers will be flexible and open to accommodate any unforeseen availability issues, for example considering last-minute alterations to start or finish times or locations of training events if necessary.</p> <p>Assumption: Government priorities towards fisheries management don't change during the timeframe of the project. Reason: As the project covers a period of three years it is possible that political changes, including high-level changes in policy direction, could take place during the duration of the project.</p>

		<p>0.3a New GIS fisheries database developed and live. 0.3b Fisheries evidence report produced and published. 0.3c Summary fisheries evidence report produced and published. 03.d Guidance documents developed and delivered to the Department of Agriculture and Fisheries of the Government of the Virgin Islands for the continued, independent management of the evidence base.</p>	<p>Mitigation: Discussions have taken place during the design phase of the project with several Government Ministry representatives and the Government have confirmed their support for the whole project in their letter of support.</p> <p>Assumption: Natural disasters, including hurricanes and political or socio-economic disruptions do not disrupt scheduling of project activities. Reason: Unforeseen complications with travel arrangements for in-country training events caused by extreme weather or issues effecting air travel could add significant cost, or lead to delay or even cancellation of events. Mitigation: Consideration will be given to planned dates of travel in relation to the Caribbean hurricane season and UK winter to minimise the chance of extreme weather impacting travel plans. Travel bookings will also be insured.</p>
<p>1. Creation of a formalised network of fisherfolk using CNFO model to enable fisherfolk to engage effectively in decision-making and management of fisheries and marine resources.</p>	<p>1.1 Organised national network of fisherfolk established by project year two.</p> <p>1.2 Attendance and engagement of at least three fisherfolk as the national network's representatives at key government stakeholder</p>	<p>1.1a CNFO network records and documentation. 1.1b Record of associated members / list of fisherfolk in network available from CNFO.</p> <p>1.2a Fisherfolk organisation records available from CNFO.</p>	<p>Assumption: Fisherfolk are available to contribute to stakeholder engagement process and willing to be represented by one organisation. Reason: Due to the transient and changing nature of the fisheries sector, as well as travel required between islands to attend meetings, it is possible that unforeseen issues</p>

	meetings and workshops over project years two and three.	1.2b Meeting and workshop attendee lists/records. 1.2c Workshop reports. 1.2d Meeting minutes.	with work commitments, weather, or travel arrangements could lead to last minute availability issues. Mitigation: Trainers will be flexible and open to accommodate any unforeseen availability issues, for example considering last-minute alterations to start or finish times or locations of training events if necessary. Discussions will also take place throughout the project to ensure the engagement of fisherfolk is maintained.
2. Developed understanding among fisherfolk of sustainable, ecosystem-based fisheries management.	<p>2.1 At least 25 fisherfolk have attended a training workshop by the end of project year two and can demonstrate learning gained from these workshops.</p> <p>2.2 At least three BVI fisherfolk representatives have taken part in fisherfolk learning exchanges with other Caribbean islands by the end of project year three.</p> <p>2.3 At least three pilot projects to demonstrate best practices and innovations in sustainable fisheries and marine management implemented by the end of project year three.</p>	<p>2.1a Workshop attendee lists/records.</p> <p>2.1b Training materials shared with attendees and available to view.</p> <p>2.1c Workshop reports, including photos.</p> <p>2.1d Pre- and post-training questionnaires to assess the level of relevant knowledge before and after workshops.</p> <p>2.1e Attendee assessments and evaluations.</p> <p>2.2a Attendance records.</p> <p>0.2b Event reports, including photos.</p> <p>0.2c Stakeholder assessments and evaluations.</p> <p>2.3a Project proposals and submission paperwork produced by fisheries stakeholders.</p> <p>2.3b Project reports.</p>	<p>Assumption: Fisherfolk are available to participate in organised training events and fisherfolk learning exchanges.</p> <p>Reason: Due to the nature of the fisheries sector, as well as travel required between islands to attend events, it is possible that unforeseen issues with work commitments, weather, or travel arrangements could lead to last minute availability issues.</p> <p>Mitigation: Trainers will be flexible and open to accommodate any unforeseen availability issues, for example considering last-minute alterations to start or finish times or locations of training events if necessary.</p> <p>Assumption: Travel for delivering workshops and training is not impacted by extreme weather</p>

		<p>2.3c Stakeholder evaluations and feedback.</p>	<p>leading to evacuation from country or cancellation part way through events. Reason: Unforeseen complications with travel arrangements for in-country training events caused by extreme weather or issues effecting air travel could add significant cost, delay or even cancellation of events. Mitigation: Consideration will be given to planned dates of travel in relation to the Caribbean hurricane season to minimise the chance of extreme weather impacting travel plans.</p>
<p>3. Fisheries evidence report produced to improve the display of relevant fisheries evidence, identify key evidence gaps, and inform future fisheries and marine management.</p>	<p>3.1 Fisheries Evidence Report and Summary Report produced and delivered to the Department of Agriculture and Fisheries of the Government of the Virgin Islands by the end of project year three.</p>	<p>3.1a Full and Executive Summary Report published in hard copy. 3.1b Full and Executive Summary Reports publicly available online. 3.1c Records confirming full and executive summary reports sent. 3.1d Receipt of acknowledgement of full and summary reports from the Department of Agriculture and Fisheries of the Government of the Virgin Islands. 3.1e Photos and documentation of physical handover of hard copy published reports. 3.1f Cefas press release/statement.</p>	<p>Assumptions: Information is available and provided by relevant Government departments and other key implementing organisations within the required timeframe. Government staff are available to review, co-ordinate and approve report within the required timeframe. Reason: Due to the nature of the work and the smaller team sizes within the Government Ministries, it is possible that unforeseen issues with work commitments, could lead to last minute availability issues for meetings, input and reviewing project work and reports. Mitigation: Regular catch-up and review meetings will take place with project partners to try and anticipate</p>

			any issues with workload and partner input.
4. Central GIS fisheries database created to improve the capture and display of fisheries data.	4.1 Central fisheries GIS database and associated toolkit created, deployed and handed over to the Department of Agriculture and Fisheries of the Government of the Virgin Islands by quarter three of project year three.	<p>4.1a Live database accessible to the Department of Agriculture and Fisheries of the Government of the Virgin Islands – photos and screenshots from during and after database deployment.</p> <p>4.1b GIS database screenshots included in project report.</p> <p>4.1c Records of database hardware purchased and delivered to Virgin Islands, included in project reports.</p> <p>4.1d Written confirmation from the Department of Agriculture and Fisheries of the Government of the Virgin Islands of satisfactory User Acceptance Testing, implementation and handover.</p> <p>4.1e Photos and signed confirmation of in-person official handover of database.</p> <p>4.1f Cefas press release/statement.</p>	<p>Assumption: Government department IT infrastructure can integrate the new hardware without additional, unplanned IT purchases.</p> <p>Reason: Any unforeseen issues with Government IT infrastructure could lead to larger project costs for the database set up and development.</p> <p>Mitigation: During the project development phase, discussions have taken place with the relevant Government Ministry and information has been gathered on the current database infrastructure to allow a realistic estimate of costs.</p> <p>Assumption: Government has the human resources to maintain the PostgreSQL GIS database.</p> <p>Reason: Due to the smaller team sizes within the Government Ministry and the potential for staff changes and vacancies over the duration of the project, it is possible that staff resources could fall, therefore putting pressure on the staff's availability for maintaining the database.</p> <p>Mitigation: Discussions have taken place during the design phase of the project with several Government Ministry representatives on the maintenance of the database after</p>

			<p>the end of the project. The Government have also confirmed their support for this in their letter of support.</p> <p>Assumption: Government staff are available to review and approve database documentation within the required timeframe.</p> <p>Reason: Due to the nature of the work and the smaller team sizes within the Government Ministries, it is possible that unforeseen issues with work commitments, could lead to last minute availability issues for meetings, input and reviewing project work and reports.</p> <p>Mitigation: Regular catch-up and review meetings will take place with project partners to try and anticipate any issues with workload and partner input.</p>
<p>5. Enhanced capacity and knowledge among staff members from the Government of the Virgin Islands to manage, maintain and use the fisheries evidence base and GIS database.</p>	<p>5.1 At least six staff members from the Department of Agriculture and Fisheries of the Government of the Virgin Islands have attended a training workshop on increasing GIS knowledge by the end of project year two and can demonstrate learning gained from the workshop.</p> <p>5.2 GIS toolkit-user guide produced and delivered to the Department of Agriculture and Fisheries of the Government of the Virgin Islands by end of project year two.</p>	<p>5.1a Workshop attendee lists/records.</p> <p>5.1b Workshop report, including photos.</p> <p>5.1c Pre- and post-training questionnaires to assess the level of relevant knowledge before and after workshop.</p> <p>5.1d Attendee feedback and evaluation forms.</p> <p>5.2a GIS toolkit-user guide available at request from the Department of</p>	<p>Assumption: Government staff are available to participate in organised training workshops.</p> <p>Reason: Due to the nature of the work and the smaller team sizes within the Government Ministries, as well as travel required between islands to attend events, it is possible that unforeseen issues with work commitments, weather, or travel arrangements could lead to last minute availability issues.</p> <p>Mitigation: Trainers will be flexible and open to accommodate any</p>

	<p>5.3 At least six staff members from the Department of Agriculture and Fisheries of the Government of the Virgin Islands have attended training on using the fisheries GIS database by quarter three of project year three and can demonstrate learning gained from the training.</p> <p>5.4 GIS database administration guide document produced and delivered to Government of the Virgin Islands the Department of Agriculture and Fisheries of the Government of the Virgin Islands by quarter three of project year three.</p>	<p>Agriculture and Fisheries of the Government of the Virgin Islands.</p> <p>5.2b Records confirming user guide sent.</p> <p>5.2c Receipt of acknowledgement of user guide from the Department of Agriculture and Fisheries of the Government of the Virgin Islands.</p> <p>5.2d Photos and documentation of physical handover of all GIS training materials at end of project including user guide.</p> <p>5.2e Cefas press release/statement.</p> <p>5.3a Training attendee lists/records.</p> <p>5.3b Training report, including photos.</p> <p>5.3c Pre- and post-training questionnaires to assess the level of relevant knowledge before and after training event.</p> <p>5.3d Attendee feedback and evaluation forms.</p> <p>5.4a GIS database administration guide available at request from the Department of Agriculture and Fisheries of the Government of the Virgin Islands.</p> <p>5.4b Records confirming administration guide sent.</p> <p>5.4c Receipt of acknowledgement of administration guide from the Department of Agriculture and Fisheries of the Government of the Virgin Islands.</p>	<p>unforeseen availability issues, for example considering last-minute alterations to start or finish times or locations of training events if necessary.</p> <p>Assumption: Travel for delivering workshops and training is not impacted by extreme weather leading to evacuation from country or cancellation part way through visit.</p> <p>Reason: Unforeseen complications with travel arrangements for in-country training events caused by extreme weather or issues effecting air travel could add significant cost or lead to delay or even cancellation of events.</p> <p>Mitigation: Consideration will be given to planned dates of travel in relation to the Caribbean hurricane season and UK winter to minimise the chance of extreme weather impacting travel plans. Travel bookings will also be insured.</p>
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		<p>5.4d Photos and documentation of physical handover of all GIS training materials at end of project including administration guide.</p> <p>5.5e Cefas press release/statement.</p>	
<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>Output 1: Creation of a formalised network of fisherfolk</p> <p>1.1 Report on the assessment of fisherfolk capacity and networks in the Virgin Islands.</p> <p>1.2 Creation of a formalised network of fisherfolk in the Virgin Islands using the CNFO model.</p> <p>Output 2: Fisherfolk capacity building in fisheries management</p> <p>2.1 Delivery of fisherfolk training workshops.</p> <p>2.2 Fisherfolk learning exchanges.</p> <p>2.3 Implementation of fisheries pilot projects.</p> <p>Output 3: Fisheries evidence report</p> <p>3.1 Project kick off/planning meeting.</p> <p>3.2 Production of draft evidence report.</p> <p>3.3 Mid-project meeting/progress review.</p> <p>3.4 Full evidence report produced and delivered to the Department of Agriculture and Fisheries.</p> <p>3.5 Executive Summary produced and delivered to the Department of Agriculture and Fisheries.</p> <p>3.6 Full and executive summary of report published.</p> <p>3.7 Project end meeting/review and official handover of published reports.</p> <p>Output 4: Central GIS fisheries database</p> <p>4.1 Project kick off/planning meeting.</p> <p>4.2 GIS database specification document produced.</p> <p>4.3 Purchase and delivery of required hardware and software.</p> <p>4.4 Database development.</p> <p>4.5 Mid project meeting/progress review.</p>			

4.6 GIS database deployment.

4.7 Complete user acceptance testing.

4.8 Project end meeting/review and official handover of database.

Output 5: Government staff capacity building in GIS and data management

5.1 Project kick off/planning meeting.

5.2 First GIS training workshop.

5.3 GIS toolkit user-guide produced.

5.4 Second GIS training workshop.

5.5 GIS database administration guide document produced.

5.6 Project end meeting/review and official handover of training materials.

Annex 3: Standard Indicators

Table 1 Project Standard Indicators

DPLUS Indicator number	Name of indicator using original wording	Name of Indicator after adjusting wording to align with DPLUS Standard Indicators	Units	Disaggregation	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Total planned during the project
E.g. DPLUS-A01	E.g. People who attended training on CBD Reporting Standards	E.g. Number of officials from national Department of Environment who attended training on CBD Reporting Standards	People	Men	20			20	60
E.g. DPLUS-C17	E.g. Articles published by members of the project team	E.g. Number of unique papers published in peer reviewed journals	Number	None	1			1	4

In addition to reporting any information on publications under relevant standard indicators, in Table 2, provide full details of all publications and material produced over the last year that can be publicly accessed, e.g. title, name of publisher, contact details, cost. Mark with an asterisk (*) all publications and other material that you have included with this report.

Table 2 Publications

Title	Type (e.g. journals, manual, CDs)	Detail (authors, year)	Gender of Lead Author	Nationality of Lead Author	Publishers (name, city)	Available from (e.g. weblink or publisher if not available online)

Checklist for submission

	Check
Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the correct template (checking fund, type of report (i.e. Annual or Final), and year) and deleted the blue guidance text before submission?	
Is the report less than 10MB? If so, please email to BCF-Reports@niras.com putting the project number in the Subject line.	
Is your report more than 10MB? If so, please discuss with BCF-Reports@niras.com about the best way to deliver the report, putting the project number in the Subject line.	
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.	
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.	
If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 15)?	
Have you involved your partners in preparation of the report and named the main contributors	
Have you completed the Project Expenditure table fully?	
Do not include claim forms or other communications with this report.	