





### 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: <u>BCF-Reports@niras.com</u> including your project ref in the subject line

#### Darwin Plus Project Information

Project reference	DPLUS121
Project title	Strengthening Biosecurity to Protect Turks & Caicos' Iguana Islands
Territory(ies)	TCI (Turks and Caicos Islands)
Lead Partner	RSPB (Royal Society for the Protection of Birds)
Project partner(s)	Turks and Caicos National Trust (TCNT); Department of Environment and Coastal Resources (DECR); San Diego Zoo Wildlife Alliance (SDZWA); Department of Agriculture (DoA); Environmental Health Department (EHD); Pine Cay Homeowners Association (PCHA); Waterloo Investment Holdings Ltd (WIHL)
Darwin Plus grant value	£299,603
Start/end dates of project	01 July 2021 – 31 March 2024
Reporting period (e.g. Apr 2022-Mar 2023) and number (e.g. Annual Report 1, 2)	April 2021 to March 2022 AR3
Project Leader name	Sarah Havery
Project website/blog/social media	https://www.nationaltrust.tc/2020/09/23/saving-the-iguana- project
Report author(s) and date	Simon Busuttil, Sarah Havery. April 2023

#### 1. Project summary

The Turks & Caicos Islands (TCI) has one of the weakest biosecurity capacities of all UKOTs. This multi-sector collaborative project is aiming to strengthen biosecurity capacity across TCI, enhancing protection of the islands' natural assets. Focussing on the high profile and well-known Endangered TCI Rock Iguana, we are seeking to mitigate the impact of invasive vertebrates and plants and uncontrolled tourism across 11 islands: spanning three national parks and three privately-owned islands. Building on previous successes, this project represents the first attempt at holistic management for invasive vertebrates in the region.

Invasive species are one of the greatest threats to biodiversity in the UKOTs; and biosecurity controls that minimise the risk of new arrivals are the most effective way of reducing this threat. DPLUS055 set a strong foundation of cross-organisational partnership and improved local knowledge of biosecurity, with implementation of biosecurity on two Iguana Islands. Despite this, risks remain high; over the last 3 years there were three incursions of invasive rodents to Big Ambergris Cay, likely through transportation of building materials. The 10-island Pine Cay complex, now free of feral cats, was re-invaded by rats at the start of this project. Following

DPLUS055, TCI partners had a desire to further implement holistic biosecurity and highlighted significant capacity gaps to achieve this ambition.

There has been significant previous investment from TCI partners, including funding the Pine Cay cat eradication and committing to designating biosecurity staff; however further support was needed to meet the challenge to ensure these investments remain sustainable. If these issues are not addressed, the likelihood of further incursions of invasive species to iguana islands will increase and the positive benefits of the eradication rapidly lost.

TCI partners had further highlighted urgent need to address uncontrolled tourism on Half Moon Bay, TCI's premier eco-destination. Over 20 unregulated tour operators use Half Moon Bay, resulting in rubbish entangling iguanas and poor etiquette, with people touching and feeding them.

#### 2. Project stakeholders/partners

This project was fully devised following the DPLUS055 iguana conservation planning workshop in TCI in July 2019, where the Iguana Islands Partnership (made up of all project partner institutions) and stakeholders agreed the priority actions needed for iguana conservation in TCI.

- The Turks & Caicos National Trust (TCNT) is a non-profit organisation established in 1992 to protect, conserve and promote the cultural, historic and natural heritage of the Turks and Caicos Islands. TCNT is responsible for the management of a suite of natural and cultural heritage sites in TCI, including two Iguana Islands, Little Water Cay & Little Ambergris Cay.
- TCI Government departments, The Department of Environment and Coastal Resources (DECR), The Department of Agriculture (DoA) and The Environmental Health Department (EHD) Will provide relevant oversight of operations, awareness raising of key issues and coordination at key sites i.e. DECR is the management authority for four Iguana Islands within the Protected Areas network included in this project (Mangrove, Donna, Lizard and Bird Cays), and for the island planned for iguana re-introduction, Grouper Cay.
- The Pine Cay Homeowners Association (PCHA) is the management authority for the privately-owned Iguana Island Pine Cay, and oversees the Meridian Club, the hotel responsible for the running of the island. Waterloo Investment Holdings Ltd (WIHL) are the investment company responsible for the management of the current development of Big Ambergris Cay the most important TCI Iguana Island in the world.
- San Diego Zoo Global (SDWZA) is the largest zoo-based conservation organisation in the world and has been a leader in the conservation and research of Caribbean iguanas for 25 years. SDWZA lead the iguana and boa data collection and analysis and monitoring of the biological impacts of the 2019 Pine Cay feral cat/rat eradication.
- RSPB has been working with the OTs for over 20 years. The underlying principle of our work is to establish enduring relationships with local partners in order to help support the development of sustainable and locally-lead conservation programmes. The UK Overseas Territories are a major strategic priority for the RSPB, and we have a track record of successful project delivery in the OTs under both Darwin and BEST. RSPB is responsible for project/grant administration and overall management.

Wildlife Management International continue to provide advice whilst Turks & Caicos Society for the Prevention of cruelty to Animals (TCSPCA) and the South Bank Marina continue to support the project. The project partnership has expanded further in this reporting period with the addition of Caicos Dream Tours - One of, if not the, largest operator. Caicos Dream Tours is providing a leadership role by signing up for and implementing the Iguana Code of Conduct across their operation.

#### 3. Project progress

#### 3.1 **Progress in carrying out project Activities**

## Output 1 Improved site management of the 10-island Pine Cay complex and Big Ambergris Cay to enhance protection of endemic TCI rock iguana.

*1.1* The Pine Cay Biosecurity Officer is leading implementation of the rat control plan for Pine Cay. A cat incursion response plan is in development.

1.2 All ten islands have been surveyed for rats and their presence has been confirmed.

*1.3* Monthly monitoring is ongoing and proving effective. In November 2022 a possible rodent sighting was reported by Big Ambergris Cay management. The Operations Manager and Biosecurity Officer responded and implemented the agreed plan. It was subsequently determined this was a false alarm but tested the incursion response in 'real life'.

1.4 Engagement with barge operators is ongoing and control measures have been successfully implemented on one of the three barges servicing Big Ambergris Cay. Of the remaining two operators, one is currently unresponsive to our efforts to engage whilst the other is unknown. We have identified that one other route (a fuel barge from Dominican Republic) is servicing the island and investigations are underway to identify the owner.

1.5 Control measures are in place at South Dock port area (**Annex 5**) but are yet to be in the area that service Big Ambergris Cay. Prolonged attempts to engage the owners to rectify this have been made and we are continuing in our efforts to breakthrough on the issue.

*1.6* Consistent efforts with the support of volunteers (total = 4 weeks skilled labour) have resulted in over >30 acres of *Casuarina* (invasive Australian pine) being cleared at Half-Moon Bay. This activity continues to provide opportunity to discuss the issues with members of the public and with the tour operators. We have also noted a significantly greater awareness of the issues amongst the operators and others such as the DECR Beach Patrol Officers.

This work has also resulted in Pine Cay management engaging the project team in regard to the removal of *Casuarina* on Pine Cay. This is a significant breakthrough, and we hope to agree a plan for the future removal, prioritising areas of suitable iguana habitat, in year 4.

1.7 Subsequent to informal consultations with stakeholders Half Moon Bay is now included within the Little Water Cay Management Plan **Annex 6**. We are working towards getting partnership approval of this and will submit to TCI cabinet in order to embed conservation management of Half Moon Bay.

*1.8* Progress towards developing a management plan for Big Ambergris Cay has been limited despite regular attempts to engage Big Ambergris Cay management.

*1.9.* To mitigate iguana road kills, we have developed and distributed bumper stickers to be include on vehicles on Big Ambergris Cay **Annex 5**. Although not iguana specific, there is now speed awareness signage on the islands.

We have developed an iguana friendly building code in collaboration with <u>Blee Halligan</u> architects and will be launching/distributing this in the final year of the project **Annex 7**. This is applicable both to Big Ambergris Cay and any future development at Water Cay.

# Output 2 Improved biosecurity capacity within TCI partners to implement effective biosecurity management across the 10-island Pine Cay complex, Big Ambergris Cay and at a national level.

2.1 Initially hired as the projects' Biosecurity Advisor, Simon Busuttil has remained in TCI but has changed role to TCI Operations Manager. This is a broader role supporting TCNT and is an important part of ensuring the legacy of the project. Cost savings have been reallocated to extend the locally recruited Pine Cay Biosecurity Officer post until November 2023.

2.2. The Pine Cay Biosecurity Officer post has been extended to November 2023. The Department of Agriculture now has two fully funded positions in the form of Quarantine Officers operating at Providenciales airport. This comes as a direct result of this project.

The TCNT Biosecurity Officer resigned in this reporting period and has not been backfilled yet due to a lack of suitable applicants for the post. We expect this will happen in the final year of the project. However, TCNT has recently significantly increased its capacity to support biosecurity work. New posts of Heritage Sites Support Officer and Fundraising/marketing Manager have been established. Both have received thorough biosecurity training alongside the Little Water Cay staff, delivered by the Operations Manager and the Pine Cay Biosecurity Officer (**Annex 11**).

*2.3, 2.4* Complete. Reported in AR2. The biosecurity policy was passed by cabinet in May 2022 See **Annex 20**.

2.5. RSPB Director of Global Conservation Programmes, Jo Gilbert visited TCI in February 2023 and engaged key political stakeholders through a 'Biosecurity Brunch' – the aim being to highlight the importance of the legislation being enacted. The Minister responsible for Tourism, Agriculture and the Environment (Honourable Josephine Connolly MP) and her Permanent Secretary (Honourable Wesley Clerveaux MP) attended. Also in attendance was the Deputy Director of the Ports and it was agreed that this would be a great addition to the partnership.

2.6, 2.7 Training provided to staff on all three islands (Pine, Big Ambergris and Little Water Cays) has proven less effective than hoped due to extremely high staff turnover. We are looking at producing materials that can be re-used for new staff, on Big Ambergris Cay in particular.

2.8 Informal and regular biosecurity training ongoing. Plans to develop a joint biosecurity training course in partnership with DECR, DoA and TCNT.

2.9. With the number of Green Iguanas being reported still extremely low, the focus has been on raising awareness across the islands. The decision was made to not yet create the formalised teams who would likely lose interest with few or no sightings to respond to. The hotline is active and continues to be promoted and adverts are ongoing and present in three TCI wide magazines (**Annex 5**). Posters advertising the threat and what to do have been distributed across North and Middle Caicos and will soon be across South Caicos; facilitated via the Darwin+ project, *East Caicos Wilderness area: Safeguarding the Caribbean's largest Uninhabited Wilderness Area* (DPLUS181).

The Green iguana 'business card' and Green Iguana ID booklet (**Annex 5**) have been produced and are being distributed to relevant audiences e.g. the latter to port workers on Providenciales. Specific visits have been made to landscape gardeners and pet shops to raise awareness and meetings with key resort managers, influencers on the islands and partners have taken place. Several sightings have been reported and responded to with several Green Iguanas euthanised and data recorded (**Annex 8**).

Activity 2.10 - 2.12 not planned for this reporting period.

# Output 3 Improved understanding of the ecological impacts of recent IAS eradication efforts, to inform effective future island restoration/ biosecurity plans in TCI and across the region

*3.1 - 3.3* All planned Iguana and boa surveys planned for the reporting period have been completed by SDWZA. Data is yet to be fully analysed but there have been so significant changes in abundance of either species detected so far.

*3.4 - 3.6* Repeat blood samples have been taken and are being analysed. The results have not yet been received. If the most recently collected samples don't show the presence of rodenticide, then there is likely no need for further sampling. If significant levels of rodenticide are found, then additional samples will be collected. The statistical analyses will then be finalised.

*3.7, 3.8* Translocation of Rock Iguanas from Little Water Cay to Grouper (aka Stubbs) Cay is planned for August 2023. The first of two planned surveys to determine that the receptor site, Grouper Cay is free of feral cats, has been completed with no feral cats found. We expect this to hold true during the subsequent survey planned July 2023 (immediately ahead of the planned translocation). There will be no translocation to Fort George Cay as there are concerns

as to this inadvertently creating another unregulated tourist feeding situation like that on Half Moon Bay.

## Output 4 Increased awareness of biodiversity, biosecurity and the impacts of invasive species resulting in improved/better managed tour & barge operator practices

4.2 The Iguana Code of Conduct is being promoted directly to tour operators. There is not currently any official backing agreed with Tourism Board or other Government Institution. Given limited capacity for the TCIG partners to engage, we are working with the Turks and Caicos Hotel and Tourism Authority to roll out the Code directly to their members.

*4.3, 4.4*, The largest tour operator (<u>Caicos Dream Tours</u>) has joined the partnership and is now displaying the code on their boats, vehicles and ticket booking stations (**Annex 5**). Several of their captains, mates, crew and reception staff have attended at least one of 4 trainings delivered by the Operations Manager.

Project staff have begun direct engagement at Half Moon Bay and TCNT staff will take this work up when conditions allow. The Trust currently lacks a suitable boat and sufficient staff. A hut to allow effective coverage of Half Moon Bay has been constructed and signage manufactured (to be installed shortly) (**Annex 5**). The code is also regularly promoted via TCI partners' social media channels. It is apparent from interactions that there is now significantly more awareness of the issue and incidents of feeding have fallen. Importantly there is now significant support for the code within the industry. Further materials will be designed and distributed as additional tour/barge operator's sign-up to the code.

4.5 Two training courses have recently been delivered to staff at Grace Bay hotels on Providenciales and others are scheduled. This is a significant breakthrough for the project and will hopefully lead to getting involved with other hotel groups. These trainings will be followedup in the final year of the project and we will look to securing the voluntary agreements. There is some growing support for an Iguana-friendly "accreditation" scheme.

Activity 4.1 and 4.6 not planned for this reporting period.

#### Output 5 Project managed and monitored effectively

5.1 - 5.5 Project monitoring ongoing with regular on island engagement between the Operations Manager and partners. A partner meeting is planned for Y3 Q1 (likely May), the focus of which will be to identify actions for the final year and ensuring the legacy of the project. Financial reporting to RSPB is ongoing and currently on track.

RSPB's Senior International Finance Officer will visit TCI in June 2023 to provide financial reporting/budget training to partners. We've not held a specific annual project meeting as it has not been required, however the RSPB Director for Conservation Programmes, Jo Gilbert visited in February 2023 in support of high-level engagement re: biosecurity (activity 2.5). Darwin+mid-term reviewer also visited the project team this year and we intend to use the final report to inform project implementation when received.

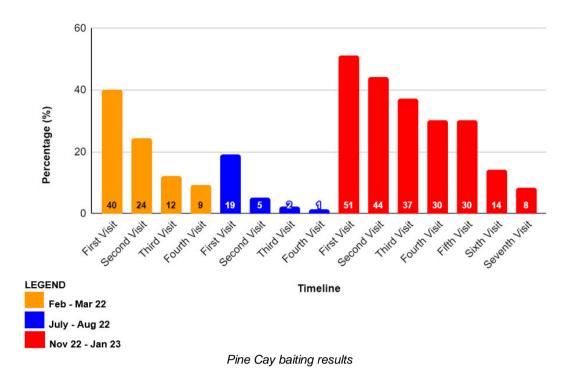
Activity 5.6 not planned for this reporting period.

#### 3.2 Progress towards project Outputs

## Output 1 Improved site management of the 10-island Pine Cay complex and Big Ambergris Cay to enhance protection of endemic TCI rock iguana.

*1.1* Monthly checks ongoing at Big Ambergris Cay and incursions responded to (see activity 1.3).

*1.2.* Quarterly baiting continues in accordance with the agreed plan. Regular monitoring indicates rat numbers are being reduced (as indicated by number of bait stations showing physical signs of rat presence).



1.3 Significant progress made with one priority pathway (the barge owned by Big Ambergris Cay's owners) with rat stations being actively maintained on-board (at time of writing) and incorporated into operational procedures (e.g. instructions available in English and Spanish). Progress at other three key pathways (South Dock, Lew Shipping and unnamed fuel barge from DR) has been limited by owner/operator's lack of engagement in the case of the first two and lack of contact in the case of the third.

*1.4* Revision of Little Way Cay management plan includes the incorporation of Half Moon Bay (**Annex 6**). A cabinet paper in placing Half Moon Bay into conservation management under TCNT has been written and is awaiting approval.

1.5 At present we do not feel this indicator will be fully achieved. A more realistic/suitable target for Big Ambergris Cay owners may be a form of management 'statement' which will achieve the same outcome if implemented.

*1.6* SDZWA continue to monitor road mortalities on Big Ambergris Cay each time they visit (**Annex 9**). Data will be collated at the end of the project. Some rough modelling has been carried out re what might happen in future if measures are not taken. We have developed and distributed materials to promote voluntary speed restrictions. However, the change in island management has slowed progress on the issue.

## Output 2 Improved biosecurity capacity within TCI partners to implement effective biosecurity management across the 10-island Pine Cay complex, Big Ambergris Cay and at a national level.

2.1. Resources are more sustainably embedded in TCI with the initially hired Biosecurity Advisor now operating as TCI Operations Manager and with the Pine Cay Biosecurity Officer extended to November.

2.2 Pine Cay Biosecurity Officer role is extended with widened responsibilities, including LWC, and options for extending this role beyond the scope of the project are being explored. Two DoA Quarantine Officers are now in post at Providenciales airport. TCNT Biosecurity Officer resignation and difficulty in recruiting replacement has left one post open that we expect to fill in the final year of the project once a plan for this post is agreed by TCNT and partners. There is no progress on appointment of a similar post on Big Ambergris Cay.

2.3 Funding opportunities continue to be investigated, but there is still no commitment from partners as of yet. With the recent visit by RSPB Director underlining the importance of biosecurity with government partners and the continued positive engagements with Pine Cay management as to future work (i.e. *Casuarina* removal) we are hopeful of getting a longer-term post in place by project end.

2.4 TCNT Institutional strengthening plan continues to be implemented and is being supported further by the Operations Manager.

2.5 Previously implemented training programme has had less impact amongst island staff because of high staff turnover. We will look to review how best to have long-term impact amongst island-based staff likely via additional materials that can be developed to support this.

2.7 The biosecurity policy (Annex 20) was approved by cabinet in May 2022.

2.8 National biosecurity legislation has continued to develop with the support of a legal drafter and has been submitted to cabinet but is yet to be discussed. We are informed that it is scheduled for autumn 2023.

2.9 A Green Iguana rapid response team has not been established, as the current level of Green Iguanas does not require that level of resource. The focus is on raising awareness. Education and awareness materials have been produced for distribution across TCI, with a focus on priority groups (dockyard workers, landscape and gardening firms) with plans to reach other communities (e.g. South Caicos) in year 4.

Activity 2.6 Not planned for this reporting period.

## Output 3 Improved understanding of the ecological impacts of recent IAS eradication efforts, to inform effective future island restoration/ biosecurity plans in TCI and across the region

*3.1.* The ten-island Pine cay complex remains feral cat free, but rats are present on all ten islands. Knowledge of what is happening and how to respond including considering organisational resource and capabilities is much stronger. A recommended, international-standard method of rat control has proved cost-effective to implement on Pine Cay.

3.2. Both iguana surveys have been completed.

*3.3.* Datasets of both species collected from Big Ambergris Cay. Despite an increase in development/new construction and in road mortality numbers, the iguana and boa populations appear to be stable.

*3.4.* Liver samples collected by the Wildlife Management International team in 2019 and blood samples collected by the SDZWA team in 2020 and 2022 are being analysed following delay to shipping as previously reported.

*3.5.* Planning underway and translocation to Grouper (aka Stubbs) Cay planned for August 2023, despite presence of rats.

### Output 4 Increased awareness of biodiversity, biosecurity and the impacts of invasive species resulting in improved/better managed tour & barge operator practices

*4.1.* Baseline survey developed but not completed prior to any outreach to barge operators etc. End of project survey in development with the aim of assessing barge/tour operator' biosecurity practices.

*4.2, 4.3* Caicos Dream Tours has adopted the Iguana Code of Conduct for display on its boats. To support the messaging around Half Moon Bay, a small co-funded study on the economic benefits of Rock Iguanas to TCI has been produced to target hotel/tourism industry stakeholders and we have developed materials to promote the key outcomes of this study Darwin Plus Annual Report Template 2023 7

**Annex 10.** The breakthrough with Grace Bay hotels (see activity 4.5) allows the project team better chances of reaching more operators and getting the code of conduct backed by Turks & Caicos Hotel Association following the closure of the Tourism Board.

#### Output 5 Project managed and monitored effectively

*5.1* Project monitoring ongoing and sufficiently managed. Monitoring plan to be reviewed in year 4 subject to requirements.

*5.2* Operations Manager based on island effectively supports communication between partners. Regular communication between UK/TCI RSPB staff and meetings held as required.

*5.3* RSPB Director visit in January 2023 helped focus key project objectives – especially re: biosecurity awareness amongst government partners.

5.4 Technical and financial reports to Darwin delivered on time. Regular communication between project partners reduces need for written reports from partners.

#### 3.3 **Progress towards the project Outcome**

## Outcome: Increased biosecurity capacity and stakeholder commitment to safeguard the endemic Turks & Caicos rock iguana and its natural habitats.

0.1 Pine Cay and Big Ambergris Cay remain cat free. Rat incursion responses have been initiated on Big Ambergris Cay as required.

0.2 Biosecurity advisor recruited in Year 1 now continues to support the project as TCI Operations manager for RSPB and Pine Cay Biosecurity Officer contract extended to Nov 2023. Pine Cay Biosecurity Officer job has broadened over year 3 to support capacity gaps at TCNT and Big Ambergris Cay. The TCI Government partners are challenged by lack of resource to support biosecurity post, though DoA has recruited two Quarantine Officers.

Through the partnership, plans are being drawn up for installation of biosecurity facilities and equipment at both the major international air and maritime entry points to TCI beyond the scope of this project. These would allow Department of Agriculture staff to carry out biosecurity duties more efficiently. In addition, training and awareness opportunities for DoA staff are being developed with DEFRA's GB Non-Native Species Secretariat's biosecurity project.

0.3 Over 50% of the invasive Australian Pine (*Casuarina*) has been cleared from Half Moon Bay since project start and this activity is continuing to offer engagement opportunities to stakeholders. TCNT is recruiting staff to work at Half Moon Bay to ensure compliance with laws and the code and a small hut has been constructed to facilitate this (**Annex 5**). New signs emphasising that HMB is under National Trust (and thus, conservation) management are about to be installed.

A program has been created for use with the hotels and resorts and the first workshop took place in March 2023. The biggest tour operator has fully signed up to the Iguana Code of Conduct and another has participated in workshops.

0.4 The transect surveys show no significant changes in iguana population numbers compared to previous years. Despite rats being presence on Grouper Cay, following IUCN guidance, the translocation is planned for August 2023, and we are implementing the necessary measures (checking for presence of cats) ahead of the translocation.

*0.5* The monitoring carried out shows no significant changes in iguana abundance on Pine, Water, Half Moon Bay, or Little Water Cay, but numbers appear to be stable and may be increasing on Water and Pine Cays. Further monitoring took place at Pine Cay in February 2023, and we are awaiting the results, though we do not expect to see a significant change.

0.6. The Biosecurity Policy was passed by cabinet in May 2022. The Plant and Animal Health Ordinances have been amended to reflect greater emphasis on biosecurity and allow DoA staff to implement them. These have been submitted to cabinet and are scheduled for consideration in late 2023.

#### 3.4 Monitoring of assumptions

**Assumption 1** TCI Government continue to see importance of biosecurity to TCI's native wildlife and related industries.

Held true and we have received positive engagement and conversations during recent 'Biosecurity Brunch'.

**Assumption 2** Tour operators and developers ready to engage in discussions about biosecurity <u>and</u> **Assumption 21** There is interest from tour operators for adopting an iguana friendly code of conduct.

Held true. Engagements have resulted in one tour operator taking on board the code of conduct.

**Assumption 3** The 10-island eradication project is successful at removing all invasive mammalian predators <u>and</u> **Assumption 16** Rat- and cat-free status of the 10-island Pine Cay complex is confirmed.

Not held true as rats reinvaded in 2019 (before this project started) though cats are the biggest risk to iguanas and so we would still expect to see an increase to population in future.

**Assumption 4** The project is not affected by extreme weather events such as hurricanes. Mostly held true. In September 2022, hurricane Fiona had some minor impacts in TCI but mostly elsewhere and not in Providenciales and key project sites.

Assumption 5 Private island management continue to engage with collaborative biosecurity efforts <u>and</u> Assumption 7 Private island owners remain committed to developing biosecurity <u>and</u> Assumption 11 TCI partners remain committed to addressing biosecurity capacity gaps, as demonstrated with hiring Biosecurity Officer for Pine Cay / Big Ambergris and Assumption 18 Big Ambergris management remain supportive of the project and to continue commitment of co-funding.

Partially held true. Pine Cay remains fully engaged with the project and is continuing to support the biosecurity officer position and engaging on potential future support the project team can provide (e.g. *Casuarina* removal on Pine Cay). Although monthly biosecurity visits are still being implemented, the change in island senior management on Big Ambergris Cay has changed the level of engagement with the project.

# **Assumption 6** The economic impact of the global covid-19 pandemic does not impact TCI Government's ability to engage, <u>and Assumption 12</u> TCI Government continue to see importance of biosecurity to TCI's native wildlife and related industries.

The priority of the TCI government does seem to be the recovery following the pandemic, however engagement with government partners as evidenced by the 'Biosecurity Brunch' indicates continued willingness to engage on biosecurity and native wildlife issues.

**Assumption 8 & 13** It remains possible for project staff to access all of the islands. Held true. No issues.

### **Assumption 9** Government agencies are committed to inputting and approving management plans.

Held true but limited resources in government is slowing progress on management plans.

#### Assumption 10 Successful recruitment of appropriate candidates.

Held true but since TCNT Biosecurity Officer resigned we will need to re-recruit for the position. Resignation was not due to candidate being unable to do the job. However, no suitable candidates have applied so far and no appointment has been made.

#### Assumption 14 Specialist group members (volunteers) willing to engage.

Held true. Small numbers of Green Iguana volunteers continue to engage with project team and respond as necessary.

Assumption 15 Appropriate consultant available for ecological assessment.

Held true.

**Assumption 17** An appropriate lab analysis of blood assays for rodenticide levels is available. Held true.

**Assumption 19** Tour operators, barge operators and other stakeholders ready to engage in further discussions about biosecurity, demonstrated by attendance to 2019 iguana planning workshop.

Held true but variable across the industry.

#### Assumption 20 Tourism Board is in support of an accreditation scheme.

Tourism Board is being replaced by a Destination Marketing Organisation and this has prevented any engagement directly with the Board or its replacement (which is not extant yet and will likely have other priorities for the duration of the project.

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

The project contributes to the UK's commitments under the Convention on Biological Diversity (CBD) Article 8(h) on alien species; Article 12 on research and training; and Article 13 on public education and awareness. In addition, it delivers against Sustainable Development Goals 15 (Life on Land) and 17 (Partnerships).

The project also delivers against the 25-Year Environment Plan (2018) target "to prevent human induced extinction or loss of known threatened species in UK and the Overseas Territories", and strategic priorities (i) baseline data and (ii) invasive species of the UK Government's Overseas Territories Biodiversity Strategy (2010).

The project delivers the priority conservation actions outlined in the IUCN Turks and Caicos Rock Iguana Conservation and Management Plan 2020 – 2024.

The following TCI government priorities are addressed:

- Revised National Parks Ordinance (2016) through supporting management actions spanning across two national parks (Princess Alexandra Land & Sea National Park, Princess Alexandra Nature Reserve; Fort George Land & Sea National Park)
- The National Tourism Policy and Strategic Implementation Plan (2015)
- The Environmental Charter (2001) Principle 7 (To safeguard and restore native species, habitats and landscape features, and control or eradicate invasive species).

Key actions of the IUCN management plan are being progressed. This includes the significant and necessary step of increasing awareness of biosecurity and the impacts of invasive species in TCI and has been achieved via ongoing engagement with a multitude of stakeholders including within government, with private businesses (i.e. hotels, tour operators) and with individual staff at local organisations i.e. TCNT/DoA. All iguana islands covered by this project remain cat-free and Big Ambergris Cay is still rat free. An enhanced control plan is being effectively implemented on Pine Cay whilst a plan for translocation is being developed for one of the islands. Data necessary to fill knowledge gaps and inform future eradication has been collected and is being analysed.

#### 5. Gender equality and social inclusion

Please quantify the proportion of women on the Project Board <sup>1</sup> .	Project steering group comprises of ca.50% individuals who identify as women
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<sup>&</sup>lt;sup>1</sup> 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<sup>2</sup>.

#### 6. Monitoring and evaluation

M&E is carried out by the lead partner, RSPB. Consultation with other partners takes place through regular discussions/meetings with the TCI Operations Manager (formerly the project's Biosecurity Advisor). As this position is based in TCI, regular contact is maintained with local partners and with others, such as SDZWA to coordinate activities. RSPB have an internal TCI focus group which meets every 2 weeks to discuss issues including those within and adjacent to the project.

We will be holding a project planning meeting in Q1 of the final year of the project to coordinate priorities and activities, assigning roles and responsibilities for individuals in the partnership and will develop a clear workplan with agreement of all partners. The project logframe will form a central part of these discussions and indicators will be reviewed as to their suitability.

#### 7. Lessons learnt

- Staff recruitment and retention is a major issue for local partners in TCI both private islands and TCNT - particularly during the current post-Covid positive economic climate. We have adapted to focus on trying to embed biosecurity in middle management and organisational operations.
- 2. In the water tour sector (i.e. including those who visit "iguana island") the circulation of staff means that a few training courses with a couple of firms has a major influence across the sector as people move to other companies. It is also a "small world" with relatively few firms sharing marinas and associated eating places etc. Thus many people know each other and talk, and our messages are getting across. We have adapted our management in the light of this.
- 3. We anticipated a significant degree of opposition and complaint to the clearance of *Casuarina* from Half Moon Bay. However, perhaps as a response to including the issue in our Iguana-friendly workshops (training) there is near-total acceptance of the issue and need for management, particularly from the important tour sector. As a result, we have made far more progress during this project than we expected. Again, we adapted to the conditions noted.
- 4. Training is far more effective using an informal workshop-style with most groups in TCI. People (as individuals and in their roles in organisations) are busy and ca 1 hour is the absolute max for this kind of event. The Operations Manager noted this and amended his methods accordingly.
- 5. Having the Operations Manager on the ground has allowed for rapid adaptive management and thus improved project effectiveness.
- 6. Even though "legacy" has been built into the thinking and management of this project since day one, it is still proving extremely difficult (at this stage of the project) to ensure the planned legacy in terms of organisational commitment, resource allocation and technical skills.

<sup>&</sup>lt;sup>2</sup> 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.

Darwin Plus Annual Report Template 2023

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

In response to the 5 points raised in the AR2 annual report review:

- 1. Ensure that you use the correct reporting template (AR2 uses the Darwin Main Project template rather than that for DPLUS)
- 2. Please provide specific signposting to the documentary/ supporting materials mentioned in the narrative report.
- 3. 'SMARTen' indicators 1.1-1.3?
- 4. Please annex (if possible) a copy of the draft biosecurity policy (indicator 2.7)?
- 5. Consider regularising, through the Change Request mechanism, Indicators 3.2 and 4.1 to take account of the changes to activity implementation plans described in AR2.

This report uses the Darwin Plus Main reporting template and with evidence provided signposted in the narrative and supporting materials numbered (see list in **Annex 4** below) including the final Biosecurity Policy (**Annex 20**).

A Change Request was submitted (and approved) in November 2022 to address indicators and other aspects of the logframe. We feel it is much "SMARTer" overall and better reflects changes to the project. We will continue to review as necessary.

#### 9. Risk Management

Key risks identified in the logframe and reported above are considered at meetings of the iguana partnership and at the internal RSPB TCI programme meetings, held every two weeks (see section 6). Having the Operations Manager based in TCI allows a good overview of incoming risks broadly and to risks that may directly affect the project and these are often able to be dealt with locally – i.e. with local partners such as TCNT. No significant new risks have emerged over the past year.

#### 10. Other comments on progress not covered elsewhere

None

#### 11. Sustainability and legacy

The project is achieving long-term impact, not least as a result of the very public activities at Half Moon Bay which generate interest amongst visitors and tour operators alike. Combined with the workshops with tour operators and hotel staff the awareness that Half Moon Bay is a conservation area is gaining significant traction supported by signage. With a *Cabinet paper* and *Management Plan* in process, and the National Trust extending staffing to cover the site, the long-term future of this area is becoming surer. Pine Cay management are now looking at both *Casuarina* control as well as the augmentation of the Rock Iguana population on Pine Cay. Whilst Water Cay is due for development, the project has been invited by the TCIG Planning Department to meet the proposed developers and an *Iguana Friendly Building Guide* is in production to help mitigate impacts on the Rock Iguanas. A key part of this guide is implementing biosecurity measures.

The initially hired Biosecurity Advisor changed roles in year 3 to become the TCI Operations Manager. We see this as a positive step for the project, as this role provides more wide-ranging support to sustainably build the capacity of TCNT to manage its sites – particularly Little Water Cay.

We have changed the messaging around Rock Iguanas to include their value to the TCI economy commissioning an *economic report* from international consultants EFTEC. This report will be launched at an appropriate time/event and will help further shift the thinking about this species from being an important heritage asset to an important economic and brand one.

The high staff turnover at "ground-level" within the National Trust and on the private islands doesn't help us achieve long-term sustainability therefore, we are adjusting how we consider training as part of the project, by providing reusable materials to island staff/management. In

the same vein, biosecurity signage and updated facilities on Half Moon Bay will outlast the project timeline.

A key focus of the next Iguana partnership meeting in Q1 of year 4 will be on the legacy and impact of the project.

#### 12. Darwin Plus identity

The Darwin+ logo has been used extensively on materials produced. These have included interpretation in the Little Water Cay Visitor Centre, the economic benefits of iguanas' flyer, Green Iguana adverts and leaflets (**Annex 5/10**).

Darwin was discussed and logo used in presentations during the RSPB Director's biosecurity brunch presentation which included government representatives and social media posts relating to iguanas mention Darwin where appropriate.

Monthly updates are written by the Biosecurity Advisor for the Executive Director of the TC National Trust who uses these briefings in Government meetings. Darwin+ funding is always mentioned in relation to this project.

#### 13. Safeguarding

Has your Safeguarding Policy been updated ir	No			
Have any concerns been investigated in the past 12 months		No		
Does your project have a Safeguarding focal point?	Yes			
Has the focal point attended any formal training in the last 12 months?Yes [If yes, please pro training] All RSPB staff complet safeguarding training c				
What proportion (and number) of project staff have received formal training on Safeguarding?		Past: % [and number] 100%, 3 Planned: % [and number] 100%, 3		
Has there been any lessons learnt or challenges on Safeguarding in the past 12 months? Please ensure no sensitive data is included within responses. No				
Does the project have any developments or activities planned around Safeguarding in the coming 12 months? If so please specify. RSPB is encouraging and supporting TCNT with Safeguarding resources e.g., <u>The Resource and Support Hub</u> .				

#### 14. Project expenditure

We have not yet received all financial information from project partners, so a complete detail of expenditure will follow in the expense claim for the fourth quarter of the project.

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				

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

N/A

#### Project summary SMART Indicators Progress and Achievements April 2022 - March Actions required/planned for 2023 next period Despite there being some ongoing challenges. Impact notably re: Big Ambergris Cay, the iguana islands The unique species and habitats of the Turks and Caicos Islands (TCI) are remain cat free and rodent numbers are significantly protected from invasive alien species and continue to provide critical nature reduced thanks to a maintained control program and based national development benefits into the future. resource. Ongoing Casuarina removal and education amongst tour operators, hotels, government and member of the public are contributing to the iguana's long-term protection and this is supported by positive progress towards embedding biosecurity capacity and legislation within TCI. 0.1. The 10-island Pine Cay complex 0.1 Pine Cay and Big Ambergris Cay remain cat free. Outcome 0.1 continue Multiple rat incursion responses have been initiated remains cat- free and Big Ambergris monitoring/responding Increased biosecurity capacity and Cay remains invasive-predator free on Big Ambergris Cay and have been dealt with. to incursions. Continue stakeholder commitment to safeguard throughout project and beyond, with enhanced the endemic Turks & Caicos rock rapid and effective responses delivered engagement with BAC iguana and its natural habitats. to invasive mammal incursions. management/ householders 0.2. Improved capacity within TCI 0.2 TCI Operations manager and Pine Cay 0.2 Re-establish TCNT biosecurity post partners/stakeholders to lead Biosecurity officer supporting project. Quarantine biosecurity efforts collaboratively and officer sin post at DoA. Biosecurity facility plans being Continue TCNT staff drawn up supported by partnership and funding for independently by end of project biosecurity training. this being explored. Support gov partners to identify resource for biosecurity post. 0.3 Complete 0.3 >50% Casuarina removed from Half Moon Bay. Casuarina removal. 0.3. Increased biosecurity awareness shows greater compliance with Install more new TCNT is recruiting staff to work at Half Moon Bay to biosecurity protocols from 10 tour ensure compliance and a hut constructed to facilitate signage and recruit for TCNT positions operators using iguana islands by end this. New biosecurity signs installed at Little Water 2023 Cay. Continue engagement with tour

#### 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
		A program has been created for use with the hotels and resorts and the first workshop took place in March 2023. One leading operator Iguana Code of Conduct	operators/hotels for sign up to code and progress certification scheme.
	0.4. Number of iguanas are stable or increasing against baseline, across the 10-island Pine Cay complex and Big Ambergris Cay throughout project, with an increase in range through one re- introduction by end of project.	0.4 Surveys show no significant changes in iguana population. Translocation to Grouper Cay planned for August 2023.	0.4 Complete monitoring, data collation and translocation
	0.5. Increased evidence of the benefits of invasive species eradication for iguanas, and regional recommendations for practitioners on multi-island eradications, and biosecurity for islands at high risk of reinvasion, produced by end of project.	0.5 Surveys show no significant change since eradication yet, but numbers appear to be stable/potentially increasing on Little Water, Water and Pine Cay. We're awaiting the results of further monitoring.	0.5 Complete monitoring and data collation
	0.6. A national biosecurity policy is endorsed by the TCI Government and national biosecurity legislation is drafted and submitted to Cabinet for approval, with the support of at least one Minister.	0.6 Policy accepted by cabinet. Plant and Animal Health Ordinances have been amended to reflect greater emphasis on biosecurity/ allow DoA to implement them, and submitted to cabinet	0.6 Support getting legislation approved wherever possible
<b>Output 1</b> Improved site management of the 10-island Pine Cay complex and Big Ambergris Cay to enhance protection of endemic TCI rock iguana.	1.1. Biosecurity checks via a grid of rodent monitoring stations are completed on Big Ambergris Cay on a monthly basis throughout project with any rodent incursions responded to.	1.1 Monthly checks ongoing, incursions responded to.	
	1.2. Quarterly rat baiting is implemented on Pine Cay throughout project as per a Pine Cay Rodent	1.2 Ongoing. Monitoring indicates rat numbers are being	g reduced.

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
	Control Plan. 1.3. Rodent control initiated and enhanced at at least 2 priority pathway points (key departure points and barges) on Providenciales to reduce rodent incursion risk for Big Ambergris Cay by end of project.	<ul> <li>athway distributed in the series of the series of</li></ul>	
	1.4. A management plan is agreed and initiated by TCI partners for Half Moon Bay by end 2023.		
	1.5. A management plan is drafted by TCI partners for Big Ambergris & Little Ambergris Cay by end of project		
	1.6. Mitigation measures in place to reduce the number of road kills of iguanas on Big Ambergris from the DPLUS055 baselines by the end of the project		
1.1. Rat control, Cat monitoring and incursion response plans for Little Water Cay and Pine Cay are prepared and implementation commenced by end 2021.		Rat control plan being implemented. Cat incursion response plan in development	Continue implementation and finalise Cat Incursion response plan
1.2. An assessment of (including propose the 10-island Pine Cay complex by end 2	ed response to) rat re-invasion all sites in 2023.	Last island not surveyed. Rats can be reasonably assumed to be present on all.	Review existing data.
1.3. Biosecurity monitoring for rats is completed monthly across Big Ambergris Cay.		Monthly monitoring ongoing. Possible rat incursion responded to by project team.	continue

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
1.4. Rodent control established on the barges that service Big Ambergris Cay, by Year 3 Q4 and maintained throughout the project.		Control measures implemented on one of three barges and engagement ongoing. Additional Fuel barge (from Dominican Republic) identified.	Identify operators and continue engagement
1.5. Rodent control established at the So services Big Ambergris Cay, by end of pr		Control is taking place within South Dock Port area though not part of the port that serves BAC.	Continue engagement to extend control at South Dock to area servicing BAC.
1.6. Implement measures to improve con including Casuarina removal and greater aim of better compliance with Iguana Cod	engagement with tour companies with	<ul> <li>&gt;30 acres Casuarina cleared. Engagement ongoing. One tour operator promoting Code of Conduct on boats.</li> <li>Future removal of Causarina on Pine Cay being explored with island managers.</li> </ul>	Complete Casuarina removal and get code of conduct on remaining boats Continue engagement/ Iguana awareness training (Activity 4.5) at hotels Agree plan with Pine Cay Island management for future removal of Casuarina prioritising areas of suitable iguana habitat
1.7. Facilitate a stakeholder workshop on key output of an agreed management pla		Little Water Cay management plan now includes Half- Moon Bay.	Get partner approval of LWC/HMB management plan. Submit to cabinet to embed conservation management of HMB
1.8. Facilitate a stakeholder consultation Cay / Little Ambergris Cay with key outpu biosecurity, by end 2023.		Progress limited despite ongoing efforts to engage BAC.	Continue discussions and engagement with BAC.

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
1.9. Signage installed, awareness materials circulated to homeowners and construction workers and vehicle speed restrictions enforced by Big Ambergris Cay management by end of the project.		Bumper stickers developed and distributed on BAC. Speed signage installed at BAC. An iguana friendly building code developed	Establish and implement plan for promoting voluntary building code amongst key stakeholders e.g. at launch event/embed within industry publications.
Output 2 Improved biosecurity capacity within TCI partners to implement effective biosecurity management across the 10-island Pine Cay complex, Big Ambergris Cay and	2.1. Resources embedded within priority TCI partners/stakeholders through RSPB post to build dedicated biosecurity capacity by Mar 2021.	2.1 The Biosecurity Advisor, Simon Busuttil, has remain changed role (TCI Operations Manager). The project is Pine Cay Biosecurity Officer, Nichoy Bent.	
at a national level.	2.2. Three TCI partners have strengthened biosecurity capacity by end of project.	2.2 Two of three partners. One with specific biosecurity place with plans to embed with TCNT in final year and 0 post at DoA.	
	2.3. Commitment from at least one TCI partner to establish permanent biosecurity role(s) by 2023.	2.3 Importance of biosecurity being underlined with part commitment and establish posts.	ners to gain
	2.4. TCNT owned institutional strengthening plan, which will include biosecurity, in place by Dec 2020 and strengthened institutional capacity by Dec 2021.		RSPB
	2.5. Training programme developed by end-2021 for staff working on Little Water Cay, Big Ambergris Cay and other priority iguana sites with 6 training courses delivered and 20 newly trained staff by 2023.	2.5 High staff turnover limiting previous training's impac materials ongoing.	t. Plans to develop

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
	2.6. The 2018 UK Government capacity needs assessment repeated at end of project to demonstrate training impact.	2.6 Not planned for this reporting period	
	2.7. A national biosecurity policy is drafted and submitted to Cabinet by end 2021	2.7 Policy drafted and approved by cabinet.	
	2.8. National biosecurity legislation is drafted and submitted to Cabinet for approval, with the support of at least one Minister, by the end of the project.	2.8 This is yet to go to be discussed by cabinet	
	2.9. A green iguana rapid response volunteer team is established with three rapid response kits (Provo, Grand Turk, South Caicos) by the end of the project.	2.9 Not necessary given current low numbers of Green Iguanas. Focus been on awareness raising of issue. Plans to expand across TCI in yea	
2.1. Recruit an experienced Biosecurity C years to coordinate biosecurity efforts, tra project delivery across Iguana Islands Pa	aining, staff development support and	Biosecurity advisor in broader TCI Operations manager post and Pine Cay Biosecurity Officer position extended.	
2.2. Three dedicated biosecurity roles to be established for Little Water Cay, Pine Cay and Big Ambergris Cay by Year 2 Q4 with at least one post maintained beyond the end of the project.		Pine Cay biosecurity office post extended. TCNT post resigned. DoA quarantine officers in place. Trainings provided to new staff	Re-establish TCNT Biosecurity officer post and upskill TCNT staff
2.3. Facilitate workshop in Year 1 to esta for TCNT.	blish an institutional strengthening plan	Complete	Completed – no further action
2.4. Progress drafting of national biosecu Cabinet by end 2022.	rity policy by YR2 Q2 and submit to	Complete	Completed – no further action

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
2.5. Progress drafting of national biosecurity legislation by YR2 Q4 and submit to Cabinet by the end of the project.		Biosecurity 'brunch' hosted by RSPB/TCNT with RSPB Director in attendance. Minister of agriculture, tourism, and permanent secretary attended and deputy director for ports.	Promote importance of biosecurity legislation and resourcing. Support relevant colleagues in TCIG.
2.6. Produce biosecurity training materials and resources by end of 2021.		Complete	Review options for additional materials to mitigate staff turnover on BAC etc. (see below)
2.7. Develop biosecurity training programme and schedule by integrating into existing staff induction/training programmes for Iguana Islands partners by end of project.		Opportunistic training continuing, notably with newly recruited TCNT staff. Trainings provided to BAC staff less effective because of high staff turnover.	Continue ad hoc biosecurity training for TCNT staff Make any materials produced available for new staff arriving BAC
2.8. Deliver six biosecurity training course from 10 partner and stakeholders organis		Multiple trainings delivered individually as opposed to specific workshops.	Look to deliver a joint DECR/DoA/TCNT biosecurity training course
2.9. Establish a green iguana response n response team and establishing three gre (Provo, Grand Turk & South Caicos) acro the end of project	een iguana incursion response kits	Focused on awareness raising as opposed to rapid response network. Green iguanas too low to keep volunteers engaged. Materials distributed, visits to landscapers/pet shops/partners completed. Several sightings responded to.	Utilise additional TCNT capacity (supported by DPLUS181) at community events in North, Middle and South Caicos to push Green Iguana issue Look for opportunities to raise profile with

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period	
			focus on Providenciales and Grand Turk.	
2.10. In Year 3 and beyond the project, b DECR/TCNT/DoA staff for specialised ro Partnership.		Not planned for this reporting period		
2.11. Complete a repeated biosecurity ca to assess improvements against UK Gov reports.	apacity needs assessment in Year 3 Q4 vernment 2019 and 2018 baseline	Not planned for this reporting period	Plan to carry out in Jan to March 2024	
2.12 Produce a biosecurity communications strategy and plan for the Dept of Agriculture by Year 3 Q4.		Not planned for this reporting period	Contract consultant and develop strategy and plan	
<b>Output 3</b> Improved understanding of the ecological impacts of recent IAS eradication efforts, to inform effective future island restoration/ biosecurity plans in TCI and across the region	3.1. Regular field checks of the 10- island Pine Cay complex to confirm cat-free status throughout project and assess options for rodent control by end 2023.	3.1 Pine cay complex remains cat free, but rodents pre- control plan has proved cost-effective to implement.	sent on all islands. Rat	
	3.2. Two datasets of iguana surveys from the 10-island Pine Cay complex collected to monitor biological impact of the cat- and rat-eradication project delivered in 2023.	act of		
	3.3. Two datasets and data analysis of iguanas and boas on Big Ambergris Cay to monitor impacts of ongoing development activities.			
	3.4. Establish a baseline blood analysis of rodenticide impact on iguanas in YR1 and monitor annually to determine toxin longevity in iguanas to inform	3.4 Samples being analysed following delays in shippin	g.	

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
	future eradication projects and long- term management efforts.		
	3.5. Translocation suitability plan produced by mid-2023 and completion of an iguana reintroduction to Grouper Cay by the end of the project.	3.5 Translocation planned for Aug 2023.	
3.1 Complete two iguana surveys across obtain relative abundance and age struct DPLUS055 to assess impact of the 2019	ure to compare against baselines from	Iguana surveys completed	Produce data and conclusions
3.2 Complete two annual iguana surveys against baselines from DPLUS055 to cor impacts.		Both iguana surveys completed. No significant changes in iguana abundance observed so far.Produce data a conclusions	
3.3 Complete boa monitoring to compare continue monitoring of development impa		Boa population surveyed in 2022. No significant changes in abundance observed so far.Produce dat conclusions	
3.4 Analyse iguana blood samples collect complex during DPLUS055 and the 2019 rodenticide level.		Blood samples analysed, and baseline established	Produce data and conclusions
3.5 Collect blood samples from a total of 30 iguanas per year and analyse blood samples to monitor rodenticide levels in iguanas against the 2019 baseline.		Bloods collected in 2020 and 2022 and being analysed	Produce data and conclusions
3.6 Write a peer-review paper outlining th recommendations for future eradications		Not planned for this reporting period	Draft paper
3.7 Produce a translocation plan for igua 2023, in light of the results from 3.1.	nas to Fort George and Grouper by mid-	Grouper Cay plan underway. No plans at Fort George due to risk or creating unregulated iguana feeding	Finalise translocation plan
3.8 Complete re-introduction of iguanas to Grouper Cay by end of project following translocation plan (Action 3.8).		First of two surveys for presence of cats on Grouper Cay carried out Carry out sec cats (July 20) complete pla	

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
			translocation (Aug 2023)
Output 4 Increased awareness of biodiversity, biosecurity and the impacts of invasive species resulting in improved/better managed tour & barge operator practices	<ul> <li>4.1. A questionnaire survey on basic biosecurity practices of 50% tour &amp; barge operators, including the biggest five, completed by end of project shows &gt;50% of those surveyed have adopted new practices after a targeted public awareness campaign delivered throughout the project.</li> <li>4.2. 'Iguana friendly' voluntary code of conduct developed and agreed by the Tourism Board by end 2023 and 10 tour operators and barge operators signup.</li> </ul>	<ul> <li>4.1 Partially achieved: Baseline survey developed but r engagement. End of project survey/assessment in developed</li> <li>4.2 One operator displaying Code of Conduct on their k of TC rock iguanas study produced, and materials developed messaging to hotel/tourism business stakeholders.</li> </ul>	elopment. poats. Economic benefits
	4.3. Up to five tour companies expressing interest in signing up to a TCI Government-approved accreditation scheme, with voluntary agreement by five hotels to use only accredited operators for their guests by end of project.	Partner for the accreditation following closure of Tourism Board. y y	
4.1 Design a questionnaire survey on ba on 50% tour/barge operators in TCI by e		collect data       Not planned this reporting period       Review existing questionnaire is fir purpose. Complet assessment of barge/tour operate biosecurity practice	
4.2 Develop an 'Iguana friendly' voluntary code-of-conduct with Tourism Board by end of 2023.		Code of Conduct is being taken up/accepted directly with private tour companies at present. "Official" backing not yet agreed.	Continue to try to embed with official tourist bodies

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period		
4.3 Produce biosecurity awareness materials and resources, promoting 'Iguana friendly' code-of-conduct by Year 2 Q4.		Materials continue to be distributed. Direct engagement at HMB/via social media	Provide further materials to tour/barge operators that sign up to code of conduct (activity 4.4)		
	4.4 Deliver a targeted awareness campaign to tour & barge operators through meetings, workshops and events encouraging adoption of voluntary code-of-conduct.		Continue targeted engagement of tour operators to sign up to code.		
4.5 Hold meetings to obtain voluntary ag using operators who are adopting the 'Ig end of the project.		Training delivered to staff at Grace Bay Hotels in Provo. Significant breakthrough to get 'in' with hotel group.Follow-up on train and get agreeme place.			
4.6 Write a report and present the results tour/barge operators and recommendation formalised accreditation scheme by the e	ons to TCI Government in respect to a	Not planned for this reporting period Write and present report			
Output 5 Project managed and monitored effectively	5.1 Project monitoring plan developed in first 3 months and reviewed every six months.       5.1 ongoing. To be reviewed in year 4.         5.2 Regular communication maintained between the team; quarterly skype       5.2 Project manager based on island effectively supports communication between UK/TCI RSPB staff.				
	calls and annual visits and reports from managers. 5.3 Annual face to face project meetings take action to address any challenges and maintain engagement of senior managers within project partners.	<ul> <li>5.3 RSPB director visit in Jan helped focused key project objectives –</li> <li>especially re: biosecurity awareness amongst government partners</li> </ul>			
		5.4 Reports to Darwin delivered on time. Reports from TCNT not needed regular communication between project partners reduces need for writter			

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period	
	5.4 Technical and financial reporting to RSPB and Darwin accurate and on time and to high standard.	reports from partners. San Diego continue to provide up communications/reports as required.	to date	
5.1 In Year 1 Q2 develop and agree project management tool to monitor imple		ongoing	Continue, hold Iguana partnership meeting early, Y3 Q1. Focus on actions needed for final year plus legacy.	
5.2 Quarterly conference calls for core project team to plan forthcoming work schedule and to update on progress and challenges		Project manager has maintained regular contact with project partners to guide project implementation needs for qua meetings as r		
5.3 Bi-annual internal (project team) technical and financial reporting to RSPB.		Reports provided annually. Regular communication         Continue           with TCNT coordinated by project manager as required.         Continue		
5.4 3 x annual meeting of project team ar prior to the spring fieldwork session (Mar sharing of data between all project partne	ch/April each year) for planning and	No specific project meeting held this year, but not required.	Annual meeting likely to crossover with end project review.	
		RSPB Director visit in Jan 23 in support of high-level engagement re: biosecurity (see activity 2.5)		
5.5 Mid-term evaluation with project team.		Completed March 22 (internal)	No action	
		Darwin mid-term review compiled and visit undertaken Feb 2023.		
5.6 Complete end of project review and evaluation with project team in YR4 Q3.		Not planned this reporting period	Complete review	

	Measurable Indicators	Means of verification	Important Assumptions
Impact The unique species and habitats of the T development benefits into the future.	Furks and Caicos Islands (TCI) are protected	d from invasive alien species and continue	to provide critical nature based national
Outcome Increased biosecurity capacity and stakeholder commitment to safeguard the endemic Turks & Caicos rock iguana and its natural habitats.	0.1. The 10-island Pine Cay complex remains cat- free and Big Ambergris Cay remains invasive- predator free throughout project and beyond, with rapid and effective responses delivered to invasive mammal incursions.	0.1.1. Quarterly biosecurity reports & incursion response reports for 10-island Pine Cay complex and Big Ambergris Cay	TCI Government continue to see importance of biosecurity to TCI's native wildlife and related industries. Tour operators and developers ready to engage in discussions about biosecurity.
	0.2. Improved capacity within TCI partners/stakeholders to lead biosecurity efforts collaboratively and independently by end of project	<ul> <li>0.2.1. TCI partner staff work plans include leading biosecurity efforts and stakeholder training.</li> <li>0.2.2. Repeated capacity assessment report against 2018 UK Government baseline.</li> <li>0.2.3. Cabinet paper to TCI Government for addressing biosecurity capacity gaps.</li> </ul>	The 10-island eradication project is successful at removing all invasive mammalian predators. The project is not affected by extreme weather events such as hurricanes. Private island management continue to engage with collaborative biosecurity efforts
	0.3. Increased biosecurity awareness shows greater compliance with biosecurity protocols from 10 tour operators using iguana islands by end 2023.	<ul> <li>0.3.1. Conservation management benefitting Iguanas implemented at Half Moon Bay</li> <li>0.3.2. MOU/agreement with Tourism Board for voluntary 'Iguana Friendly' code of conduct scheme</li> <li>0.3.3. Repeated assessment report of barge/tour operator biosecurity practices.</li> <li>0.3.4. Report to TCI Government with results of voluntary tour operator code of conduct outlining recommendations on formalising an accreditation scheme.</li> </ul>	The economic impact of the global covid-19 pandemic does not impact TCI Government's ability to engage

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

	0.4. Number of iguanas are stable or increasing against baseline, across the 10-island Pine Cay complex and Big Ambergris Cay throughout project, with an increase in range through one re-introduction by end of project.	<ul> <li>0.4.1. Report on iguana populations numbers.</li> <li>0.4.2. Translocation plan for Grouper Cay.</li> <li>0.4.3. Progress update report against IUCN SSC Species Action Plan for TCI rock iguana.</li> </ul>	
	0.5. Increased evidence of the benefits of invasive species eradication for iguanas, and regional recommendations for practitioners on multi-island eradications, and biosecurity for islands at high risk of reinvasion, produced by end of project.	0.5.1. Recommendations paper submitted to IUCN Iguana Specialist Group, Invasive Species Specialist Group and regional group.	
	0.6. A national biosecurity policy is endorsed by the TCI Government and national biosecurity legislation is drafted and submitted to Cabinet for approval, with the support of at least one Minister.	0.6.1 TCI Government National Biosecurity Policy document 0.6.2 Draft National Biosecurity Legislation & Cabinet submission statement	
Output 1 Improved site management of the 10- island Pine Cay complex and Big Ambergris Cay to enhance protection of endemic TCI rock iguana.	1.1. Biosecurity checks via a grid of rodent monitoring stations are completed on Big Ambergris Cay on a monthly basis throughout project with any rodent incursions responded to.	1.1.1 Records of biosecurity checks through quarterly datasheets, reports.	Private island owners remain committed to developing biosecurity. We believe this holds true as two have committed own funds and to being partners of this project.
	1.2. Quarterly rat baiting is implemented on Pine Cay throughout project as per a Pine Cay Rodent Control Plan.	1.2.1 Pine Cay Rodent Control Plan, Records of visits, datasheets, reports	It remains possible for project staff to access all of the islands. This currently holds true due to equipment purchased in DPLUS055.
	1.3. Rodent control initiated and enhanced at at least 2 priority pathway points (key departure points and barges) on Providenciales to reduce rodent incursion risk for Big Ambergris	1.3.1 Training materials, monitoring schedule, staff timesheets, data records.	Government agencies are committed to inputting and approving management plans.

	<ul> <li>Cay by end of project.</li> <li>1.4. A management plan is agreed and initiated by TCI partners for Half Moon Bay by end 2023.</li> <li>1.5. A management plan is drafted by TCI partners for Big Ambergris &amp; Little Ambergris Cay by end of project</li> <li>1.6. Mitigation measures in place to reduce the number of road kills of iguanas on Big Ambergris from the DPLUS055 baselines by the end of the project</li> </ul>	<ul> <li>1.4.1 Management plan signed off by TCI Government/TCNT council for Half Moon Bay.</li> <li>1.5.1 Agenda, stakeholder consultation report and draft management plan for Big Ambergris &amp; Little Ambergris Cay.</li> <li>1.6.1 Data and comparative reports to existing baselines on iguana road kills on Big Ambergris Cay.</li> <li>1.6.2 photos of road mortality mitigation measures.</li> </ul>	The key agencies are project partners and are fully supportive of the project.
Output 2 Improved biosecurity capacity within TCI partners to implement effective biosecurity management across the 10- island Pine Cay complex, Big Ambergris Cay and at a national level.	<ul> <li>2.1. Resources embedded within priority TCI partners/stakeholders through RSPB post to build dedicated biosecurity capacity by Mar 2021.</li> <li>2.2. Three TCI partners have strengthened biosecurity capacity by end of project.</li> <li>2.3. Commitment from at least one TCI partner to establish permanent biosecurity role(s) by 2023.</li> <li>2.4. TCNT owned institutional strengthening plan, which will include biosecurity, in place by Dec 2020 and strengthened institutional capacity by Dec 2021.</li> </ul>	<ul> <li>2.1.1 Staff in posts, contracts. Work programmes.</li> <li>2.2.1 Contracts for new staff, work programmes.</li> <li>2.3.1 Letter/MOU from TCI partner(s), biosecurity job description.</li> <li>2.4.1 Agenda for strengthening workshop; signed attendee list.</li> <li>2.4.2 Cabinet update paper on TCNT institutional strengthening plan; agenda and outcomes document from Strategic Operational Planning workshop.</li> </ul>	Successful recruitment of appropriate candidates. <i>TCI partners remain committed to</i> <i>addressing biosecurity capacity gaps,</i> <i>as demonstrated with hiring Biosecurity</i> <i>Officer for Pine Cay / Big Ambergris.</i> TCI Government continue to see importance of biosecurity to TCI's native wildlife and related industries.

	2.5. Training programme developed by end-2021 for staff working on Little Water Cay, Big Ambergris Cay and other priority iguana sites with 6 training courses delivered and 20 newly trained staff by 2023.	<ul> <li>2.5.1 Training materials, training programme schedules, attendance lists, feedback forms, photographs, biosecurity-inclusive work plans.</li> <li>2.5.2 Biosecurity code of practice (CoP) cabinet paper, cabinet meeting minutes approving CoP.</li> </ul>	
	2.6. the 2018 UK Government capacity needs assessment repeated at end of project to demonstrate training impact.	2.6.1. TCI biosecurity capacity assessment report.	
	2.7. A national biosecurity policy is drafted and submitted to Cabinet by end 2021	2.7.1 Biosecurity policy document, Cabinet paper	
	2.8. National biosecurity legislation is drafted and submitted to Cabinet for approval, with the support of at least one Minister, by the end of the project.	2.8.1 Biosecurity legislation document, Cabinet paper, briefings, Ministerial letter of support.	
	2.9. A green iguana rapid response volunteer team is established with three rapid response kits (Provo, Grand Turk, South Caicos) by the end of the project.	2.9.1 Signed volunteer agreements of green iguana rapid responders, photographs of rapid response kits 2.9.2 Reports of responses delivered to green iguana sightings within a database	
Output 3 Improved understanding of the ecological impacts of recent IAS eradication efforts, to inform effective future island restoration/ biosecurity	3.1. Regular field checks of the 10- island Pine Cay complex to confirm cat- free status throughout project and assess options for rodent control by end 2023.	3.1.1 Final technical report publication reviewing Pine Cay eradication project, Photographs	Islands are accessible by project team. Specialist group members (volunteers) willing to engage.
plans in TCI and across the region	3.2. Two datasets of iguana surveys from the 10-island Pine Cay complex	3.2.1 Iguana database owned by TCIG, reports	Appropriate consultant available for ecological assessment.

	<ul> <li>collected to monitor biological impact of the cat- and rat-eradication project delivered in 2023.</li> <li>3.3. Two datasets and data analysis of iguanas and boas on Big Ambergris Cay to monitor impacts of ongoing development activities.</li> <li>3.4. Establish a baseline blood analysis of rodenticide impact on iguanas in YR1 and monitor annually to determine toxin longevity in iguanas to inform future eradication projects and long-term management efforts.</li> <li>3.5. Translocation suitability plan produced by mid-2023 and completion of an iguana reintroduction to Grouper</li> </ul>	<ul> <li>3.3.1 Iguana &amp; boa databases; reports</li> <li>3.4.1 Report on blood analysis outlining management recommendations</li> <li>3.5.1 Plan document, photograph, iguana database, translocation report</li> </ul>	<ul> <li>Rat- and cat-free status of the 10-island Pine Cay complex is confirmed.</li> <li>An appropriate lab analysis of blood assays for rodenticide levels is available.</li> <li>We believe this will hold true as we have run some trail samples from DPLUS055 with a lab associated with the partners.</li> <li>Big Ambergris management remain supportive of the project and to continue commitment of co-funding. We believe this will hold true as they are listed as a partner on the project.</li> </ul>
Output 4 Increased awareness of biodiversity, biosecurity and the impacts of invasive species resulting in improved/better managed tour & barge operator practices	Cay by the end of the project. 4.1. A questionnaire survey on basic biosecurity practices of 50% tour & barge operators, including the biggest five, completed by end of project shows >50% of those surveyed have adopted new practices after a targeted public awareness campaign delivered throughout the project.	4.1.1 Questionnaire surveys, data analysis report. Posters, radio sessions, tv advertisements, Leaflets, photographs of meetings	Tour operators, barge operators and other stakeholders ready to engage in further discussions about biosecurity, demonstrated by attendance to 2019 iguana planning workshop. Tourism Board is in support of an accreditation scheme.
	4.2. 'Iguana friendly' voluntary code of conduct developed and agreed by the Tourism Board by end 2023 and 10 tour operators and barge operators signup.	4.2.1 Signed voluntary agreements, protocol for sign up to voluntary scheme.	There is interest from tour operators for adopting an iguana friendly code of conduct.
	4.3. Up to five tour companies expressing interest in signing up to a TCI Government-approved accreditation scheme, with voluntary agreement by five hotels to use only accredited operators for their guests by end of project.	4.3.1. Cabinet paper submitted with recommendations for accreditation scheme.	

		4.3.2. Records of interest from tour companies and hotel agreement letters/MoUs.	
Output 5 Project managed and monitored effectively	5.1 Project monitoring plan developed in first 3 months and reviewed every six months.	5.1 Monitoring plan and half yearly updates.	
	5.2 Regular communication maintained between the team; quarterly skype calls and annual visits and reports from managers.	5.2 Skype meeting minutes and project manager's reports.	
	5.3 Annual face to face project meetings take action to address any challenges and maintain engagement of senior managers within project partners.	5.3 Meeting action points completed, attendance list for annual meetings.	
Activition	5.4 Technical and financial reporting to RSPB and Darwin accurate and on time and to high standard.	5.4 Technical and financial reports and approval notes from Darwin.	

#### Activities Output 1

1.1 Rat control, Cat monitoring and incursion response plans for Little Water Cay and Pine Cay are prepared and implementation commenced by end 2021.

1.2 An assessment of (including proposed response to) rat re-invasion all sites in the 10-island Pine Cay complex by end 2023.

1.3 Biosecurity monitoring for rats is completed monthly across Big Ambergris Cay.

1.4 Rodent control established on the barges that service Big Ambergris Cay, by Year 3 Q4 and maintained throughout the project.

1.5 Rodent control established at the South Dock extension, the port that services Big Ambergris Cay, by end of project

1.6 Implement measures to improve conditions for iguanas at Half Moon Bay including Casuarina removal and greater engagement with tour companies with aim of better compliance with Iguana Code of Conduct

1.7 Facilitate a stakeholder workshop on the management of Half Moon Bay with key output of an agreed management plan, including biosecurity, by end 2023.

1.8 Facilitate a stakeholder consultation on the management of Big Ambergris Cay / Little Ambergris Cay with key output of a draft management plan, including biosecurity, by end 2023.

1.9 Signage installed, awareness materials circulated to homeowners and construction workers and vehicle speed restrictions enforced by Big Ambergris Cay management by end of the project.

#### Output 2

2.1 Recruit an experienced Biosecurity Officer in Year 1 by end March 2021 for 2 years to coordinate biosecurity efforts, training, staff development support and project delivery across Iguana Islands Partnership within TCI.

2.2 Three dedicated biosecurity roles to be established for Little Water Cay, Pine Cay and Big Ambergris Cay by Year 2 Q4 with at least one post maintained beyond the end of the project.

2.3 Facilitate workshop in Year 1 to establish an institutional strengthening plan for TCNT.

2.4 Progress drafting of national biosecurity policy by YR2 Q2 and submit to Cabinet by end 2022.

2.5 Progress drafting of national biosecurity legislation by YR2 Q4 and submit to Cabinet by the end of the project.

2.6 Produce biosecurity training materials and resources by end of 2021.

2.7 Develop biosecurity training programme and schedule by integrating into existing staff induction/training programmes for Iguana Islands partners by end of project.

2.8 Deliver six biosecurity training courses/workshops to 20 staff and volunteers from 10 partner and stakeholders organisations by end of project.

2.9 Establish a green iguana response network through training a volunteer response team and establishing three green iguana incursion response kits (Provo, Grand Turk & South Caicos) across the main inhabited islands in TCI by the end of project

2.10 In Year 3 and beyond the project, biosecurity training led by key DECR/TCNT/DoA staff for specialised roles across the Iguana Islands Partnership.

2.11 Complete a repeated biosecurity capacity needs assessment in Year 3 Q4 to assess improvements against UK Government 2019 and 2018 baseline reports.

2.12 Produce a biosecurity communications strategy and plan for the Dept of Agriculture by Year 3 Q4.

#### Output 3

3.1 Complete two iguana surveys across the 10-island Pine Cay complex to obtain relative abundance and age structure to compare against baselines from DPLUS055 to assess impact of the 2019 eradication effort.

3.2 Complete two annual iguana surveys on Big Ambergris Cay to compare against baselines from DPLUS055 to continue monitoring of development impacts.

3.3 Complete boa monitoring to compare against baselines from DPLUS055 to continue monitoring of development impacts.

3.4 Analyse iguana blood samples collected in 2019 from the 10-island Pine Cay complex during DPLUS055 and the 2019 eradication effort for a baseline rodenticide level.

3.5 Collect blood samples from a total of 30 iguanas per year and analyse blood samples to monitor rodenticide levels in iguanas against the 2019 baseline.

3.6 Write a peer-review paper outlining the rodenticide results and recommendations for future eradications on islands with iguanas present.

3.7 Produce a translocation plan for iguanas to Fort George and Grouper by mid-2023, in light of the results from 3.1.

3.8 Complete re-introduction of iguanas to Grouper Cay by end of project following translocation plan (Action 3.9).

#### Output 4

4.1. Design a questionnaire survey on basic biosecurity practices and collect data on 50% tour/barge operators in TCI by end of the project.

4.2. Develop an 'Iguana friendly' voluntary code-of-conduct with Tourism Board by end of 2023.

4.3. Produce biosecurity awareness materials and resources, promoting 'Iguana friendly' code-of-conduct by Year 2 Q4.

4.4. Deliver a targeted awareness campaign to tour & barge operators through meetings, workshops and events encouraging adoption of voluntary code-of-conduct.4.5. Hold meetings to obtain voluntary agreements from five hotels in TCI on only using operators who are adopting the 'Iguana friendly' code-of-conduct by the end of

the project.

4.6. Write a report and present the results of the biosecurity awareness of tour/barge operators and recommendations to TCI Government in respect to a formalised accreditation scheme by the end of the project.

#### Output 5

5.1 In Year 1 Q2 develop and agree project monitoring plan and use it as a project management tool to monitor implementation progress.

5.2 Quarterly conference calls for core project team to plan forthcoming work schedule and to update on progress and challenges

5.3 Bi-annual internal (project team) technical and financial reporting to RSPB.

5.4 3 x annual meeting of project team and management (preferably in TCI) just prior to the spring fieldwork session (March/April each year) for planning and sharing of data between all project partners from subsequent years.
5.5 Mid-term evaluation with project team.

5.6 Complete end of project review and evaluation with project team in YR4 Q3.

#### **Annex 3: Standard Indicators**

N/A We will look to incorporate the standard indicators the next time we review our logframe

#### Table 1Project 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

#### Table 2Publications

Title	<b>Type</b> (e.g. journals, manual, CDs)	<b>Detail</b> (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 <b>correct template</b> (checking fund, type of report (i.e. Annual or Final), and year) and <b>deleted the blue</b> <b>guidance text</b> before submission?	
Is the report less than 10MB? If so, please email to <u>BCF-Reports@niras.com</u> putting the project number in the Subject line.	
Is your report more than 10MB? If so, please discuss with <u>BCF-Reports@niras.com</u> 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.	
<b>Do you have hard copies of material you need to submit with the report?</b> 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.	