



Darwin Initiative Annual Report

Important note:

To be completed with reference to the Reporting Guidance Notes for Project Leaders: it is expected that this report will be about 10 pages in length, excluding annexes



Submission Deadline: 30 April 2011

1. Darwin Project Information

Project Reference	19-019
Project Title	Integration of the Batwa cultural values in the management of the protected areas of Bwindi, Semliki and Mgahinga
Host Country	Uganda
UK contract holder institution	Fauna & Flora International
Host country partner institutions	Fauna & Flora International Uganda
Other partner institutions	Uganda Wildlife Authority (UWA) United Organization of Batwa Development in Uganda (UOBDU) Institute of Tropical Forest Conservation (ITFC)
Darwin Grant Value	£ 289,779
Start/end dates of project	April 2012- March 2015
Reporting period (e.g. Apr 2010 – Mar 2011) and number (e.g. Annual Report 1, 2, 3)	April 2012- March 2013, Annual Report 1
Project Leader name	Arthur Mugisha (PhD)
Project website	www.fauna-flora.org
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2. Project Background

The Albertine Rift, amongst the world's most bio-diverse regions, contains more vertebrate and endemic vertebrate species than any comparable region on mainland Africa, including the iconic mountain gorilla (*Gorilla gorilla beringei*). Its forests provide critical ecosystem services, especially water, to tens of thousands of farmers and fishermen. In 1991, the Government of Uganda gazetted four national parks to protect these values. Bwindi Impenetrable and Mgahinga Gorilla national parks have since been inscribed as World Heritage Sites for biodiversity and landscape values.

The Batwa are indigenous forest peoples who inhabited the forests of Semliki, Bwindi and Mgahinga in the biodiversity-rich Albertine region of south western Uganda. Following the gazettment of these two forests into National Parks, the Batwa were evicted from the forests and no resettlement was done. Park gazettment severely restricted access to the forests, generating conflict and weakened support for the protected areas. Batwa were specially disadvantaged as the forest was the basis of their livelihood and the practices that defined their ethnic identity. Separating the Batwa from their forests weakened their values and connections to the forest, greatly threatening the basis of their engagement in conservation.

The Darwin Initiative funded Batwa Cultural Values Project seeks to raise the management effectiveness and conservation status in the three national parks through increased incentives through negotiated access to cultural sites, improved livelihood of the Batwa for their active engagement in park management and improved relations between *them* and the Park's management. This will be through practical activities as well as the promotion of recognition of *Batwa* values and institutions.

3. Project Partnerships

Fauna & Flora International (FFI) is an international conservation organisation headquartered in Cambridge, United Kingdom, with conservation programs in over 140 countries all over the world. Uganda is one of the countries where FFI has established country offices. Fauna & Flora International Uganda office is responsible for the day today management of the Darwin Initiatives' funded project "Integration of the Batwa cultural values in the management of the protected areas of Bwindi, Semliki and Mgahinga", locally known as the Batwa Cultural Values Project (BCVP). The country office team is headed by the country representative Dr. Arthur Mugisha who is responsible for the overall country

program development. A Senior Project Manager, Ms Pamela Wairagala is responsible for the planning and implementation of the BCVP on a full time basis. Pamela reports to Dr. Mugisha. The finance and Administrative officer, Ms Stella Ajilong is responsible for the finance and administrative issues of the country program and provides technical support in the production of financial reports and monitoring expenditures according to the project budgets and planned activities. The senior Project Manager works closely with the field coordinators who are responsible for the implementation of the activities. Each of the three sites has a field coordinator, responsible for identifying the activities to be planned and implemented. The coordinators liaise with the project partners to ensure that the activities planned are in line with the partners' organisations mandates for easier implementation and long-term sustainability.

In Cambridge, the FFI regional director for Africa Dr. Rob Brett oversees the implementation of the BCVP. The Director Cultural Values and Conservation Program, Dr. Mark Infield, provides technical support to the Ugandan based team in the planning and implementation of the project. These two offices are supported by the African Coordinator – Bruce Liggitt, Park Management Advisor, Livelihoods Governance Advisor and the finance team to ensure that the project is fully internalised and coordinated within the FFI global program.

Over the past year, FFI has closely worked with the FFI Uganda team and project partners. The Project partners include; the United Organisation for the Batwa Development in Uganda (UOBDU), which is the main civil society umbrella organisation of the Batwa in Uganda. Based in Kisoro, UOBDU has worked with Batwa since its inception 12 years ago. As project partners, they provided valuable information to the project and shared their lessons and experience working with Batwa on which we built the project plans. They played a key role in undertaking cultural analysis by mobilising Batwa and contributing to the methods used to collect and suggesting key informants and players in the project implementation. They provided support to the Batwa in appreciating the purpose and objectives of the project and hence owning it and to embrace activities related to their capacity building such as training in adult literacy. Another key partner is the Institute for Tropical Forest Conservation (ITFC). Based in Bwindi forest, the Institute has played host to a number of project activities. It's at the ITFC premises that we have undertaken most of the project's planning meetings and it is them that hosted the two project implementation committee meetings. The Institute took a lead role in the design of the monitoring and evaluation plan through undertaking action oriented research to collate baseline data. They championed the establishment of the joint park ranger-Batwa monitoring units. Two staff were assigned to the project. Another key partner was Uganda Wildlife Authority (UWA). Represented by the management of the three project site protected areas, UWA assigned its staff i.e. community conservation wardens and rangers to work as part of the project team. The Conservation Area Manager agreed to chair the project implementation committee, thereby playing a key role in ensuring a coordinated implementation among the key partners. These roles and responsibilities of key partners were as initially designed and they helped to ensure professionally guided and strategically implemented project activities. The Cultural Values and Conservation Director Dr. Infield based in Cambridge has made two extensive field trips; one at the time of the project inception and another one towards the end of the first year. Several Skype calls, briefing emails between Cambridge and Kampala have been used to ensure coordinated and well supervised BCVP implementation.

In Uganda, the Senior Project Manager has had a 'hands-on' supervision with the field teams. Through quarterly planning meetings, special event workshops, consultative meetings, emails, telephone calls and routine supervisory field visits to the three project areas; the project implementation has benefited from this all inclusive consultative implementation approach. Interaction with the project partners and beneficiaries has been very instrumental in guiding the execution of project activities in line with the set project objectives and goal. To ensure effective project coordination among the key project partners; UOBDU, ITFC and UWA, we deemed it necessary to institute a project implementation committee (PIC) whose terms of reference are annexed to this report (**Annex 4.5**). The PIC has met twice over the year and has provided invaluable guidance to the planning and implementation of the BCVP over the year. The PIC is chaired by the Conservation Area Manager of the Bwindi- Mgahinga Conservation Area, who is a senior staff of UWA.

Other Collaboration - We have been privileged to collaborate with the Jane Goodall Institute (JGI), who are implementing a Darwin Initiative funded project, "Research to Policy; Building Capacity for Conservation through Poverty Alleviation" in partnership with the ITFC, which is also our partner. We are negotiating an understanding under which we could be able to share data from the projects and undertake joint publications. Also, we have been sharing our reports with the Department for International Development (DFID) in Kampala as well as the Convention for Biological Diversity (CBD) focal point of Uganda – the National Environment Management Authority (NEMA).

Park managers from the project sites as well as project staff also comprise of a management committee which meets quarterly to discuss project implementation at all the sites where the cultural values and conservation approach is being implemented. These meetings are used as a forum to discuss the progress of integration of the cultural values into park management as well as streamline specific

activities at the particular sites into day-to-day park activities. Minutes from two of the meetings held are annexed to this report. (**Annex 4.3 & 4.4**)

4. Project Progress

4.1 Progress in carrying out project activities

Output 1; Batwa values and institutions are integrated into park governance structures, policies, plans, processes and day-to-day management actions

Means of verification;

- 1a. Written policy documents issued by UWA and 3 national parks
- 1b. Documents detailing and describing governance of 3 national parks
- 1c. Operational Management Plans of 4 national parks

Activities implemented in the past one year;

1.1 Batwa CSO and UWA cultural values training

After careful training needs assessment targeting the Batwa and the relevant civil society organisations (CSO), training commenced both at field and policy level. Four training workshops were conducted for both senior and junior staff of the Uganda Wildlife Authority as well as Batwa representatives to promote their understanding of the cultural values and conservation approach, with specific reference to the Batwa cultural values. The following were the workshops that were conducted;

- a) One day training for 10 Senior staff and the UWA planning unit in Bwindi
- b) One day training for 20 participants comprising of park staff and Batwa representatives in Semliki to prepare them for the negotiation process
- c) One day training for 15 junior park staff in Semliki
- d) One day training for 11 CSO and junior park staff

Developing training materials in culture and conservation – the project team designed and produced training materials with technical information on cultural values and conservation targeting the different categories of participants, i.e. UWA staff and the illiterate and semi-illiterate Batwa. Materials produced included training manuals, smiley charts as well as interactive roll plays for the participants.

Undertaking Joint training course for CSO and UWA staff - a learning workshop was organised for 11 park staff and representatives of Community Based Organizations (CBOs)/CSO involved in CVC to share experiences at the different cultural sites. Batwa institutional representatives attended the workshop whose main objective was to equip the CBOs/CSO and UWA staff working in the different project areas with knowledge of the CVC concept. Specifically, the workshop aimed at achieving the following;

- a. To identify the role of the community and the different stakeholders towards conservation.
- b. Strengthen awareness about cultural values approach to conservation.
- c. To understand the relationship between culture, conservation and the local people.
- d. Improve relations between communities and park management Authorities.
- e. To generate awareness and interest in cultural tourism by communities.
- f. Share experiences of how the CVC concept has been applied in the different areas

Participants also had an opportunity to visit the indigenous Ankole herd, a tangible cultural value that links the *Bahima* people to the landscape which comprises of Lake Mburo National Park. They also visited the proposed site for the *Enyembwa* (beautiful cow) centre, a living museum of the Ankole cow and its culture. Training report is annexed as **annex 3.1**

Training in gender and social equity – although this activity had been planned, during the training needs assessment, it did not prominently feature. We therefore decided to take it on as a cross-cutting theme in all the project activities as we continue to understand its relevance and impacts. To this end, participation of women and youths in project activities have been emphasized and promoted.

Batwa CSO trainings -Training sessions have been organized for Batwa CSOs in cultural values, negotiation skills, and basic organization leadership. Training sessions have been conducted based on a training needs assessment.

1.2 Participatory identification of key Batwa values in nature and the parks

Project partners led by Batwa elders, ITFC, park and UOBDU staff conducted a number of visits into the different project sites to identify key Batwa values both inside and surrounding the protected areas. Specifically the following activities were conducted in Yr.1.

Development of cultural assessment methods - ITFC led the development of tools and methods that were used to conduct cultural assessment around the three parks. The tools and methods developed include questionnaires, focus group discussion guides as well as key informant interviews. These tools and methods were tested, discussed and refined before we embarked on a full field exercise that actively involved the Batwa communities and protected areas managers.

Undertake participatory processes to identify key Batwa values in nature and the 3 parks - Batwa values in the three parks were identified through participatory field work led by the Batwa. Project and park staff participated in visits to the forests in the three project areas, verification of the 3D maps as well as focus group discussions and key informant interviews with Batwa elders. In Bwindi and Mgahinga the field work was planned in such a manner that there was verification of the 3D maps, which had been developed as part of an earlier project under UOBDU and depicted the Batwa understanding of the cultural landscape of the Bwindi and Mgahinga National Parks. The exercise resulted in 3 dimensional map models of the two parks with all the significant features and their cultural meanings as defined by Batwa. The cultural assessment exercise used these maps as guiding tools and also verified their construction. In Semliki National Park, where 3D maps had not been developed because the UOBDU project was not working there, a similar excursion led by Batwa elders and building on the earlier cultural analysis exercise, resulted in the identification of Batwa values in Semliki. Values identified during the excursion included places like burial grounds, which were and still are an important part in naming Batwa children, medicinal plants and sites where cultural practices such as circumcision and culture galas were undertaken. Spiritual sites and important places as food sources were also identified. These sites were geo-referenced using GPS units and a map showing the locations of these sites has been developed through the Park's management. Reports from these two activities are annexed as **annexes 5.2, 5.3 & 5.4**)

Cultural values analysis report prepared and shared - Cultural values analysis reports detailing the findings from the fieldwork in the three project sites were prepared and shared with the project partners. The two reports will be merged and published at the beginning of the second year.

Identification of cultural values for negotiation to be integrated in the management of 3 parks - Various values were identified following the field work in the 3 parks. In Bwindi and Mgahinga national parks, the process of developing the management plans is still on-going. However, the project engaged the UWA planning unit and Batwa elders to identify cultural values in the 2 parks and these were incorporated in the draft management plans. In Semliki National park, the negotiation process has started between Batwa representatives and park management. Negotiations will among others focus on access to and management of sites and values identified during the cultural values assessment.

Revision of park management plans and policies to reflect Batwa values - The first year of the project coincided with the process of developing the 10- year general management plans for Bwindi and Mgahinga national parks as the old one had expired. The general management planning process is an elaborate consultative one, involving stakeholders at different levels. However, by the time of the project start, the consultations at the community level had been conducted and owing to the marginalized position of the Batwa in society, they had not been involved in the consultative process. The project however engaged UWA and the planning team and they accepted to backtrack on their process and sought the views of the Batwa. As part of the process to share their values with the planning unit, Batwa elders led them into the forests of Bwindi where various values were identified. Following this engagement, Batwa cultural values were integrated into the draft management plans of BMCA and we anticipate that these values will still be in the final general management plan. In Semliki, the general management plan provides consideration of the cultural values of the neighboring communities. However, due to lack of appreciation and technical support, these provisions in the plan had not been operationalized. The project engaged the park management and it was agreed that the recognition of cultural values, with respect to those of the Batwa be considered. This has resulted in regular interaction between the park management and the Batwa and implementation of joint activities such as the reconnaissance visit into the park to identify Batwa values and well as the ongoing negotiations on how to integrate them in the management of the Park.

Site and resource access management planning - Site and resource access management planning has started in Semliki national park with negotiations between park management and the Batwa. To

support this activity further, training in negotiation skills will be conducted in Bwindi and Mgahinga national parks when the management planning process is completed.

Output 2; Batwa, Park staff and park governance institutions represent and communicate their interest, perspectives and values effectively to each other.

Introduction - To realise this output, we have to mentor the Batwa people to be confident and proud about who they are. This will be achieved through equipping Batwa with skills that allow them to engage in decision making and governance as well as economically empowering processes. Skills such as the ability to have basic reading and writing skills and also be able to understand and use numerals in their daily lives are important. We also had to empower them to express themselves during meetings. In addition, we have to assist Batwa partners and stakeholders such as UWA to over-come the prejudice about Batwa and begin to respect them as knowledgeable and useful stakeholders in the management of the Parks.

Means of verification;

- 2a. Batwa language communication materials
- 2b. Minutes of local government and Project Implementation Committee meetings and records of other relevant events
- 2c. Minutes of local government meetings

Activities implemented;

Training needs assessments for Batwa CSOs and UWA staff - Three consultative sessions were conducted to identify training needs among the Batwa CSOs. The sessions were conducted for each of the three project areas. Areas of training identified by the Batwa CSO representatives include basic literacy, enterprise development and management as well as training in specific enterprise initiatives such as bee keeping, tourism and guiding etc. The BCVP training plan is attached as **annex 3.1**

Conducted functional literacy programme for Batwa communities and CSO staff - Functional adult literacy (FAL) classes were conducted for 143 learners over a period of two months at all the project sites. As per the government guidelines on FAL, a maximum of 6 contact hours have been provided weekly for each group, divided into 2 or 3 week days, depending on the agreement between the Batwa and their trainers. Trainers were sourced from the respective project areas to ensure understanding of the local language, challenges as well as aspirations of the Batwa in those areas. Terms of reference were developed for the trainers and the following were their responsibilities and expected outputs.

1. Use government approved FAL tools and materials, as per the government guidelines to facilitate active engagement of the learners in the learning process
2. Mentor and support Batwa to learn
3. Draw a timetable agreeable to Batwa and follow it to the letter
4. Provide an appropriate learning environment for the Batwa
5. Make routine recommendations, based on the interaction with the Batwa, on how they could be empowered further

To support the government approved materials, the project, in consultation with the Batwa learners and their trainers, produced training materials translated into the local languages used in the respective areas. Materials produced included illustrated alphabet charts as well as illustrated charts with specific messages on sanitation and hygiene, a major challenge in Batwa communities. (Project training materials are attached as **annexes 6.1, 6.2 & 6.3**).

Negotiation skills training for Batwa CSO and UWA staff - A one-day negotiation skills training was conducted for 20 participants in Semliki national park. Participants comprised of representatives of Batwa CSO, UWA staff and a local government representative. The training was facilitated by FFI staff and aimed at equipping the participants with the necessary skills to enable them conduct a successful negotiation process. The negotiation training manual is attached as **annex 3.2**

Basic skills in organizational management training for Batwa CSO staff -The project engaged the District Community Development Officers in two of the project areas; Bwindi and Mgahinga to conduct training for the leadership of the CSOs in basic skills in organizational management. The training was conducted over one day for each of the project areas and was attended by a total of 36 participants, who also are the leadership of the groups formed in the respective communities to implement the small enterprises. The training therefore also covered areas like effective group and enterprise management.

Communicating conservation messages in Batwa languages and communicating Batwa language messages to park staff - A one-day message development workshop was conducted for 35 Batwa CSO representatives from the three project sites. Facilitated by FFI and UWA staff, the training workshop

covered aspects of governance as well as the role and importance of communication, tools and channels for dissemination of communication messages as well as message development. The participants developed messages in regard to their relation with the forests, their culture and role in conservation with special emphasis on integrating perspectives and positions on women and youth. Target audiences for these messages were identified as well as the tools and channels that will be used. Unfortunately, contrary to the original plan to develop and disseminate messages in Rutwa (Batwa language), it was found that the language is almost extinct as the Batwa have taken on the languages of the dominant communities where they have settled. It was therefore proposed and agreed to by the Batwa representatives that the more commonly used languages in the respective areas be used. They also proposed that common Rutwa words be incorporated to promote the use of their language. A consultative workshop will be held with representatives from the three project sites to translate the messages into the respective languages used in those areas and then the communication materials will be developed and awareness conducted amongst Batwa communities. This will be done at the beginning of Yr.2.

Mentoring programme for champions of Batwa values -This activity was scheduled to take place in year 1, but was not kick-started owing to absence of appropriate individuals to act as mentors. Individuals to act as mentors have been identified through the function adult literacy classes and in preparation for implementation of potential viable enterprises in the different communities.

Batwa participation in park management and project implementation meetings - The project has promoted the design and implementation of joint activities such as training/ learning workshops, field visits as well as meetings, where park staff and governance institutions as well as the Batwa representatives have been availed a platform to effectively express their views to each other. This has promoted better understanding and respect between the various institutions of the cultural values, beliefs and interests of the other party. The PIC, which sits bi-annually co-opted two Batwa representatives on a rotational basis to avail an opportunity for representation of the different project areas. This was decided at the 1st PIC meeting and was effected at the 2nd PIC. It is believed that Batwa representation on the PIC will provide them with an additional platform to effectively communicate their views to the project as well as for them to keep abreast of the project implementation process and progress. (Minutes of the 1st and 2nd PIC meetings are attached as **annexes 4.1 & 4.2**)

Output 3; Batwa are actively engaged in Park, tourism and community enterprises and initiatives drawing on their forest-related knowledge and values.

Introduction – this output will be realised after the Batwa are supported to gain confidence and UWA and other stakeholders overcome their mind-set of negative attitudes towards the Batwa.

Means of verification;

- 3a. Employment records of 3 national parks
- 3b. Social survey reports using qualitative and quantitative methods compared against baseline; key informant interviews
- 3c. Interviews with conservation related local employers and Batwa

Activities implemented in the past year;

Assessing Batwa values and indigenous knowledge - Assessment of Batwa values and indigenous knowledge was conducted during activities such as the participatory assessment of Batwa values in the parks, training needs assessment and also during the meetings held between the Batwa CSOs, park management and project staff. Besides the Batwa values earlier reported on, the various interactions have highlighted Batwa indigenous knowledge in areas such as bee keeping, crafts making, forest knowledge, guiding as well as wildlife monitoring.

Integrating indigenous Batwa and scientific knowledge - The project has initiated dialogue with UWA to integrate the indigenous Batwa knowledge in their science based operations especially ranger-based monitoring and evaluation. Batwa individuals with indigenous knowledge in areas like wildlife monitoring and medicinal plants have been identified and will be enrolled to work with UWA staff as part of the park ranger- Batwa monitoring units as well as in establishing enterprises based on Batwa indigenous knowledge in medicinal plants. The Project lobbied the management of the Parks and 11 Batwa were taken on as Parks employees in different capacities.

Batwa communicating impact of integrating Batwa values – Being in the 1st year of project implementation, there are not yet impacts of integrating Batwa values in the management of the Park to communicate.

Establish a small grants facility – We held three meetings with representatives at the three project sites to assess and ascertain the current level of enterprise development in the different areas with different Batwa supporters, identify the existing gaps as well as how best they can be addressed as a means of promoting Batwa involvement in park, tourism and community enterprises. Enterprises like bee keeping, tourism development and guiding; making of hand crafts; music, dance and drama as well as animal and crop husbandry were identified as being of interest to the Batwa. Lack of capital and skills were identified as the major gaps that existed among the communities that had hindered successful implementation of previous efforts. Batwa also identified lack of formal education qualifications as a hindrance to gaining employment with the park. From this interaction, guidelines were developed on how the enterprise development facility would be operationalized. Village Savings and Loans Associations (VSLA) were identified as a key vehicle to achieving economic development and empowerment among the Batwa communities. The project has therefore supported the formation of 11 of these groups in the various communities. Constitutions have jointly been drafted for some of the communities and one of the groups has been registered with the Kisoro district local government as a CBO. This will enable them have access to government programs in poverty alleviation and training among others. The project will support all the groups to register with the respective local governments to boost the support provided by the project through access to training and funds for community development initiatives. Guidelines for the implementation of the small enterprises are attached as **annex 6.4**.

Batwa and private sector forums to explore opportunities for partnerships - A one-day workshop was organized for and attracted 31 Batwa stakeholders from the private sector especially the hospitality industry, UWA, the civil society as well as Batwa representatives from around Bwindi and Mgahinga National Parks. The workshop was facilitated by a Business management consultant and the workshop aimed at engaging private sector players to achieve the following objectives;

1. To create awareness among the private sector and garner their support in developing Batwa enterprises
2. Identify and discuss possible viable enterprises to readily benefit Batwa community around the Bwindi Mgahinga Conservation Area (BMCA)
3. Identify potential trainers for the various enterprise development initiatives to be undertaken by the Batwa

The workshop was successful as participants from the hospitality industry expressed interest in procuring goods like crafts and vegetables and services like music, dance and drama from the Batwa. Other hospitality industry players were keen on engaging the Batwa to jointly design and manage trails where the Batwa culture would be exhibited through forest excursions. UWA was keen on working with the Batwa as well as the private sector players to develop tourism packages as well as the required training. The training report is attached as **annex 5.1**.

Training for capacities in high demand within Batwa communities - During the past year, identification of skills in high demand within Batwa communities was conducted through conducting a training needs assessment among the Batwa communities as well as interaction with CSOs and other stakeholders that have worked with Batwa. Training will commence in second year.

Establishing joint Park Ranger-Batwa Monitoring Units - Batwa representatives have been identified, trained and recruited to constitute the park ranger- Batwa monitoring units. The teams have participated in reviewing the data collection tools that will be used to monitor and evaluate the project. The Batwa have been recruited based on their indigenous knowledge and it is hoped that this will be transferred to the park rangers during the course of the project.

Output 4; Cultural values approach practitioners working in Uganda network to share experiences, help evolve good practice and contribute towards project evolution and implementation.

Introduction – this output will be realised at a national level. We are at present making ground work preparations to launch into the main conservation mainstream to promote a cultural values approach

Means of Verification

- 4a. Cross site visits reports
- 4b. Learning workshop reports
- 4c. Best practice guidelines publication
- 4d. Internet use records and reports from practitioners

Activities implemented over the past year;

Inter-park exchanges for Batwa CSO and park staff - One cross site visit was organized for the 8 Batwa representatives and park staff from Semliki to the two other project sites, i.e. Bwindi and Mgahinga National Parks. The visit was to among others provide exposure to the participants of the cultural values in the two other project sites and how these are being harnessed for conversation. During the visit to Mgahinga, the Semliki group visited the Batwa trail, a tourism initiative between the Uganda Wildlife Authority and the Batwa whose proceeds are shared between the two institutions. This provided lessons for the Semliki group who are keen to develop a Batwa forest initiative as one of the avenues of engaging with the park, sharing their cultural values with the outside world but also as an income generating activity.

Setting up and facilitating experience-sharing email-group of practitioners – Key partners have been identified and drafted into a Batwa stakeholder’s forum. A biannual bulletin is being produced and FFI is on the editorial board. Email has been used to share reports and updates as well as any other information about the cultural values and conservation approach with partners and other stakeholders. A formal interactive platform has not yet been established.

Output 5; Impacts of cultural values approaches to Batwa / Park relations are monitored, evaluated and findings shared locally, nationally and internationally.

Means of verification;

- 5a. Baseline survey report
- 5b. Project M&E protocols
- 5c. PETT reports

Activities implemented over the last year;

Monitoring project impact on *Batwa* communities and park management effectiveness

Establish a baseline data - The baseline survey process comprised of the following activities;

Cultural values assessment - A Batwa cultural values assessment was conducted in the three project areas to among others ascertain the values that the Batwa considered important and why, the relationship between Park staff and management on one hand and the Batwa on the other, nature, causes and frequency of conflicts between park management and the local communities, including both Batwa and non- Batwa among others. The assessment comprised of field visits, interviews with park staff, Batwa representatives, literature reviews as well as Focus group discussions in various Batwa communities. A Batwa cultural values assessment report was produced and is annexed to this report as **annex 5.3**.

Participatory 3D map verification - Also as part of the baseline survey process, the project research team conducted both office based and field visits to various locations within the parks to verify the existence and also ascertain the condition of the various sites that the Batwa deemed culturally important to them. In Semliki, a similar reconnaissance was conducted with Batwa elders and a map with GPS locations of the cultural values located in the forest was developed.

Development of the project M&E protocols

Two workshops were organized for the project partners as part of the process to develop the project M&E tools;

Review the baseline report and draft the M&E protocols - A one-day workshop was convened for 30 participants, comprising of project partners and representatives of the project beneficiaries to review the baseline survey report and draft the monitoring and evaluation protocols. A Monitoring and Evaluation consultant was hired to guide the participants on the development of the M&E protocols. The joint participation in the development of the protocols was to ensure clear understanding of the role of monitoring and evaluation as well as the specific role of each partner institution in ensuring that the project purpose and goal are achieved.

During the M&E workshop, generic Protected Area Effectiveness Tracking Tool (PETT) forms were reviewed and it was agreed that integration of PETT into UWA’s research component be spearheaded at the UWA headquarters. This has however not been implemented as expected during the past year and will be done during the second year.

Review and pre-test the M&E protocols - This one-day workshop brought together 32 project partners and beneficiaries to review and pre-test the draft M&E tools that were developed by the research time. The participants comprised of individuals who would make up the park ranger- Batwa monitoring units who will be responsible for the routine data collection at the various project sites, senior park staff from

the Research department as well as other project partners. Final copies of the M&E protocols are attached as **annexes 7.1, 7.2 & 7.3**

Field pre-testing and data collection - During a three day field trip, the research team pre-tested the protocols in Semliki National Park. The report is being analysed and results will be used to fine tune the M&E tools.

Communicating cultural values approach impacts - We shared lessons learned about culture and conservation approaches at local and national audiences through public meetings and events. During the past one year, the project invited and travelled with a television crew and journalist from the leading media house in the country, Nation Media Group to visit various project sites. The team travelled to two of the three project sites and covered activities such as training of park staff on cultural values and conservation, review and pre-testing of the M&E protocols as well as the Functional Adult Literacy classes. The team also visited and filmed the Batwa trail, an initiative of UWA, Batwa and other stakeholders to engage Batwa in tourism, based on their forest knowledge and conducted interviews with Batwa, UWA, project partners and staff. Following that trip, Batwa cultural values and related project activities received coverage over three consecutive days, as features, during Prime News. The three news items are available online on;

<https://www.youtube.com/watch?v=O4EtWrJiyto>

<http://www.youtube.com/watch?v=IiyindrE6ahY&feature=youtu.be>

<https://www.youtube.com/watch?v=qW7BetPL9JA>

Project advisory and implementation committees - A project implementation committee (PIC) comprised of the project partners and representatives of the project beneficiaries was formed to guide the implementation and guidance of the project. The PIC is chaired by the Chief Area Manager of BMCA-UWA and meets bi-annually. The PIC met twice during the past one year. Meetings have also been conducted at the different project sites to streamline the planning and implementation of the projects. The meetings at the project sites are convened between the FFI team which provides technical guidance and the implementing partners at the various sites.

4.2 Progress towards project outputs

Output 1; Batwa values and institutions are integrated into park governance structures, policies, plans, processes and day-to-day management actions.

Policy formulation at the park level at the three project sites has taken into consideration Batwa values and their role in promoting park management effectiveness. The process of formulating the General Management plans for Bwindi and Mgahinga National Parks took into consideration the need to integrate Batwa cultural values. In Semliki, the existing management plan takes into consideration the cultural values of the Batwa; however this had for long not been operationalized. Following the project's intervention, now negotiations are underway between the Park management and the Batwa in Semliki National Park to operationalize and agree on management of the various sites and resources that are of cultural importance to the Batwa. It is most likely that by the close of the project the Batwa cultural values will be fully recognised and well integrated in the management of the Parks. At the UWA headquarters engagement with the planning unit has raised the understanding of the need to consider the Batwa cultural values in planning and management of the Parks. An evaluation conducted at the end of the interaction between park officials and Batwa elders indicated the importance of recognizing and incorporating Batwa cultural values as a tool for effective park management (Annex 5.5)

Output 2; Batwa, Park staff and park governance institutions represent and communicate their interest, perspective's and values effectively to each other.

Interaction of both Batwa and park staff has been encouraged in the activities/ meetings conducted as part of the project. Batwa representatives were incorporated and attended the second Project Implementation committee (PIC), which sits bi-annually and their input was considered during decision making and planning for project activities. Unfortunately, owing to the nature and size of the PIC (two representatives from the partner organizations) as well the restricted funds available, not many Batwa representatives could be co-opted for all the communities of the project areas. The Batwa are gaining more confidence and courage to air out their concerns. The relevant institutions to further champion their cause – the CSO still need more capacity building support. By the close of the project, more than 80% of this output will have been achieved.

Output 3; Batwa are actively engaged in Park, tourism and community enterprises and initiatives drawing on their forest- related knowledge and values.

A total of 11 groups have been formed within the Batwa communities where the project is working and these have been supported to identify small enterprise development initiatives to be undertaken as well as form village saving and loan associations (VSLAs), to promote savings and access to credit facilities to boost enterprise development.

The project has established linkages between Batwa enterprises with private sector players mainly from the hospitality industry around the parks. This will assist in providing markets for Batwa products and services to ensure sustainability.

In an affirmative action move as a result of the project's intervention, UWA recruited 11 Batwa as porters in Bwindi National Park. It is worth noting that a wide skills gap still exists between UWA's formal minimum qualification requirements and what the Batwa have. Emphasis is therefore being put on the Batwa's indigenous knowledge as a basis for Batwa employment in the parks. Based on this, Park ranger- Batwa monitoring units have been formed and will be fielded at the beginning of year 2. Both the rangers and the Batwa have jointly been trained and have participated in reviewing and revising the data collection tools. It is hoped that by the end of the project this output will have been fully achieved.

Output 4; Cultural values approach practitioners working in Uganda network to share experiences, help evolve good practice and contribute towards project evolution and implementation

A learning workshop was organized for Community Based Organizations (CBOs) and park staff on cultural values approaches from the other sites where FFI operates. The workshop, conducted at Lake Mburo National Park, where the cultural values and conservation approach was piloted in Uganda brought together 13 participants comprising of project partners/implementers at both protect and non-protected area level. Participants visited the proposed site where the Ankole cow culture and its related artefacts will be displayed. They also visited and interacted with the care takers of the indigenous Ankole cow herd, *Enyemebwa* (beautiful), that is grazed within the Lake Mburo National park which is part of the landscape culturally associated with the beautiful Ankole cow.

An exchange visit was also organized and conducted for 8 Batwa community representatives and park staff from Semliki National Park to Mgahinga and Bwindi National parks. Under the auspices of UOBDU one of the project partner, a forum has been created to share lessons and challenges of working with Batwa. The forum produces a bi-annual newsletter; *The Batwa Bulletin* where Batwa stakeholders share updates from their various interventions. At the national level a workshop was convened to share experiences of using cultural values to achieve conservation goals. A public talk was given in Kampala about the concept of cultural values in conservation approaches. As a result, there is increasing awareness about the application of cultural values to achieve conservation goals. A presentation to the Board of Trustees of UWA about the concept was well received and more support was promised. With identification of cultural values practitioners and sharing of our experiences, it is highly likely that this output will be fully achieved at the end of the project.

Output 5; Impacts of cultural values approaches to Batwa/ Park relations are monitored, evaluated and findings shared locally, nationally and internationally.

A baseline survey was conducted in the project sites on the Batwa cultural values in the park as well as on relations with Park management. Findings from the survey have been compiled into the "Batwa cultural values assessment report for Bwindi Impenetrable and Mgahinga Gorilla National Parks" (Annex 5.3).

A monitoring and evaluation plan and tools have been developed (**Annexes 7.1, 7.2 & 7.3**). The teams to spearhead the implementation of this plan has already been identified and trained. We are on the right track to ensure realisation of this output.

4.3 Standard Measures

Please expand and complete Table 1: new projects should complete the Y1 column and also indicate the number planned during the project lifetime. Continuing project should cut and past the information from previous years and add in data for the most recent reporting period. Quantify project standard measures over the last year using the coding and format from the Darwin Initiative Standard Measures (see website for details: <http://darwin.defra.gov.uk>) and give a brief description. Please list and report on relevant Code Nos. only. The level of detail required is specified in the Standard Measures Guidance notes under 'definitions' column. Please devise and add any measures that are not captured in the current list. Please note that these measures may not be a substitute for output level objectively verifiable indicators in the project log frame.

Table 1 Project Standard Output Measures

Code No.	Description	Year 1 Total	Year 2 Total	Year 3 Total	Year 4 Total	Total to date	Number planned for reporting period	Total planned during the project
Established codes								
New -Project specific measures								

Table 2 Publications

Type (e.g. journals, manual, CDs)	Detail (title, author, year)	Publishers (name, city)	Available from (e.g. contact address, website)	Cost £
Reports	Batwa Cultural Values assessment report* Field reports	Unpublished	ITFC, FFI Uganda	Free
Newsletter- Batwa Bulletin	The Batwa Cultural Values Project; A new way to engage nature's custodians Author- Pamela Nabukenya Wairagala, 2012	UOBDU, Kisoro	CARE International- Uganda United Organization of Batwa Development in Uganda- UOBDU	Free
Newsletter- Darwin News 2012-07 Edition	Into the forest – experiencing Batwa values by exploring the forest together* Author- Pamela Nabukenya Wairagala, 2012	LTS International,	http://darwin.defra.gov.uk/newsletter/Darwin%20News%202012-07.pdf	Free
National TV item	The Batwa Trail Author- NTV Uganda- 2013		www.youtube.com	Free
National TV item	Batwa working with conservationists Author- NTV Uganda- 2013		www.youtube.com	Free
National TV item	The Batwa (Education) Part three Author- NTV Uganda- 2013		www.youtube.com	Free

4.4 Progress towards the project purpose and outcomes

Purpose: Management effectiveness and conservation status is raised in three national parks due to increased incentives for active engagement of Batwa in park management and improved relations between Batwa and park management authorities.

The project has so far managed to engage with the management in the three national parks as well as the headquarters of UWA on integrating the Batwa cultural values in conservation approach. There is improved understanding of the approach and its benefits have so far resulted in increased awareness and appreciation about the need to consider Batwa cultural values as well as their active involvement in park management activities. For example in Bwindi, verbal reports from managers indicate that Batwa provide good information to arrest poachers and on other illegal activities. This is as a result of Batwa's new sense of responsibility and allegiance to the parks. The purpose level assumptions still hold true and the indicators are adequate for measuring outcomes.

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

Bwindi, Mgahinga and Semliki National Parks are enclaves of rich biodiversity with strong cultural links to the Batwa as their ancestral homes. Discussing access to Batwa's cultural sites and providing opportunities for Batwa to undertake their cultural practices in the course of managing the protected areas, has greatly excited the Batwa and improved relations with the Parks' management. There is increased dialogue between the Parks management and the Batwa institutions. Opportunities to empower the Batwa so that they can play a more active role in the management of the Park are

becoming real and hopes are high that they will be achieved. Based on undocumented information, the Batwa are happier and are willing to work with the Parks management solely because they feel recognised and appreciated. They also look forwards to benefits accruing to them based on their cultural values. This, in the long run will strengthen *Batwa* CSOs' and park managers' capacity to engage with each other and lead to respect and appreciation for park values that include both cultural and biodiversity values.

5. Monitoring, evaluation and lessons

In this first year reporting period, the project monitoring and evaluation protocols have been developed. These protocols will effectively be used in the 2nd year. Project activities have however been monitored and evaluated based on the project log frame. There is indication that the project outputs and outcomes will actually contribute to the project purpose. For example, increased interest in the protected areas where the project is operational, has been noted among the Batwa owing to the fact that the park now engages them and seeks their opinion. The Batwa are beginning to consider themselves as custodians of the forests again and therefore responsible for its conservation. A case has been reported at one of the project sites where the Batwa "arrested" and handed over a poacher to the park authorities because they considered him a threat to biodiversity conservation but also to their now budding relationship with the park management.

This year's work has provided a number of lessons which will be important for subsequent work;

1. Preservation of the Batwa culture and indigenous knowledge is important and needs more effort owing to the fact that the numbers of individuals that actually experienced life in the forests are fast reducing. Subsequent work e.g. through park ranger- Batwa monitoring units as well as the Batwa forest experiences will greatly focus on identifying and utilising Batwa indigenous knowledge and passing it on to the young generations. Documentation of Batwa culture is also an important component that the project will promote.
2. Restoration of the pride of the Batwa as a people based on improving their socioeconomic status will greatly impact on the outcome of this project. While they greatly value their forest based culture, the need to meet their basic needs such as food, shelter, access to health care etc. are overriding and more urgent. Successful implementation of the small enterprises will be a key vehicle in addressing some of these challenges.

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

Not applicable

7. Other comments on progress not covered elsewhere

The project design has been enhanced over the last year, especially resulting from interaction with the different stakeholders as well as in response to the opportunities and challenges that have arisen.

It was agreed together with the project beneficiaries that the project would only work with individuals who belonged to an established group. This was in response to the fact that most of the previous interventions that targeted individuals had failed due to the lack of collective responsibility and ownership. This approach has been used to enlist learners into the FAL classes, the Village saving and loan associations through which access to training, equipment and funding for the small enterprises will be facilitated. It is hoped that these groups will be functional beyond the project life and will continue to be a conduit for access to government support.

While the project has contact persons at all the three protected areas, it was noted that there was need for increased knowledge and understanding of the cultural values and conservation approach by all staff at the respective areas. As such, training sessions on CVC will be conducted at all the project sites; one was conducted this year.

Some of the challenges faced have been in conducting the FAL classes where initially intended to be conducted over a period of 2 months. However, based on feedback from the trainers and the field site coordinators, there is still need to continue with the classes owing to the slow pace of learning, despite the enthusiasm exhibited by the learners. Provision has therefore been made to continue with the training in the Yr.2.

There were challenges however in conducting the classes as they often do not have basic requirements such as food and have to miss classes in a bid to find food. Classes are also sometimes conducted in open space as there are no shelters in some of the communities where the classes can be conducted. This has sometimes resulted in classes being called off during the rainy season or when it is too hot.

8. Sustainability

Efforts have been made to raise awareness of the CVC approach and by extension the Batwa cultural values project. A national public dialogue was held in February 2013 at which the approach was shared with members of the public from various sectors; i.e. academia, civil society, media etc.

Evidence of increased interest in biodiversity resulting from the project has been seen in an increase in recognition and invitation of FFI to participate in various initiatives and meetings on either biodiversity conservation or culture.

Consideration for sustainability and hence the exit strategy is embedded in the FFI approach of working in partnership with key institutions and building capacity of stakeholders. This is a key principle in the

project design and set up. Working with UWA, which is a government organisation and building capacity of other CSO, will ensure that our achievements are sustained post the project. However, it is worth noting that considering the context of the project; the socioeconomic marginalisation of the Batwa on one hand and the need to improve management effectiveness and conservation status in such a short time span, an exit strategy after three years is difficult to envisage. However, our hope is that the establishment of positive relations between park staff and governance institutions on one hand and the Batwa on the other, as well as the operationalization of the relevant policies, will go a long way in contributing towards achieving the project goal. FFI is committed to long term engagement with the Batwa and UWA to deliver project purpose, funding permitting.

9. Dissemination

Media engagements have been undertaken on local radio and national television. Project site coordinators have participated in radio talk shows and the project has also been profiled on national television, following a week-long visit to various project sites with that particular media house.

Dissemination of project information was also conducted through publishing of reports on project activities as well as Newsletter articles for both the national and international audiences. The project is working on strengthening systems within the project sites, both at UWA level and among the Batwa communities as these will be responsible for continued dissemination after the project closes. For example establishment of Batwa forest experiences will be a major way of disseminating information about Batwa cultural values and conservation. Funds for these activities will be generated through incorporation within the UWA annual operational plans and budgets as well as tourism charges.

10. Project Expenditure

Table 3 project expenditure during the reporting period (1 April 2012 – 31 March 2013)

Activity/budget line	Budgeted	Expended	Variance
Staff costs			
A01 Project leader (Mark Infield)	XXX	XXX	0
A02 Project Manager (Arthur Mugisha)	XXX	XXX	0
A03 Finance & Admin (Ajilong Stella)	XXX	XXX	0
A04 Senior project Officer (Pamela Wairagala)	XXX	XXX	-1
A05 Park Management advisor (Robert Brett)	XXX	XXX	0
A06 Livelihoods & Governance Advisor (Helen Schneider)	XXX	XXX	0
A07 UOBDU engagement officer (Alice Nyamihanda)	XXX	XXX	65
A08 ITFC Research officer (Medard Twinamatsiko)	XXX	XXX	0
A09 ITFC Research Assistant (Ssali Fredrick)	XXX	XXX	0
A13 Bwindi site coordinator (Florence Mugisha)	XXX	XXX	-71
A14 Mgahinga site coordinator (Charlotte Ninshaba)	XXX	XXX	0
A15 Semliki site coordinator (Lavynah Mbambu)	XXX	XXX	0
Consultancy cost			
A17 Training needs assessment and planning	XXX	XXX	35
A18 Batwa enterprise development support	XXX	XXX	23
A19 Institutional development and training	XXX	XXX	41
Overhead costs			
B01 Overheads	XXX	XXX	0
BO2 Institutional overheads	XXX	XXX	4
B03 Office rental	XXX	XXX	-232
B04 Communications (internet & phones)	XXX	XXX	114
Travel & Subsistence			
C01 International travel	XXX	XXX	1798
C02 National travel (vehicle operations)	XXX	XXX	-45
C03 Field travel & subsistence	XXX	XXX	-66
Operating costs			
D01 Workshops and trainings	XXX	XXX	12
D02 M&E Planning & Implementation	XXX	XXX	609
D03 3 D mapping	XXX	XXX	1524

D04 Awareness campaign events	XXX	XXX	640
Capital equipment			
E01 Desk top computers	XXX	XXX	5
E02 Laptop computers	XXX	XXX	-10
E03 Laser printer	XXX	XXX	14
E05 Motor cycles	XXX	XXX	30
E06 Equipment and furniture	XXX	XXX	-58
Other costs			
F01 Visa for Uganda	XXX	XXX	-2
F02 Photocopying & printing materials	XXX	XXX	0
F03 Mobile and fixed phone communications	XXX	XXX	0
F04 Bank charges	XXX	XXX	0
F05 Training materials	XXX	XXX	250
F06 Awareness materials	XXX	XXX	190
F07 Stationery	XXX	XXX	-9
F08 Safety equipment for motor cycle	XXX	XXX	12
F09 Communications equipment	XXX	XXX	56
Allowed C/F		XXX	
Grand Total	104,409	104,409	4927

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

Following continuous lobbying and dialogue from the project and Batwa institutions, UWA provided 11 jobs to Batwa as porters in Bwindi national park. The project continues to lobby conservation related agencies in regard to employment based on their indigenous knowledge, accruing from their history as forest people.

The FFI Cultural Values Director, FFI-Uganda Programme Manager and the Senior Project Manager met with the UWA Board of Trustees and Senior Management team and made a presentation on the CVC and how it was being used at the different protected areas in the country. The Board members appreciated the approach in promoting park management effectiveness and requested FFI to have it extended beyond the protected areas the approach is being implemented.

UWA has further recognized the role of the CVC approach in promoting effective park management and has set up a CVC desk in the Executive Director's office. This desk has been important in creating a link between the project and the Headquarters as well as supervising the process of streamlining CVC activities into UWA's policies and day to day activities.

Another achievement was that the start of project implementation coincided with the time that the Uganda Wildlife Authority was in the process of developing general management plans for the Bwindi Mgahinga conservation Area. The process of developing the management plans is a comprehensive one involving various levels of generating input from different stakeholders, including local communities and members of the general public. Unfortunately, by the time the project started, UWA had finalised and closed the process of receiving input from the public. However, the project requested for special consideration to interact with the UWA planning unit on the cultural values and conservation approach, with specific reference to the Batwa cultural values in BMCA. This resulted into a one-day training workshop with UWA BMCA senior management team and the planning unit. As part of the training, an excursion led by Batwa was conducted into the forests of Bwindi to verify and ascertain the condition of some of the sites and values mentioned by the Batwa.

The experience from the forest was an eye opener and resulted into the incorporation of the Batwa Cultural Values into the draft management plans of the BMCA.

Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2012-2013

Project summary	Measurable Indicators	Progress and Achievements April 2012 - March 2013	Actions required/planned for next period
<p>Goal: <i>Effective contribution in support of the implementation of the objectives of the Convention on Biological Diversity (CBD), the Convention on Trade in Endangered Species (CITES), and the Convention on the Conservation of Migratory Species (CMS), as well as related targets set by countries rich in biodiversity but constrained in resources.</i></p>		<p>The Project has assisted UWA management to appreciate and recognise the Batwa cultural values and the importance of integrating these values in the management of the three national parks.</p>	
<p>Purpose Management effectiveness and conservation status is raised in three national parks due to increased incentives for active engagement of <i>Batwa</i> in park management and improved relations between <i>Batwa</i> and park management authorities.</p>	<p>WWF/World Bank Protected Area Effectiveness Tracking Tool (PETT) scores show annual improvement</p> <p>Conflicts between <i>Batwa</i> and park authorities reduces by 50% against baseline by end of project</p> <p>Improved access to cultural sites by end Yr.1, and resources for cultural purposes by end Yr. 2</p>	<p>Over the past one year, increased interest in the parks has been noted from the <i>Batwa</i> owing to the proposed incentives that the project will enable them access for example an opportunity to revive and share their culture, participate in preserving their historical homes as well as an opportunity to earn an income.</p>	<ul style="list-style-type: none"> - Operationalization of general management plans in the respective project sites to promote <i>Batwa</i> engagement in park management - Engagement of <i>Batwa</i> in park and tourism activities based on their forest related knowledge and negotiated agreements.
<p>Output 1. <i>Batwa</i> values and institutions are integrated into park governance structures, policies, plans, processes and day-to-day management actions</p>	<p>1a. Park policies recognize <i>Batwa</i> values by end Yr.2</p> <p>1b. Park governance structures provide for <i>Batwa</i> rights, cultural values and participation by end Yr.3</p> <p>1c. Operational management plans include day-to-day cultural values activities by end Yr. 3</p>	<p><i>Batwa</i> cultural values are now appreciated and recognised. They have been incorporated in the draft general management plans of Bwindi Mgahinga conservation areas. A negotiation process to operationalize the provisions in the general management plan in Semliki national park for integration in the management has commenced.</p> <p>The indicators are appropriate for measuring progress.</p>	

<p>1.1 Batwa CSO and UWA cultural values training</p>	<p>1.1.1 Training materials in culture and conservation developed Materials with technical information on cultural values and conservation were designed and produced. These included training manuals as well as interactive roll plays for the participants.</p> <p>1.1.2 Joint training course for CSO, park and UWA staff A learning workshop was organised for 11 park staff and representatives of Community Based Organizations (CBOs) involved in CVC to share experiences at the different cultural sites. Batwa institutional representatives attended the workshop whose main objective was to equip the CBOs and UWA staff working in the different project areas with knowledge of the CVC concept.</p> <p>1.1.3 Training in gender and social equity – no training was undertaken</p> <p>1.1.4 <i>Batwa</i> CSO trainings Training sessions have been organized for Batwa CSOs in cultural values, negotiation skills, and basic organization leadership. Training sessions have been conducted based on a training needs assessment that was conducted earlier.</p> <p>Training according to the training plan will continue in Yr. 2</p>
<p>1.2 Participatory identification of key <i>Batwa</i> values in nature and the parks</p>	<p>1.2.1. Development of cultural assessment methods ITFC led the development of tools and methods that were used to conduct cultural assessment around the three parks. The tools and methods developed include questionnaires, focus group discussion guides as well as key informant interviews.</p> <p>1.2.2 Cultural assessment field work carried out around 3 parks Participatory cultural assessment field work led by Batwa elders was carried out in the three parks. In Bwindi and Mgahinga national parks, the field work coincided with verification of the 3D maps, which had been developed as part of an earlier project. In Semliki, where 3D maps did not exist, a similar excursion led by Batwa elders resulted in the identification of values such as burial grounds, which were and still are an important part in naming children, medicinal plants, dancing grounds etc. GPS points of these locations were taken and a map detailing the cultural values sites was developed in conjunction with the SNP park management.</p> <p>1.2.3. Report prepared and shared Cultural values assessment reports detailing the findings from the field work were written and shared among the project partners. The reports are being considered for publication at the beginning of the second year.</p> <p>1.2.4 Participatory processes to identify key <i>Batwa</i> values in nature and the 3 parks</p>

	<p>was conducted</p> <p>1.2.5 Values to be integrated into management of 3 parks negotiated and agreed. Various values were identified following the field work in the 3 parks. In Bwindi and Mgahinga national parks, the process of developing the management plans is still on-going. However, the project engaged the UWA planning unit and Batwa elders to identify cultural values in the 2 parks and these were incorporated in the draft management plans. We will follow up on the final management plan and also provide training for the staff in Bwindi and Mgahinga as well as the Batwa CSOs there to effectively engage with each other. This will be undertaken during the second year.</p>
<p>1.3 Revision of park management plans and policies to reflect <i>Batwa</i> values</p>	<p>The first year of the project coincided with the process of developing the general management plans for Bwindi and Mgahinga national parks. The general planning process is a consultative one, involving stakeholders at different levels. The project engaged UWA and the planning unit to consider Batwa cultural values in the planning process. Batwa cultural values were subsequently incorporated in the draft management plans of BMCA.</p> <p>In Semliki national parks, although the general management plan provided for consideration of the cultural values of the neighboring communities in the Parks management, these provisions had largely been ignored. The project has supported UWA to activate these provisions and a negotiation process has kick started.</p>
<p>1.4 Site and resource access management planning</p>	<p>1.4.1 Workshops at 3 parks to develop plans for values agreed under 1.2.5 1.4.2 Resource and site management plans written 1.4.3 Resource and site management plans approved These activities are scheduled to be implemented in year 2. No progress to report</p>
<p>Output 2. <i>Batwa</i>, park staff and park governance institutions represent and communicate their interests, perspectives and values effectively to each other</p>	<p>2a. <i>Batwa</i> language communications materials on relevant subjects prepared and shared by end Yr.1</p> <p>2b. <i>Batwa</i> positions communicated to and responded to by project team, park authorities and local government through dialogues by end Yr.1.</p> <p>2c. At least 2 <i>Batwa</i> representatives actively participate in park-community consultation meetings by end Yr. 2</p> <p>Various joint activities have been conducted involving both the Batwa and park staff and governance institutions. Activities like meetings, field visits to cultural sites etc. have provided a platform for both parties to begin to communicate their interests, perspectives and values to each other. From our field interactions, Batwa language materials will no longer be an appropriate indicator as the language is no longer widely used. However, materials produced under the project will have a combination of the local languages widely used in the respective communities, as well as limited Rutwa language.</p>
<p>Activity 2.1 Training needs assessment for Batwa CSOs and UWA staff</p>	<p>Training needs assessment for Batwa CSOs and UWA staff</p>

	<ul style="list-style-type: none"> - Three sessions were held to conduct training needs assessment among the Batwa CSOs. The sessions were conducted for each of the three project areas. Areas of training identified by the Batwa CSO representatives include basic literacy, enterprise development and management as well as training in specific enterprise initiatives such as bee keeping, tourism and guiding etc.
Activity 2.2 Functional literacy programme for <i>Batwa</i> communities and CSO staff	<p>Functional literacy programme for <i>Batwa</i> communities and CSO staff</p> <ul style="list-style-type: none"> - Functional adult literacy classes were conducted for 143 learners over a period of two months at all the project sites. As per the government guidelines on FAL, a maximum of 6 contact hours have been provided weekly for each group, divided into 2 or 3 week days, depending on the agreement between the Batwa and their trainers. Trainers were sourced from the respective project areas to ensure understanding of the local language, challenges as well as aspirations of the Batwa in those areas. - Functional adult literacy will continue in the second year.
Activity 2.3 Negotiation skills training for <i>Batwa</i> CSO and UWA staff	<p>Negotiation skills training for <i>Batwa</i> CSO and UWA staff</p> <ul style="list-style-type: none"> - A one-day negotiation skills training was conducted for 20 participants in Semliki national park. Participants comprised of representatives of Batwa CSO, UWA staff and a local government representative. The training was facilitated by FFI staff and aimed at equipping the participants with the necessary skills to enable them conduct a successful negotiation process. - Similar training will be conducted in Bwindi and Mgahinga
Activity 2.4 Basic skills in organisational management training for <i>Batwa</i> CSO staff	<p>2.1 Basic skills in organizational management training for <i>Batwa</i> CSO staff</p> <ul style="list-style-type: none"> - The project engaged the District Community Development Officers in two of the project areas; Bwindi and Mgahinga to conduct training for the leadership of the CSOs in basic skills in organizational management. The training was conducted over one day for each of the project areas and was attended by a total of 36 participants, who also are the leadership of the groups formed in the respective communities to implement the small enterprises. The training therefore also covered areas like effective group and enterprise management.
Activity 2.5 Communicating conservation messages in <i>Batwa</i> languages and communicating <i>Batwa</i> language messages to park staff	<p>A one-day message development workshop was conducted for 35 Batwa CSO representatives from the three project sites. Facilitated by FFI AND UWA staff, the workshop covered aspects of governance as well as the role and importance of communication, tools and channels for dissemination of communication messages as well as message development. The participants developed messages in regard to their relation with the forests, their culture and role in conservation with special emphasis on integrating perspectives and positions on women and youth. Target audiences for these messages were identified as well as the tools and channels that will be used.</p> <p>Unfortunately, contrary to the original plan to develop and disseminate messages in Rutwa (<i>Batwa</i> language), it was found that the language is almost extinct as the Batwa have taken on the languages of the dominant communities where they live. It was agreed the more commonly used languages in the respective areas be used and that common Rutwa words be incorporated.</p>

		Workshops will be held with representatives from the three project sites to translate the messages into the respective languages used in those areas and then the communication materials will be developed and awareness conducted amongst Batwa communities. This will be done at the beginning of Yr.2.
Activity 2.6 Skills training in communications and park governance for Batwa CSO staff		During the past year, identification of skills in high demand within Batwa communities was conducted through conducting a training needs assessment among the Batwa communities as well as interaction with CSOs and other stakeholders that have worked with Batwa. Training will commence in second year.
Activity 2.7 Mentoring programme for champions of <i>Batwa</i> values		This activity was scheduled to take place in year 1, but was not kick-started owing to absence of appropriate individuals to act as mentors. Individuals to act as mentors have been identified through the function adult literacy classes in the different communities.
Activity 2.8 <i>Batwa</i> participation in park management and project implementation meetings		<p>The project has promoted the design and implementation of joint activities such as training/ learning workshops, field visits as well as meetings, where park staff and governance institutions as well as the Batwa representatives have been availed a platform to effectively express their views to each other. This has promoted better understanding and respect between the various institutions of the cultural values, beliefs and interests of the other party.</p> <p>The PIC, which sits bi-annually co-opted two Batwa representatives on a rotational basis to avail an opportunity for representation of the different project areas. This was decided at the 1st PIC meeting and was effected at the 2nd PIC. It is believed that Batwa representation on the PIC will provides them with an additional platform to effectively community their views to the project as well as for them to keep abreast of the project implementation process and updates</p>
Output 3. <i>Batwa</i> are actively engaged in park, tourism and community enterprises and initiatives drawing on their forest-related knowledge and values	3a. Number of <i>Batwa</i> employed in parks increases from 1 (current level) to 6 by end Yr.3	There has been increased Batwa engagement through increased number of visits to cultural sites and through increased employment opportunities. Over the last one year, UWA employed 11 Batwa women and men to provide porter services to tourists. Levels of engagement are expected to be much higher in Yr. 2 following the fielding of Batwa-park ranger monitoring units, establishment of Batwa forest experience trails as well as other community initiatives drawing on their forest- related knowledge.
	3b. Perceptions of engagement and recognition of <i>Batwa</i> values in conservation initiatives strengthen against baseline	
	3c. Number of <i>Batwa</i> in formal employment increases against baseline by 50% by end Yr.3	
Activity 3.1 Assessing <i>Batwa</i> values and indigenous knowledge		<p>Assessing <i>Batwa</i> values and indigenous knowledge</p> <ul style="list-style-type: none"> - Assessment of Batwa values and indigenous knowledge was conducted during activities such as the participatory assessment of Batwa values in the parks, training needs assessment and also during the meetings held between the Batwa CSOs, park management and project staff. Besides the Batwa values earlier reported on, the various interactions have noted Batwa indigenous

	knowledge in areas such as bee keeping, crafts making, guiding as well as wildlife monitoring.
Activity 3.2 Integrating indigenous <i>Batwa</i> and scientific knowledge	Integrating indigenous <i>Batwa</i> and scientific knowledge <ul style="list-style-type: none"> - The project has initiated dialogue with UWA to integrate the indigenous <i>Batwa</i> knowledge in their science based operations. <i>Batwa</i> individuals with indigenous knowledge in areas like wildlife monitoring and medicinal plants have been identified and will be enrolled to work with UWA staff as part of the park ranger-<i>Batwa</i> monitoring units as well as in establishing enterprises based on <i>Batwa</i> indigenous knowledge in medicinal plants.
Activity 3.3 <i>Batwa</i> communicating impact of integrating <i>Batwa</i> values	This activity is scheduled to start in Yr.2
Activity 3.4 Small grants facility	<ul style="list-style-type: none"> - Three meetings were held at the three project sites to assess and ascertain the current level of enterprise development and identify existing gaps as well as how best they can be addressed. Enterprises like bee keeping, tourism development and guiding; making of hand crafts; music, dance and drama as well as animal and crop husbandry were identified as being of interest to the <i>Batwa</i>. Lack of capital and skills were identified as the major constraints. <i>Batwa</i> also identified lack of formal education qualifications as a hindrance to gaining employment with the park. Guidelines were developed on how the enterprise development facility would be operationalized. - Village Savings and Loan Associations (VSLA) were identified as a key vehicle to achieving economic development and empowerment among the <i>Batwa</i> communities and 11 of them have been formed. Constitutions have jointly been drafted for some of the communities and one of the groups has been formally registered as a CBO. This will enable them have access to government programs in poverty alleviation. The project will continue to build capacities of these VSLAs.
Activity 3.5 <i>Batwa</i> and private sector forums to explore opportunities for partnerships	<ul style="list-style-type: none"> - A one day stakeholder workshop was held for 31 participants including private sector and civil society as well as local government leadership to establish linkages for <i>Batwa</i> enterprises. <i>Batwa</i> communities were able to identify viable investment area that the project can cover. The private sector on the other hand specified the products and services that they are willing to procure from the <i>Batwa</i>. The project will continue to support <i>Batwa</i> to produce goods and services to be targeting needs of the private sector.
Activity 3.6 Training for capacities in high demand within <i>Batwa</i> communities	<ul style="list-style-type: none"> - Through training needs assessment among the <i>Batwa</i> communities and interaction with CSOs of skills in high demand within <i>Batwa</i> communities was identified. Training will commence in second year.
Activity 3.7 Applying <i>Batwa</i> knowledge and skills to park management	This activity is scheduled to start in the second year.
Activity 3.8 Establishing joint Park Ranger- <i>Batwa</i> Monitoring Units	<ul style="list-style-type: none"> - <i>Batwa</i> representatives have been identified, trained and recruited to constitute the park ranger- <i>Batwa</i> monitoring units. The teams have participated in reviewing the data collection tools that will be used to monitor and evaluate the project. The <i>Batwa</i> have been recruited based on their indigenous knowledge

		and it is hoped that this will be transferred to the park rangers during the course of the project.
Activity 3.9 Batwa cultural site and resource management and monitoring		This activity is scheduled to start in Yr.2.
Output 4. Cultural values approach practitioners working in Uganda network to share experiences, help evolve good practice and contribute towards project evolution and implementation	<p>4a. 3 cross site visits to relevant field sites and projects in Uganda</p> <p>4b. 3 learning workshop with CBOs and park staff working on cultural values approaches at other sites</p> <p>4c. Cultural values best practice guidelines prepared by end Yr.3</p> <p>4d. Email community established and functioning by end Yr.1</p>	<ul style="list-style-type: none"> - Practitioners in cultural values and conservation approach have been identified. Experience has been shared to raise awareness and need to network. A formal network will be further developed in the next year.
Activity 4.1 Inter-park exchanges for <i>Batwa</i> CSO and park staff		<ul style="list-style-type: none"> - One cross-site visit has been organized and implemented for the Batwa community and park staff from Semliki to visit the cultural sites in Bwindi and Mgahinga national parks. Some of the lessons learned during the visit will be replicated in Semliki e.g. the Batwa forest experience/trail. Two other visits will be organized over the remaining project duration.
Activity 4.2 Site visits to/from sites implementing cultural values approaches		This activity is scheduled to start in Yr2
Activity 4.3 Local sharing of information and experience of cultural values approaches		<ul style="list-style-type: none"> - A public talk was organized and the main speaker was the FFI Cultural Values Director, Dr. Mark Infield, during his last visit to Uganda. - Emails have been used to share project updates, reports and information with partners and stakeholders. - Starting Yr.2, the emails will be used to actively recruit more enthusiasts in the CVC approach by providing more content.
Activity 4.3 Conduct learning workshops with CBOs and Park staff		<ul style="list-style-type: none"> - One learning workshop was organized with CBOs and park staff. The one-day workshop brought together 15 participants comprising of park staff, CBO representatives as well as local government representatives.
Output 5. . Impacts of cultural values approaches to <i>Batwa</i> /park relations are monitored, evaluated and findings shared locally, nationally and internationally	<p>5a. Base line data of <i>Batwa</i> and relations established by end Yr.1</p> <p>5b. PETF introduced by end Yr.1</p>	<ul style="list-style-type: none"> - The ground work has been done to ensure effective monitoring and evaluation of the project through development of the relevant protocols. - The indicators are appropriate, however there is need to include an indicator to measure how the findings have been shared locally, nationally and internationally.

<p>Activity 5.1 & 5.2 Monitoring project impact on <i>Batwa</i> communities and park management effectiveness</p>	<p>A Batwa cultural values analysis was conducted in the three project areas to; among other things ascertain the values that the Batwa considered important and why. The relationship between Park staff on one hand and the Batwa on the other, underlying determinants of this relationship. The assessment comprised of field visits, interviews with park staff, management, Batwa representatives, literature reviews as well as Focus group discussions in various Batwa communities.</p> <p>a. Participatory 3D map verification As part of the baseline survey process, the project research team conducted both office based and field visits to verify the existence and also ascertain the condition of the various sites that the Batwa deemed culturally important.</p> <p>2. Development of the project M&E protocols Two workshops were organized for the project partners as part of the process to develop the project M&E tools;</p> <p>a) Review the baseline report and draft the M&E protocols A one-day workshop was convened for 30 participants, comprising of project partners and representatives of the project beneficiaries to review the baseline survey report and draft the monitoring and evaluation protocols.. During the M&E workshop, generic PETT forms were reviewed and it was agreed that integration of PETT into UWA’s research component be spearheaded at the headquarters. This has however not been implemented as expected during the past year and will be done during the second year.</p> <p>b) Review and pre-test the M&E protocols This one-day workshop brought together 32 project partners and beneficiaries to review and pre-test the draft M&E tools that were developed by the research time. The participants comprised of individuals who would make up the park ranger- Batwa monitoring units who will be responsible for the routine data collection at the various project sites, senior park staff from the Research department as well as other project partners.</p> <p>c) Field pre-testing and data collection During a three day field trip, the research team has pre-tested the protocols in Semliki national park.</p>
<p>Activity 5.3 Communicating cultural values approach impacts</p>	<p>Communicated culture and conservation approaches to local and national audiences through public meetings and events; Through the Nation Media Group, project activities were filmed and broadcast on a nationwide television during Prime News. The three news items are available online on www.youtube.com</p> <p>Preparation and presentation of papers at national and international conferences to communicate outcomes of the cultural values approach will commence in the second year of the project.</p>

Activity 5.4 Project advisory and implementation committees	<p>A project implementation committee (PIC) comprised of the project partners and representatives of the project beneficiaries were formed to guide the implementation and guidance of the project. The PIC is chaired by the Chief Area Manager of BMCA-UWA and meets bi-annually. The PIC met twice during the past one year.</p> <p>Meetings have also been conducted at the different project sites to streamline the planning and implementation of the projects. The meetings at the project sites are convened between the FFI team which provides technical guidance and the implementing partners at the various sites.</p>
Activity 5.5 Mid-term and end of project evaluations	This activity is scheduled to start in second year.

Annex 2 Project's full current log frame

Project Summary	Measurable Indicators	Means of verification	Important Assumptions
Goal: Effective contribution in support of the implementation of the objectives of the Convention on Biological Diversity (CBD), the Convention on Trade in Endangered Species (CITES), and the Convention on the Conservation of Migratory Species (CMS), as well as related targets set by countries rich in biodiversity but constrained in resources.	<p>Sub-Goal: To support conservation of forests of the Albertine Rift Montane Eco-Region known for high biodiversity, high levels of endemism, and presence of iconic endangered species including mountain gorilla, chimpanzee and elephant</p>	<p>Reduced hunting or collecting of threatened species by <i>Batwa</i> and others</p> <p>Increased material and non-material benefits from parks reported by <i>Batwa</i> against baseline assessment</p>	<p>UWA and ITFC reports</p> <p>Social Impact Assessment reports (using qualitative and quantitative methods)</p>
Purpose: Management effectiveness and conservation status is raised in three national parks due to increased incentives for active engagement of <i>Batwa</i> in park management and improved relations between <i>Batwa</i> and park management authorities.	<p>WWF/World Bank Protected Area Effectiveness Tracking Tool (PETT) scores show annual improvement</p> <p>Conflicts between <i>Batwa</i> and park authorities reduces by 50% against baseline by end of project</p> <p>Improved access to cultural sites by end Yr 1, and resources for cultural purposes by end Yr 2</p>	<p>Annual PETT reports for BINP, MGNP, RMNP and SNP</p> <p>Park records, CBO records, Project Complaints Data Base; key informant interviews</p> <p>Park and CBO records and reports; Access agreements approved by UWA</p>	<p><i>Batwa</i> CBOs are interested to engage with the national park staff and management</p> <p><i>Batwa</i> retain interest in forest sites/resources for cultural purposes and share information about uses of sites and resources</p> <p>Support for cultural values approaches continues within UWA at highest levels</p>
Outputs: 1. <i>Batwa</i> values and institutions are integrated into park governance structures, policies, plans, processes and day-to-day management actions	<p>1a. Park policies recognize <i>Batwa</i> values by end Yr 2</p> <p>1b. Park governance structures provide for <i>Batwa</i> rights, cultural values and participation by end Yr 3</p>	<p>1a. Written policy documents issued by UWA and 3 national parks</p> <p>1b. Documents detailing and describing governance of 3 national parks</p>	<p>Senior national park staff actively engage with the project</p> <p><i>Batwa</i> prepared to engage with park authorities</p>

	1c. Operational management plans include day-to-day cultural values activities by end Yr 3	1c. Operational Management Plans of 4 national parks	
2. <i>Batwa</i> , park staff and park governance institutions represent and communicate their interests, perspectives and values effectively to each other	2a. <i>Batwa</i> language communications materials on relevant subjects prepared and shared by end Yr 1 2b. <i>Batwa</i> positions communicated to and responded to by project team, park authorities and local government through dialogues by end Yr 1. 2c. At least 2 <i>Batwa</i> representatives actively participate in park-community consultation meetings by end Yr 2	2a. <i>Batwa</i> language communication materials 2b. Minutes of local government and Project Implementation Committee meetings and records of other relevant events 2c. Minutes of local government meetings	<i>Batwa</i> CBOs have capacity to engage with project and interest to represent their community effectively Park – local government - community consultations open to <i>Batwa</i> participation <i>Batwa</i> CSOs have capacity and resources to attend consultative meetings and engage actively
3. <i>Batwa</i> are actively engaged in park, tourism and community enterprises and initiatives drawing on their forest-related knowledge and values	3a. Number of <i>Batwa</i> employed in parks increases from 1 (current level) to 6 by end Yr 3 3b. Perceptions of engagement and recognition of <i>Batwa</i> values in conservation initiatives strengthen against baseline 3c. Number of <i>Batwa</i> in formal employment increases against baseline by 50% by end Yr 3	3a. Employment records of 3 national parks 3b. Social survey reports using qualitative and quantitative methods compared against baseline; key informant interviews 3c. Interviews with conservation related local employers and <i>Batwa</i>	<i>Batwa</i> meet minimum UWA employment requirements or UWA establishes provisions to allow their employment <i>Batwa</i> have interest to take on park, tourism and other conservation related jobs
4. Cultural values approach practitioners working in Uganda network to share experiences, help evolve good practice and contribute towards project evolution and implementation	4a. 3 cross site visits to relevant field sites and projects in Uganda 4b. 3 learning workshop with CBOs and park staff working on cultural values approaches at other sites 4c. Cultural values best practice guidelines prepared by end Yr. 3 4d. Email community established and functioning by end Yr 1	4a. Cross site visits reports 4b. Learning workshop reports 4c. Best practice guidelines publication 4d. Internet use records and reports from practitioners	Internet access good enough to allow on-line network to operate
5. Impacts of cultural values approaches to <i>Batwa</i> /park relations are monitored, evaluated and findings shared locally, nationally and internationally	5a. Base line data of <i>Batwa</i> and relations established by end Yr 1 5b. PETF introduced by end Yr 1	5a. Baseline survey report 5b. Project M&E protocols 5c. PETF reports	Park managers agree to complete PETF

3.0 Annex 3 Project Training reports

- 3.1 BCVP training plan
- 3.2 Negotiation training manual
- 3.3 CBO Training report

4.0 Annex 4- Minutes from meetings

- 4.1 Minutes from the 1st PIC meeting
- 4.2 Minutes from the 2nd PIC meeting
- 4.3 Minutes from the 1st management committee meeting
- 4.4 Minutes from the 2nd management committee meeting
- 4.5 Terms or reference for the PIC

5.0 Activity reports

- 5.1 Batwa stakeholder workshop report
- 5.2 SNP reconnaissance report
- 5.3 Batwa Cultural Values assessment report
- 5.4 SNP Cultural values' sites map
- 5.5 FFI-UWA planning unit engagement report

6.0 Training and other materials

- 6.1 Alphabet chart- Rufumbira
- 6.2 Alphabet chart- Lubwisi
- 6.3 Sanitation and hygiene poster 1
- 6.4 Sanitation and hygiene poster 2
- 6.5 BCVP Small enterprises Guidelines

7.0 Monitoring and evaluation protocols

- 7.1 M&T tool
- 7.2 Attitude survey tool
- 7.3 Monitoring and assessment tool

8.0 Project activity photos

- 8.1 Batwa cultural values assessment; ITFC staff and UOBDU site coordinator conduct research with Batwa in Bwindi Forest
- 8.2 Batwa elders and youth with park staff during the reconnaissance visit to Semliki National park
- 8.3 Batwa elders at a consultative meeting with project staff
- 8.4 Debriefing before Batwa elders and the UWA planning embarked on an excursion into the forest
- 8.5 Nshongi hot spring; one of the cultural values identified during the cultural values analysis

9.0 Acronyms

Checklist for submission

	Check
Is the report less than 5MB? If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line.	
Is your report more than 5MB? If so, please discuss with Darwin-Projects@ltsi.co.uk about the best way to deliver the report, putting the project number in the Subject line.	✓
Have you included means of verification? You need not submit every project document, but the main outputs and a selection of the others would strengthen the report.	✓
Do you have hard copies of material you want to submit with the report? If so, please make this clear in the covering email and ensure all material is marked with the project number.	
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.	