



Darwin Initiative Annual Report



Department
for Environment
Food & Rural Affairs

Submission Deadline: 30 April

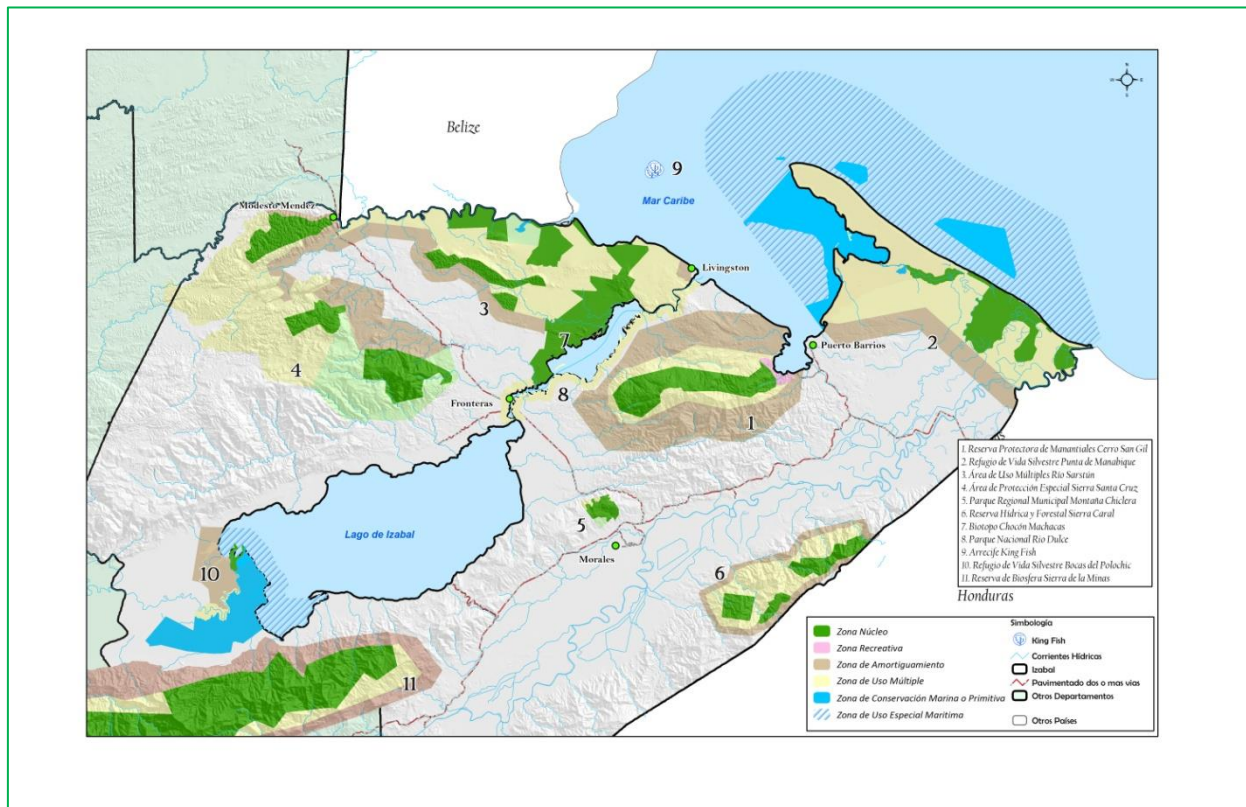
Darwin Project Information

Project Reference	20-025
Project Title	Scaling Up biodiversity Conservation and Ecological Connectivity in Caribbean Guatemala
Host Country/ies	Guatemala
Contract Holder Institution	FUNDAECO
Partner institutions	CONAP and INAB
Darwin Grant Value	269,445.8£
Start/end dates of project	April 2013-March 2016
Reporting period (eg Apr 2013 – Mar 2014) and number (eg Annual Report 1, 2, 3)	Apr 2013-Mar 2014, Annual Report 1
Project Leader name	Byron Villeda
Project website	FUNDAECO website www.fundaeco.org.gt
Report author(s) and date	Karen Aguilar Ponce/Byron Villeda. April 30, 2014

1. Project Rationale

The Caribbean rainforests of Guatemala are one of the country's biodiversity hotspots. Almost 50% of its total biodiversity can be found in this region, including 56% of amphibians, 48% of reptiles, and 67% of birds species. This region is also an important center of endemism for plants, frogs, and beetles, and is critical for Neotropical migratory birds (120 species of which 46 rely on rainforest as primary wintering habitat).

Although Guatemala has done an important effort for the conservation of these unique rainforests -by legally establishing six protected areas and proposing two additional reserves (yet to be established)- **between 1991 and 2010, a total amount of 146,159 ha of natural forests disappeared in the region (over 39% of the forest surface in 1991).** Weak protected area management, the expansion of subsistence agriculture and extensive cattle ranching have been the main drivers of deforestation. This project will seek to scale up Biodiversity Conservation and ecological connectivity efforts across Caribbean Guatemala, by moving from a site based approach (each isolated protected area) to a Landscape Level approach, in order to consolidate and strengthen the whole Regional Sub-System of Protected Areas in Caribbean Guatemala, and halve deforestation rates over the next eight years.



The map shows protected areas in Caribbean Guatemala.

2. Project Partnerships

- **National Forestry Institute, from now on INAB:** is the manager of the National Forestry Incentives Program. As a key element of this Project is to ensure access to the Incentives Program for local communities, and to mobilize approximately 137,000 £ of forest protection incentives to beneficiary communities, INAB is a key partner of the project.

During the first year of the project INAB technicians have revised a total of PINFOR and PINPEP files for a total of 458 ha. Through the PINFOR INAB technicians also certified more than xx protected forests in Caribbean Guatemala.

- **National Council of Protected Areas, from now on CONAP:** is our partner in three activities: the declaration of two new protected areas and their management plans; the co-management and participatory governance of protected areas; and the construction of a Financial Gap analysis and the Regional conservation and sustainable Management Plan.

During this first year and thanks to Darwin Fund, we reinforced our links working together in:

- As part of the Conservation and Sustainable Management Plan; the revision of the protected areas and biodiversity normative that will be applied in the Caribbean Protected Areas System, and a field trip to analyze management activities in the protected areas.
- Lobbying for the declaration of one new protected area Sierra Caral: CONAP and FUNDAECO received at the end of march Mr. Bráulio Ferreira de Souza President of the CBD. In order to present him the Law proposal to declare Sierra Caral as a protected area. Mr. Bráulio De Souza; Benedito Lucas Secertry of CONAP and Marco Cerezo, FUNDAECO General Diector has a meeting with the Vice-President of Guatemala Congress in order to present the importance of create Sierra Caral Protected Area.
- The preparation of the Financial Gap Analysis of the SIGAP. During 2013 FUNDAECO revised with CONAP gaps related to the maintenance of Guatemalan Protected Area System.
- During the first year of the project CONAP provided salaries for 23 parkguards in Cerro San Gil, Río Sarstun and Punta de Manabique Protected Areas.

It is important to inform that local municipalities of Morales and Puerto Barrios are also important partners; they are covering the salaries of 12 park guards for Las Escibas Reserve in Cerro San Gil and for Parque regional Municipal Montana Chiclerá.

3. Project Progress

3.1 Progress in carrying out project activities

Output 1: Through GIS technology, field monitoring and data analysis, high priority forest fragments for biodiversity conservation, ecological connectivity and environmental services provision have been identified across Caribbean Guatemala, and are informing protected area management and habitat protection decisions.

Activity 1.1	<p>Combined GIS initial analysis for forest fragments and remnants prioritization (size, elevation, and connectivity)</p> <p>During this year we prepare an initial map of the priority forest fragments, using three criteria:</p> <ul style="list-style-type: none"> • Forest cover • Forest fragment size • Forest elevation <p>Priority forest are those of 100-300 ha, and intermediate size of 1000-3000 ha, located in elevation intervals of : 0-200 masl, 300-500 masl and >700 masl. Other priority forest are those where FUNDAECO already has monitoring efforts. Initial analysis is presented in annex 1.</p>
Activity 1.2	<p>Field verification of prioritized forest fragments and remnants:</p> <p>activity to be done during year 2 and 3.</p>
Activity 1.3	<p>Monitoring design and preparation of monitoring plan:</p> <p>To be prepared during April and may 2014.</p>
Activity 1.4	<p>Initial data collecting in the field, year one:</p> <p>Data collecting is done for biological taxa to monitored amphibians and birds. See annex 2.</p> <p>Water data is to be collected from year two</p>
Activity 1.5	<p>Data processing (includes the use of multivariate methods and techniques, MARK and COMDYN software)</p> <p>To be done during year two</p>
Activity 1.6	<p>preparation of previous analysis for biology and environmental services monitoring report:</p> <p>The previous analysis has been prepared in an initial version, identifying 5 biology and environmental services that will be monitored across Caribbean, including the marine zone. See annex 3.</p>
Activity 1.7	<p>Presentation and discussion on the previous analysis for biology and environmental services monitoring report</p> <p>To be done during year two</p>

Output 2: The Regional Network of Protected Areas of Caribbean Guatemala has been completed and strengthened- through the establishment and Management Planning of two additional Nature Reserves; the analysis of Financial Gaps and the proposal of “Payment of Environmental Services” mechanisms for the entire Regional System; the Production of a Conservation and Sustainable Management Plan for the Regional Network of Eight Protected Areas; and the strengthening of participatory Governance Mechanisms

Activity 2.1	<p>5 technical workshops and field trips for the preparation of the Technical study for sierra Santa Cruz</p> <p>Workshops and field trips to prepare the technical study have been carried on, the progress of the document is 60%. See annex 4</p>
Activity 2.2	<p>3 workshops with CONAP for the preparation of Technical study for sierra Santa Cruz:</p> <p>To be done, after finishing community workshops.</p>
Activity 2.3	<p>3 workshops with local communities for the discussion on the creation of Sierra santa Cruz protected area.</p> <p>One workshop has been done to prepare the initial version of the Technical study, as well as the proposal for the participative management mechanism “co-administracion” for sierra Santa Cruz. See annex 5.</p>
Activity 2.4	<p>Preparation and presentation of decree proposal to the National Congress:</p> <p>To be prepared in year three; in order to prepare the law proposal FUNDAECO must validate with the communities the zonification for Sierra Santa Cruz. Once validated the law proposal can be presented to the National Congress</p>
Activity 2.5	<p>Follow up with of the decree proposal with the National Congress:</p> <p>For Sierra Caral, during year FUNDAECO lobby with Congressmen for the declaration of the area. A report on this process is presented in annex 6. For Sierra Santa Cruz follow up will occur after activity 2.4</p>
Activity 2.6	<p>Preparation Santa Cruz Management Plan:</p> <p>after activity 2.5</p>
Activity 2.7	<p>Preparation Sierra Caral Management Plan.</p> <p>The progress for this plan is on 60% percent. See annex 7.</p>
Activity 2.8	<p>meetings for the discussion of the Financial gap analysis for Caribbean network of protected areas:</p> <p>During year one FUNDAECO held 2 meetings with CONAP, 2 meetings with the congressmen from the Environmental Commission of the National Congress. FUNDAECO also participated in a meeting with the CONAP, the Congressmen and the Finances Minister. To reinforce this action FUNDAECO did the lobbying effort with ASOREMA (National association of NGOs working in environment and natural resources). ASOREMA is part holds a chair in the Board of CONAP Council, and FUNDAECO Director is the President of ASOREMA. See annex 8, that includes an explanation on the process, press notes and minutes from CONAP sessions. Note that texts from CONAP Council sessions are facilitated, but not signed originals since they are internal documents)</p>
Activity 2.9	<p>Preparation and presentation of the Financial gap analysis for Caribbean network of protected areas:</p> <p>An initial version of the Gap analysis was made during year one. It is still necessary to make a final discussion, before presenting it to CONAP and other stakeholders. See annex 9.</p>
Activity 2.10	<p>Workshops and meetings for the preparation of the Regional Conservation and Sustainable Management Plan:</p> <ul style="list-style-type: none"> • Two technical workshops with FUNDAECO technicians were carried on.

	<ul style="list-style-type: none"> • One technical workshop with CONAP personnel has been carried on for a first analysis that involves the conservation and management regulations. • Three field trips with CONAP personnel has been carried on to discuss management tools and mechanisms. <p>See annex 10.</p>
Activity 2.11	Preparation of the Regional Conservation and Sustainable Management Plan: A first draft of the document is under revision. See Annex 10.
Activity 2.12	Presentation workshop of the Regional Conservation and Sustainable Management Plan. To be done in year three.

Output 3: Selected high priority forests fragments are being protected and restored by communities and small forest owners through the provision of direct incentives in at least 5,000 additional hectares across the biological corridor of Caribbean Guatemala; these incentives will provide significant income to local communities at least over a five year period.

Activity 3.1	Meeting and workshops with local communities to discuss and identify forest to be included in forestry incentives program Meetings were carried on with communities in order to make all the agreements to identify the forests and plantations to be presented to the forest incentives program. As a result 458ha have been presented to the forestry incentives program.
Activity 3.2	Collecting of legal information: land property documents, identity documents, etc. All legal information was collected in order to present the files to INAB.
Activity 3.3	Delimitation of forest boundaries and Forestry inventories. Inventories are part of the forestry files.
Activity 3.4	Statistical analysis on the forestry inventories and land use capacity maps (for restoration only): Done as part of the forest inventories
Activity 3.5	Preparation of Forestry Protection and restoration plans. Done as part of the forestry files
Activity 3.6	Preparation and presentation of forestry incentive files to INAB. Files were completed and presented to INAB. Files for 375 ha were presented to INAB See annex 11
Activity 3.7	Follow-up to incentives approval. In process
Activity 3.8	First year forest verification for the incentives payment: During year one the project supported the management plan implementation and

	verification of 81ha . See annex 12. For the rest of the plots, verification is to be done at the end of 2014.
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Output 4: ;,A sustainable funding facility for small scale productive projects - The “Caribbean Protected Areas Sustainable Community Development Fund”- has been established, replenished through corporate donations and other sources, and is funding 5-7 projects over the duration of the project.

Activity 4.1	Design of “Caribbean Protected Areas Sustainable Community Development Fund”. The Fund has been designed and created. See Annex 13.
Activity 4.2	Preparation and presentation of two proposal for the fund replenishment. As part of this activity the REDD proposal, includes funds to support the productive and conservation projects. The figure to incorporate to the fund is not yet defined.
Activity 4.3	Funding of 5-7 projects. 7 projects were approved during year one and are starting in year two. See Annex 14
Activity 4.4	Field verification and report preparation for the financed projects. Projects are in their initial phase, therefore verification and reports will be presented on the second year.

Output 5. In collaboration with the Althelia Fund, a REDD “Project Design Document” (PDD) has been produced for the Caribbean Region of Guatemala and an “Emissions Reductions Purchase Agreement” (ERPA) has been drafted and negotiated, with the endorsement from local participating communities, through an adequately documented “Free, Previous and Informed Consent” process;

Activity 5.1	First meetings for the FPIC process: presentation of the project to the local communities and stakeholders. To be done in year two.
Activity 5.2	Realisation of the FPIC process (workshops, meetings, etc with more than 50 communities, 3 municipalities and other stakeholders). To be done in year two and three.
Activity 5.3	Preparation of the FPIC document. To be done in year two and three.
Activity 5.4	Carbon and forestry inventories. The initial projections of avoided deforestation and reduced emissions proposed by REDD project is: avoided deforestation over 97000, reduced emissions 14210622 Ton CO2, in a period of 30 years. Forestry inventories for more precise data will be done during year two. See annex 15 showing projections.
Activity 5.5	Statistical analysis and project deforestation. To be prepared as part of the PDD, during year two and three
Activity 5.6	REDD activities plan and budget preparation.

	In September 2013, we received from a REDD investor the Letter of Intent for investment on rural development, productive activities, conservation and emission reduction under a REDD+ scheme in the Biological Corridor of Guatemalan Caribbean, in October FUNDAECO and Althelia signed a term sheet regarding the follow up of the project formulation. At this point FUNDAECO already prepared and presented to Althelia investment officer the project investment note, including deforestation projection, reduced emissions estimation, the business model and project cashflow. Since the term sheet and the products of this process are confidential, in this report we present only the cover of the term sheet and the last page where both signatures appear. See annex 16.
Activity 5.7	PDD document preparation (includes the incorporation of FPIC results). To be prepared in year two and three.
Activity 5.8	PDD presentation to the VCS and CCB standards. To be presented in year three.
Activity 5.9	Follow-up to the PDD approval. To be done in year three
Activity 5.10	Discussion and preparation of the ERPA. To be done in year Two.

Output 6. In conjunction with the CONAP, Natural History Museum of the National University, and local newspapers and radio stations, the high value of Biodiversity and protected in Caribbean Guatemala will have been communicated and disseminated at the regional and national level.

Activity 6.1	10 Radio Spots in Maya-Q'eqchi and Spanish are drafted, recorded, produced and aired in the main local radio station in Caribbean Guatemala. Radio spots in Spanish and Maya-Q'eqchi were transmitted in Two Local Radios Radio TU FM y Radio CORONA, 4 times a day during a month. See annex 17.
Activity 6.2	Popular Education Publications for a local Newspaper and Three Brochures are designed, validated, produced and disseminated. In order to increase the impact the project team decided to use videos in a local TV program, instead of brochures, since videos are more vivid tools. During year one 5 TV videos were transmitted in <i>Canal Antigua</i> which is a local cable channel. Each video has been transmitted 24 times in one month, and was also promoted through our social media network. Videos at: Sierra Caral https://vimeo.com/77424013 Río Sarstún https://vimeo.com/77424014 Eco-tourism http://vimeo.com/76154301 Cerro San Gil and Montanas del Mico http://vimeo.com/74889349 Marine and Coast areas http://vimeo.com/72376295 Two publications were presented in important national newspapers

	<ul style="list-style-type: none"> • <i>El Periodico</i>, that has a print run of 40,000 units. publication at: http://www.elperiodico.com.gt/es/20130713/pais/231015 • <i>Diario de Centro America</i>, that has a print run of 4800 units. See annex 18
Activity 6.3	<p>The communications campaign is monitored and measured: Message retention and understanding are evaluated by project staff through informal interviews; Degree of agreement and compliance with suggested attitudinal changes is measured through “focus groups” methodology in selected communities.</p> <p>To be done in year two.</p>

3.2 Progress towards project outputs

Indicator 1	<p>Protected area management and forest fragment protection efforts across Caribbean Guatemala are being informed and oriented by a biodiversity and environmental services monitoring methodology, based on forest fragments analysis and prioritization (based on size, singularity, endemism, AZE species, connectivity functions, etc.)</p> <p>During year one, we were able to analyse which are the most useful indicators to measure and guide the protected area management and forest fragment protection efforts; a battery that integrates three dimension, -ecosystem functionality, biodiversity and antropic dimension-, was established, as well as the sites for monitoring. See annex 4.</p> <p>From year two we will have the data that will be compared with previous and baselines data, this analysis will be used to revise management and protection actions.</p>
Indicator 2	<p>Two additional proposed protected areas have been declared in Caribbean Guatemala; their Management Plans have been formulated with ample participation from local communities and stakeholders, and participatory governance mechanisms have been established.</p> <p>During year one we did lobbying with the Congressmen for the declaration of Sierra Caral, this process included meetings with Congressmen from the Environment Commission of the National Congress and with other Congressmen of Izabal. As part of the lobbying strategy CONAP and FUNDAECO organized a meeting with Mr. Braulio de Souza, Executive Secretary of the CBD, and the VicePresident of the Congress Mr. Juan Alcazar, presenting the importance of the Caribbean, and the declaration of Sierra Caral protected area. The presence of Mr Souza as a biodiversity authority has boosted the declaration process. See annex 19 and 20</p>
Indicator 3	<p>The Financial Gap for the effective management of the Regional System of Protected Areas has been reduced by at least 40% through increased budgets, the enactment of PES mechanisms and REDD project contributions.</p> <p>During year one FUNDAECO with the support of ASOREMA pushed efforts for the discussion and lobbying to reduce the Financial Gap for the effective management of the Regional System of Protected Areas. During this year we were able to analyze the administrative route inside the Congress, the Finance Ministry and CONAP, and we were able to discuss several mechanisms. The interest of CONAP in moving on with this effort is demonstrated in the Council Sessions Minutes, deciding meeting with Congressmen and the Finances Minister. See annex 7. During year two we will present the identified mechanisms in order to develop together with all the institutions, the process to reduce the financial gap.</p>

Indicator 4	<p>The proposed “Conservation and Sustainable Management Plan” for the Regional Network of Eight Protected Areas has been produced and is being used to strengthen management effectiveness across the region.</p> <p>During year one, we started the construction of this plan, including a workshop with technical and legal discussion and 3 field trips with participation of 33 CONAP officers and 15 FUNDAECO technicians. During year two, we will work on the definition of the Regional Mechanisms and a presentation to all stakeholders in order to define an implementation strategy.</p>
Indicator 5	<p>5,000 hectares of selected high priority forests fragments are being protected and restored by communities and small forest owners through the provision of direct “forest protection incentives”</p> <p>During year one, we are reaching a meta de 458 hectares of protection and restoration. See annex 21. Data base of forest protection and restoration.</p>
Indicator 6	<p>By the end of the project, Forest Protection Incentives are providing direct income to communities in excess of 137,000 £ per year, over a five year period.</p> <p>The Forest Incentives program provides incentives after the first year of protection or restoration. Therefore communities will receive incentives in year two; the communities will receive more than 140,000 £from the forest incentives program.</p>
Indicator 7	<p>A regional funding facility for small scale productive projects has been established – The “Caribbean Protected Areas Sustainable Community Development Fund” has been established.</p> <p>The fund has been established. See annex 13.</p>
Indicator 8:	<p>Through the above mentioned funding facility, between 5 and 7 sustainable productive activities such as black pepper, non-timber forest products, and ecotourism, have been supported.</p> <p>7 projects are being supported.</p> <ul style="list-style-type: none"> • La Palmilla: Cardamom • Rubel Ho: Cardamom • Buena Vista: Fruits(lemon and rambután) and forestry • Cerro Blanco: forestry and lemon in association with pineapple and corn • San Matin: forestry, orange, tangerine in association with corn • San Gil Women: cinnamon and pepper, and improvement of handcrafts production • Lampara: rubber and agroforestry <p>See annex 14</p>
Indicator 9:	<p>The REDD “Project Design Document” (PDD) has been validated and certified and an “Emissions Reductions Purchase Agreement” (ERPA) has been negotiated, with the endorsement from local participating communities, through an adequately documented “Free, Previous and Informed Consent” process</p> <p>The progress trough this indicator is the presentation to Althelia Climate Fund, of the project investment note, including deforestation projection, reduced emissions estimation, the business model and project cashflow.</p>

3.3 Progress towards the project Purpose/Outcome

Progress to reduce fragmentation and deforestation are significant, just in the first year; FUNDAECO signed a memorandum of understanding with Althelia Cimate Fund for a REDD project, by the end of year one, the project area and project activities are defined, and business plan is in revision in the Althelia Comittee.

As a result of the lobbying activities with Congressmen, the Law Proposal to declare Sierra Caral protected area is in the priority list of the national Congress and might be approved in the first week of May. This new protected area will increase in 19,000 ha to the Caribbean Protected Areas System, more than xx ha of forest.

In addition to the first indicators that suggest a long term protection over xx ha. In first year we are adding 582 ha of protected forests and forestry and agro forestry plantations, reducing fragmentation, but also giving to communities new productive options that will in the medium and long term reduce the need of new agriculture lands, tackling a deforestation driver.

The project only shows a delay in outcome 9; the negotiation of the REDD project is slower than planned, therefore indicator related to this outcome specifically FPIC which was included in assumption 3, is planned for year two and three. However conditions mentioned in assumption 3 “close working relationship with communities across Caribbean Guatemala”, are still good to launch a FPIC and REDD process.

3.4 Goal/ Impact: achievement of positive impact on biodiversity and poverty alleviation

The stated Goals/Impacts of this project, contained in the application form, are: the reduction of deforestation and forest fragmentation in Caribbean Guatemala (Biodiversity Conservation Goal); and: the provision of financial incentives for the protection and restoration of community forests and the allocation of funds for small scale productive projects in local communities (Poverty Alleviation Goals).

During this first year, the project has successfully identified, jointly formulated (with beneficiary participants) and allocated funds for **seven productive projects** in communities across the region, that will support the following sustainable economic activities: Xate production (forest dwelling ornamental plant); Agroforestry; Handicrafts; and Cinnamon production. Two of these projects will directly support local grass root women associations. A total amount of 30,000 £ has been allocated and invested in these productive projects. Over the next years, FUNDAECO will support the establishment of “value chains” for the successful marketing of these products.

With support from the project, an inventory of parcels eligible for Forest Protection and Reforestation Incentives has been developed in key connectivity regions between protected areas across the region. The project has supported the preparation of technical studies and legal files required by farmers in order to access these incentives – thus providing indispensable transaction costs for poor farmers- and a total amount of **458ha** have already been presented for forest protection and forest restoration. . A total amount of 300 ha of agroforestry systems has already been planted with counterpart funding from Carbon Investors (as stated in the project proposal). An additional amount of **230ha** has been identified and will be presented for incentives support over the following months. See annex 23.

The selected agroforestry systems – Pure Forest plantations (with native species); Rubber plantations; Forest-Cacao; Forest-Pepper; Forest-Cardamom; Fruit Tree plantations – were selected in order to achieve the two targets of forest cover restoration and income generation for local communities.

Production and Income projections have been developed for the key agroforestry productive systems supported by the project. **These systems will leverage income through the Forestry Incentives Program, and through the marketing of the selected products- timber, rubber, fruits, cacao, and cardamom-, which will go into production at different time scales.** This will ensure a sustainable income flow over the next twenty years: Pepper and Cardamom will go into production after three-four years; Fruit trees will go into production after four-five years; Cacao after five-six years; Rubber after seven years; and timber will be produced after years 10 to 12 (with income from thinning after year 7). Thus, the project will significantly support poverty alleviation among beneficiaries. During the first three years, farmers will continue planting corn and/or beans, in mixed intercropping with trees, under Taunya Systems.

All indicators and verifiers are included in Annex to this Report.

4. Project support to the Conventions (CBD, CMS and/or CITES)

By strengthening the regional sub-system of protected areas of Caribbean Guatemala, and by protecting forest remnants and restoring forest cover in key connectivity corridors between these protected areas, the project is directly supporting the stated Goal 1.2 and suggested activities of the Programme of Work on Protected Areas of the Convention of Biological Diversity, which specifically states:

“Goal 1.2: To integrate protected areas into broader land-and seascapes and sectors so as to maintain ecological structure and function”

“1.2.2. Integrate regional, national and sub-national systems of protected areas into broader land- and seascapes, *inter alia* by establishing and managing ecological networks, ecological corridors and/or buffer zones, where appropriate, to maintain ecological processes and also taking into account the needs of migratory species.”

All project activities have been implemented in close coordination with the National Biodiversity Authority – the National Council of Protected Areas (CONAP)- and over the course of the past months, a series of field visits, workshops, and institutional exchanges have taken place with staff from CONAP and FUNDAECO.

It is worthy of mention that the Caribbean Region of Guatemala and FUNDAECO’s work in the region were selected as the official field visit site for the Executive Secretary of the Convention of Biological Diversity, Mr. Bráulio de Souza, during his official visit to Guatemala in March of 2014. During this visit, Mr. Bráulio De Souza, the Executive Secretary of the National Council of Protected Areas (Mr. Benedito Lucas), and the General Director of FUNDAECO (Mr. Marco Cerezo) visited the National Congress; one of the items in the Agenda that was specifically addressed during this visit was the urgency of the legal declaration of Sierra Caral as a National Protected Area by Congress, in order to fill this important conservation gap in Caribbean Guatemala. The support of The Darwin Initiative to FUNDAECO’s work in the Caribbean Region of Guatemala was explicitly mentioned during the visit to Mr. Bráulio de Souza, and all documents presented to the Secretary of the Convention contained the Logo of The Darwin Initiative.

5. Monitoring, evaluation and lessons

As stated in FUNDAECO Monitoring and Evaluation Manual, the project is monitored every three months via an access data base, and every six months via monitoring visit to the project area. During these visits meetings are held with the project team in order to collect products and evidence, and to understand the contribution of outputs and activities to the project outcome

Indicators of achievement usually are referred to quantity (percentage) compared to the project target when exiting, or just adding to activities, but process progress and remarkable activities are also considered.

During this period we learned the importance of keeping an historical data base in order to start a baseline when not included in the project.

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

Not applicable

7. Other comments on progress not covered elsewhere

Not applicable

8. Sustainability

During this first year of project implementation, FUNDAECO achieved a higher than expected recognition and promotional profile for the project in Guatemala, mainly as a result of two key achievements:

- On the one hand, the implementation of a large scale promotional campaign in support of protected areas, funded jointly by the project, the National Council of Protected Areas and a Private Corporation, provided the opportunity to reach hundreds of thousands of citizens in Guatemala. The logo of The Darwin Initiative was clearly included in all promotional posters that were displayed throughout the Capital city.
- On the other hand, the official visit to Guatemala by the Executive Secretary of the Convention of Biological Diversity, Mr. Bráulio de Souza - his visit to the National Congress (and his interview with the Vice-President of the Legislative Body), and his field visit to Caribbean Guatemala (which included an overflight, and a visit to several of the project’s sites)- provided a unique opportunity to leverage his support in favour of the project’s stated goals.

In particular, during his visit to the National Congress, one of the items in the agenda was the request for a rapid declaration of Sierra Caral as a National Protected Area, in order to fill this important conservation Gap in Caribbean Guatemala.

Also, in all materials provided to Mr. de Souza, the logo of the Darwin Initiative was clearly displayed.

- The main evidence of an increased interest for biodiversity resulting from these achievements is that, a few weeks after the visit by Mr. De Souza, the National Congress included the legal declaration of Sierra Caral in the prioritized Agenda of Congress, which means that the Declaration Law may be voted within the following weeks.
- Beyond project duration, the outputs and impacts of the project will be sustained through the following mechanisms:
 - o Forest Protection Subsidies will be paid yearly by INAB (Forestry Institute) over a five year period after submission of the Technical and Legal files for each community. Thus, they may extend at least three years beyond project duration.
 - o **The supported agroforestry systems will leverage income through the marketing of the selected products- timber, rubber, fruits, cacao, and cardamom-, which will go into production at different time scales.** As stated above, this will ensure a sustainable income flow over the next twenty years.
- The project will launch a series interventions that will have medium term and long term results (productive activities, reforestations, agroforestry systems, forest protection subsidies); these activities will be financially sustainable through the production and marketing of selected agro-ecological products, and FUNDAECO will only provide punctual technical assistance at key moments in the productive process (maintenance and harvesting).
- As FUNDAECO has a long-standing presence in the project area, and as a designated co-manager of local protected areas, FUNDAECO's main "exit strategy" of these interventions will consist in a gradual reduction of the intensity of its technical assistance, as these productive activities become self-sustainable.

9. Darwin Identity

The project was officially launched in a press conference with the participation of the UK Ambassador Sarah Dickson, the FUNDAECO General Director Marco Cerezo, INAB Manager Josue Morales and CONAP Executive Secretary Benedicto Lucas. The UK Ambassador remarked the support of Darwin Initiative to the project. The logo was used during the activity and in the press release delivered to the three press media that attended the conference: Siglo 21, Diario de Centro America and Prensa Libre. The UK government also included a brief of the project at its web page. See annex 22

Through this activity CONAP and INAB authorities and officers were able to meet Darwin Initiative and its logo.

Darwin Logo and name has been used in all products and activities related to output 6. As showed on the annex 17 and 18, Darwin Initiative is named in the radio spots and the logo appears the muppets that were located across Guatemala City, and at the end of each TV program (watch links in section 3.1, activity 6.2).

Darwin Logo was used in activities participants lists, and in the document presented to Mr. De Souza Executive Secretary for the CBD and the Vice President of the National Congress. See annex 20.

10. Project Expenditure

Table 1 project expenditure during the reporting period (1 April 2013 – 31 March 2014)

Project spend since last annual report	2013/14 Grant (£)	2013/14 Total actual Darwin Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs (see below)			6%	Variances are planned just for year one, not for the global budget. Therefore will be adjusted during year 2 and 3.
Consultancy costs			14%	
Overhead Costs			0%	
Travel and subsistence			12%	
Operating Costs			61%	
Capital items (see below)			78%	The computers was bought for our partner; the variance will be adjusted with the reduction of operating costs for the partner in year two and three.
Others (see below)			0%0	
TOTAL			1%	

Variance for capital items has not been discussed with Darwin, since the amount is not globally significant and it is planned to reduce operation costs for our partner.

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

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

It is worthy of mention that the Caribbean Region of Guatemala and FUNDAECO's work in the region were selected as the official field visit site for the Executive Secretary of the Convention of Biological Diversity, Mr. Braulio de Souza, during his official visit to Guatemala in March of 2014. During this important country visit, Mr. Braulio De Souza, the Executive Secretary of the National Council of Protected Areas (Mr. Benedicto Lucas), and the General Director of FUNDAECO (Mr. Marco Cerezo) visited the National Congress; one of the items in the Agenda that was specifically addressed during this visit was the urgency of the legal declaration of Sierra Caral as a National Protected Area by Congress, in order to fill this important conservation gap in Caribbean Guatemala. The support of The Darwin Initiative to FUNDAECO's work in the Caribbean Region of Guatemala was explicitly mentioned during the visit to Mr. Braulio de Souza, and all documents presented to the Secretary of the Convention contained the Logo of The Darwin Initiative.

Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2013-2014

Project summary	Measurable Indicators	Progress and Achievements April 2013 - March 2014	Actions required/planned for next period
<p>Goal/Impact</p> <p>The long term reduction of fragmentation and deforestation of the remaining rainforests of Caribbean Guatemala, between the borders of Belize and Honduras, with an expected reduction of at least 50% in deforestation rates across the region over the next eight years, in direct compliance with Target 5 of the STRATEGIC PLAN FOR BIODIVERSITY 2011-2020 AND THE AICHI BIODIVERSITY TARGETS of the COP 10 of the CBD</p>		<p>458 ha are under protection or restoration, contributing to forest connectivity.</p> <p>(report on any contribution towards positive impact on biodiversity or positive changes in the conditions of human communities associated with biodiversity e.g. steps towards sustainable use or equitable sharing of costs or benefits)</p>	
<p><i>Purpose/Outcome:</i> the development of a regional strategy, methodologies and tools for the reduced fragmentation and deforestation of the remaining rainforests of Caribbean Guatemala, between the borders of Belize and Honduras.</p>	<p>Protected area management and forest fragment protection efforts across Caribbean Guatemala are being informed and oriented by a biodiversity and environmental services monitoring methodology.</p>	<p>Biodiversity and environmental services to be monitored are identified.</p> <p>Sites to be monitored are identified</p>	<p>Start long period analysis for birds</p> <p>Start environmental services monitoring</p>
	<p>Two additional proposed protected areas have been declared in Caribbean Guatemala; their Management Plans have been formulated with ample participation from local communities and stakeholders, and participatory governance mechanisms have been established.</p>	<p>Sierra Santa Cruz Technical study has a progress of 60%</p> <p>Lobbying with Congressmen and the visit of Mr. Braulio de Souza gave a new boost for the declaration Sierra Caral .</p>	<p>Finish the technical Study</p> <p>Continue lobbying</p>
	<p>The Financial Gap for the effective management of the Regional System of Protected Areas has been reduced by at least 40%</p>	<p>CONAP Council was positive about this initiative and 2 meetings with Congressmen and the Ministry of finances to reduce the financial Gap.</p> <p>The analysis and proposal of mechanisms to reduce the financial gap, is on process (60%)</p>	<p>Present mechanisms to reduce the financial gap.</p> <p>Lobbying</p>

	The proposed “Conservation and Sustainable Management Plan” for the Regional Network of Eight Protected Areas has been produced and is being used to strengthen management effectiveness across the region	The plan is in progress (50%) Workshops and field trips with CONAP to discuss the plan were held. Including the discussion of technical aspects, regulations and experiences.	Present the plan and define with CONAP an implementation strategy
	5,000 hectares of selected high priority forests fragments are being protected and restored through the provision of direct “forest protection incentives”	458 ha are being protected and restored. (10% of the total),	40% are programmed for year 2, and 50% for year 3
	By the end of the project, Forest Protection Incentives are providing direct income to communities in excess of 137,000 £ per year, over a five year period.	In the second year communities will receive more than 140,000£, for all the files presented to the incentives program during year one.	
	The “Caribbean Protected Areas Sustainable Community Development Fund” has been established.	The fund is established.	Continue fund raising for the replenishment
	Through the above mentioned funding facility, between 5 and 7 sustainable productive activities have been supported	7 projects are approved	Project monitoring
	The REDD PDD has been validated and certified and an ERPA has been negotiated, with the endorsement from local participating communities, through an adequately documented “Free, Previous and Informed Consent” process	Althelia has presented the interest in following up the REDD project. The Business Model of the project has been presented to Althelia Project Officer	PDD and FPIC preparation
Output 1. Through GIS technology, field monitoring and data analysis, high priority forest fragments for biodiversity conservation, ecological connectivity and environmental services provision have been identified across Caribbean Guatemala, and are informing protected area management and	Two annual reports of GIS forest cover analysis;	There is no GIS cover analysis since there is no available image. FUNDAECO will continue looking for an available image (regarding cost)	
	Three annual reports of biological monitoring of indicator taxa	Report on biological taxa is done.	
	One report of environmental services provision in protected areas	Areas and services to be monitored are identified, and baselines are available. Initial analysis describing indicator is done.	

<p>habitat protection decisions. (insert original outputs with activities relevant to that outputs in lines below. Activities relevant to more than one output should be cross-referenced rather than repeated)</p>	<p>One Report on Forest fragments identified and prioritized for biodiversity conservation and environmental services provision, with regional management recommendations</p>	<p><i>Initial analysis prioritizing forest using fragment size and elevation above sea level is done.</i></p>
<p>Combined GIS initial analysis for forest fragments and remnants prioritization (size, elevation, and connectivity)</p>		<p>Progress in a 90%, we still need to revise connectivity.</p>
<p>Field verification of prioritized forest fragments and remnants</p>		<p>To be done in year two</p>
<p>Monitoring design and preparation of monitoring plan</p>		<p>Progress in 30%</p>
<p>Initial data collecting in the field, year one</p>		<p>Biological data is collected</p>
<p>Data processing (includes the use of multivariate methods and techniques, MARK and COMDYN software)</p>		<p>To be done in year two and three</p>
<p>preparation of previous analysis for biology and environmental services monitoring report</p>		<p>done</p>
<p>Presentation and discussion on the previous analysis for biology and environmental services monitoring report</p>		<p>To be done in year two</p>
<p>Output 2. The Regional Network of Protected Areas of Caribbean Guatemala has been completed and strengthened- through the establishment and Management Planning of two additional Nature Reserves; the analysis of Financial Gaps and the proposal of "Payment of Environmental Services" mechanisms for the entire Regional System; the Production of a Conservation and Sustainable Management Plan for the Regional Network of Eight Protected Areas; and the strengthening of</p>	<p>One Technical study for Sierra Santa Cruz prepared, discussed and presented to CONAP; One Legal Declaration Decree prepared and presented to Congress; Two Legal decrees under consideration by Congress in the Legislative Agenda</p> <p>One final Report of a Consultative process with 40 communities in Sierra Santa Cruz, consulted for the creation of a new protected area</p>	<p>Technical study is in progress (60%)</p> <p>One Legal Declaration Decree is presented to the Congress and we are lobbying for its approval</p> <p>Progress of 40%, related to zoning and participative model for the management of Sierra Santa Cruz Protected area.</p>

participatory Governance Mechanisms	Working paper on inputs from CONAP, Finance Ministry and other stakeholder for the Financial gap analysis for Caribbean network protected; One Report on Financial Gaps and mechanisms to reduce it (PES, REDD, and others);	Document in progress (60%)
	Working papers on inputs recorded in consultation workshops for the preparation of the Regional Conservation and Sustainable Management Plan; Final Document of a Regional Conservation and Sustainable Management Plan for the Network of Protected Areas;	Document in progress (60%)
	One Report of participatory Governance Mechanisms designed and in place in the regional network of Protected Areas (FFEM counterpart support)	Planned for year three
5 technical workshops and field trips for the preparation of the Technical study for sierra Santa Cruz		3 workshops
3 workshops with CONAP for the preparation of Technical study for sierra Santa Cruz		To be done in year three
3 workshops with local communities for the discussion on the creation of Sierra santa Cruz protected area.		1 workshop
Preparation and presentation of decree proposal to the National Congress		done
Follow up with of the decree proposal with the National Congress		done
Preparation Santa Cruz Management Plan		To be done in Year three
Preparation Sierra Caral Management Plan		Document in progress (60%)
meetings for the discussion of the Financial gap analysis for Caribbean network of protected areas		4 meetings
Preparation and presentation of the Financial gap analysis for Caribbean network of protected areas		Document in progress (60%)

Workshops and meetings for the preparation of the Regional Conservation and Sustainable Management Plan		3 workshops, 1 field trip
Preparation of the Regional Conservation and Sustainable Management Plan		Document in progress (60%)
Presentation workshop of the Regional Conservation and Sustainable Management Plan		To be done in year three
Output 3. Selected high priority forests fragments are being protected and restored by communities and small forest owners through the provision of direct incentives in at least 5,000 additional hectares across the biological corridor of Caribbean Guatemala; these incentives will provide significant income to local communities at least over a five year period.,	20 Field Reports of participatory processes in which 20 communities are consulted to prioritize forests to be presented to the forestry incentives program	Done the first 458ha presented in the files for year one, and for other 230ha already identified for year two.
	Between 30 and 50 Technical and Legal Files for the registration of Forest Protection Incentives, including: Forest inventories; GIS thematic maps; Boundary geo-referencing; Legal documents; and Applications Forms; Between 30 and 50 Reception and certification resolutions by National Forestry Institute; Payment certifications;	Done the first 458ha
	500 families are receiving forestry incentives for the protection and restoration of 5,000 ha of community forests	93 families in files presented during year one
Meeting and workshops with local communities to discuss and identify forest to be included in forestry incentives program		Done for the first 458 ha
Collecting of legal information: land property documents, identity documents, etc		Done for the first 458 ha
Delimitation of forest boundaries and Forestry inventories		Done for the first 458 ha
Statistical analysis on the forestry inventories and land use capacity maps (for restoration only)		Done for the first 458 ha

Preparation of Forestry Protection and restoration plans	Done for the first 458 ha	
Preparation and presentation of forestry incentive files to INAB	Done for the first 458 ha	
Follow-up to incentives approval	In process for the first 458 ha	
First year forest verification for the incentives payment	Done for 81 ha.	
Second year forest verification for the incentives payment	To be done	
Output 4. A sustainable funding facility for small scale productive projects - The "Caribbean Protected Areas Sustainable Community Development Fund"- has been established, replenished through corporate donations and other sources, and is funding 5-7 projects over the duration of the project.	The "Caribbean Protected Areas Sustainable Community Development Fund" is designed and has been established in a local Bank. One operations manual has been approved.	The fund is created and funds are allocated at a specific account in a local bank. The fund manual is approved, and is implemented as part of the project selection and fund operation.
	The replenishment of the fund is presented to at least two sources (corporate donors and REDD investors)	The replenishment was presented as part of the business model for the REDD project to Althelia Climate Fund
	5-7 projects are funded through the "Caribbean Protected Areas Sustainable Community Development Fund"	7 projects are approved and starting in year two:
Design of "Caribbean Protected Areas Sustainable Community Development Fund"	done	
Preparation and presentation of two proposal for the fund replenishment	One proposal presented	
Funding of 5-7 projects	7 projects approved and starting in year two	
Field verification and report preparation for the financed projects	To be done in year two and three	
Output 5. In collaboration with the Althelia Fund, a REDD "Project Design Document" (PDD) has been produced for the Caribbean Region of Guatemala	50 communities, 3 municipalities, and other stakeholders are consulted in a "Free, Previous and Informed	This indicator depends on the progress of the REDD project negotiation

and an "Emissions Reductions Purchase Agreement" (ERPA) has been drafted and negotiated, with the endorsement from local participating communities, through an adequately documented "Free, Previous and Informed Consent" process;	Consent" process for a REDD project;	This indicator depends on the progress of the REDD project negotiation
	PDD considering results from the FPIC process is prepared and presented to the VCS and CCB standards for their approval	This indicator depends on the progress of the REDD project negotiation
	One ERPA is reviewed and discussed with The Althelia Fund	
First meetings for the FPIC process: presentation of the project to the local communities and stakeholders		To be done in year two and three
Realisation of the FPIC process (workshops, meetings, etc with more than 50 communities, 3 municipalities and other stakeholders)		To be done in year two and three
Preparation of the FPIC document		To be done in year two and three
Carbon and forestry inventories		Previous estimations are done. Filed inventories to be done during year two and three
Statistical analysis and project deforestation		To be prepared as part of the PDD, during year two and three
REDD activities plan and budget preparation		Progress presented as part of the project investment note to Althelia Climate Fund
PDD document preparation (includes the incorporation of FPIC results)		To be done in year two
PDD presentation to the VCS and CCB standards		To be done in year three
Follow-up to the PDD approval		To be done in year three
Discussion and preparation of the ERPA		To be done in year three
Output 6. In conjunction with the CONAP, Natural History Museum of the National University, and local newspapers and radio stations, the high value of Biodiversity and protected in Caribbean Guatemala will have been communicated and disseminated at the	10 Radio Spots in Maya-Q'eqchi and Spanish have been produced and aired in the main local radio station in Caribbean Guatemala;	done

regional and national level.	Popular Education Publications for a local Newspaper and Three Brochures are designed, validated, produced and disseminated.	done
	The communications campaign is adequately monitored and measured: Message retention and understanding are evaluated by project staff through informal interviews, Degree of agreement and compliance with suggested attitudinal changes is measured through “focus groups” methodology in selected communities.	To be done in year two and three

Annex 2 Project's full current logframe

Activity	No of Months	Year 1				Year 2				Year 3			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 1													
1.1 Combined GIS initial analysis for forest fragments and remnants prioritization (size, elevation, and connectivity)	1	X											
1.2 Field verification of prioritized forest fragments and remnants	2						x						
1.3 Monitoring design and preparation of monitoring plan	2					x							
1.4 Initial data collecting in the field, year one	6		X	X	x								
1.5 Data processing	3				x							x	x
1.6 preparation of previous analysis for biology and environmental services monitoring report	2				x								
1.7 Presentation and discussion on the previous analysis for biology and environmental services monitoring report	1						x				x		
1.8 Preparation of Monitoring plan for year two	1					x							
1.9 data collecting in the field, year two	6					X	X						
1.10 Data processing year two	3							X					
1.11 Preparation of Monitoring report year two	2								X				
1.12 Preparation of Monitoring plan for year three	1									X			
1.13 data collecting in the field, year three	6									X	X		
1.14 Data processing year three	3											X	
1.15 Preparation of Monitoring report year three	2												X
Output 2													
2.1 5 technical workshops and field trips for the preparation of the Technical study for sierra Santa Cruz	4	X	X				x						
2.2 3 workshops with CONAP for the preparation of Technical study for sierra Santa Cruz	3									x			

2.3	3 workshops with local communities for the discussion on the creation of Sierra Santa Cruz protected area.	4				x	x			x	x				
2.4	Preparation and presentation of decree proposal to the National Congress	3					x	X							
2.5	Follow up with of the decree proposal with the National Congress	12							x	x	x	x			
2.6	Preparation Santa Cruz Management Plan	8												x	x
2.7	Preparation Sierra Caral Management Plan	8							x	x	x				
2.8	meetings for the discussion of the Financial gap analysis for Caribbean network of protected areas	3		x					x	x	x				
2.9	Preparation and presentation of the Financial gap analysis for Caribbean network of protected areas	2		x	x			x	x						
2.10	Workshops and meetings for the preparation of the Regional Conservation and Sustainable Management Plan	3					x	x	x						
2.11	Preparation of the Regional Conservation and Sustainable Management Plan	3							x	x					
2.12	Presentation workshop of the Regional Conservation and Sustainable Management Plan	1									x				
Output 3															
3.1	Meeting and workshops with local communities to discuss and identify forest to be included in PINFOR/PINPEP	2	x	x	x	x	x	x	x	x	x	x			
3.2	Collecting of legal information: land property documents, identity documents, etc	8	X	x	x	x	x	x	x	x	x	X			
3.3	Delimitation of forest boundaries and Forestry inventories	16	x	x	x	x	x	x	x	x	x	x			
3.4	Statistical analysis on the forestry inventories and land use capacity maps (for restoration only)	16		x	x	x	x	x	x	x	x	x			
3.5	Preparation of Forestry Protection and restoration plans	16			x	x	x	x	x	x	x	x			
3.6	Preparation and presentation of forestry incentive files to INAB	8					x				x			x	
3.7	Follow-up to incentives approval	12					x	x	x	x	x	x	x	x	x

3.8	First year forest verification for the incentives payment	4				x				x				
3.9	Second year forest verification for the incentives payment	4											x	
Output 4														
4.1	Design of “Caribbean Protected Areas Sustainable Community Development Fund”	4	x											
4.2	Preparation and presentation of two proposal for the fund replenishment	4		x			x	x						
4.3	Funding of 5-7 projects	21					x	x	x	x				
4.4	Field verification and report preparation for the financed projects								x			x	x	
Output 5														
5.1	First meetings for the FPIC process: presentation of the project to the local communities and stakeholders	2							x	x				
5.2	Realisation of the FPIC process	9								x	x			
5.3	Preparation of the FPIC document										x	x		
5.4	Carbon and forestry inventories				x	x		x	x	x				
5.5	Statistical analysis and project deforestation									x	x			
5.6	REDD activities plan and budget preparation						x	x	x					
5.7	PDD document preparation (includes the incorporation of FPIC results)									x	x	x		
5.8	PDD presentation to the VCS and CCB standards												x	
5.9	Follow-up to the PDD approval												x	x
5.10	Discussion and preparation of the ERPA									x	x			
Output 6														
6.1.	Radio Spots in Maya-Q’eqchi and Spanish	6					X			x				
6.2.	Popular Education Publications for a local Newspaper and Three Brochures	8		X		X				X			x	
6.3.	The communications campaign is monitored and measured	2								x			X	

Annex 3 Standard Measures

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
9	Number of species/habitat management plans (or action plans) to be produced for Governments, public authorities, or other implementing agencies in the host country		2(SC and regional)					2
12A	Number of computer based databases to be established and handed over to the host country		1(biological and environmental services)				3	
12B	Number of computer based databases to be enhanced and handed over to the host country		2(incentives, projects, carbon)					
14A	Number of conferences/seminars/workshops to be organised to present/disseminate findings		2(regional plan, financial gap)				2	
15A	Number of national press releases in host country(ies) Number of national press releases in UK	3 1					4	
15C	Number of local TV programmes/features in host country(ies)	5					5	
19C	Number of local radio interviews/features in host country(ies)	2(radio spots)	2 (radio spots)				2	4
20	Estimated value (£'s) of physical assets to be handed over to host country(ies)	3(2 computers, 1 router)					3	
22	Number of permanent field plots to be established during the project and continued after Darwin funding has ceased	10	22				10	32

Table 2 **Publications**

Type (eg journals, manual, CDs)	Detail (title, author, year)	Publishers (name, city)	Available from (eg contact address, website)	Cost £
Press release	Launch event	Prensa Libre	Website, annex 22	
	Launch event	Siglo 21	Website, annex 22	
	Launch event	UK Government	Website, annex 22	
Press publications	Conservacion de la Biodiversidad	Diario de Centro America	Website, annex 18	
		El Periodico	website	

Annex 4 Onwards – supplementary material (optional but encouraged as evidence of project achievement)

This may include outputs of the project, but need not necessarily include all project documentation. For example, the abstract of a conference would be adequate, as would be a summary of a thesis rather than the full document. If we feel that reviewing the full document would be useful, we will contact you again to ask for it to be submitted.

It is important, however, that you include enough evidence of project achievement to allow reassurance that the project is continuing to work towards its objectives. Evidence can be provided in many formats (photos, copies of presentations/press releases/press cuttings, publications, minutes of meetings, reports, questionnaires, reports etc) and you should ensure you include some of these materials to support the annual report text.

Checklist for submission

	Check
Is the report less than 10MB? If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line.	
Is your report more than 10MB? If so, please discuss with Darwin-Projects@ltsi.co.uk about the best way to deliver the report, putting the project number in the Subject line.	X
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.	X
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	X
Have you completed the Project Expenditure table fully?	X
Do not include claim forms or other communications with this report.	