





Darwin Initiative Main Project 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

Darwin Project Information

Project Reference	21-007
Project Title	Livelihoods in the balance - protecting Cambodia's remaining seasonally-inundated grasslands
Host Country/ies	Cambodia
Contract Holder Institution	Wildfowl & Wetlands Trust
Partner institutions	Mlup Baitong (MB), Chamroen Chiet Khmer (CCK), Forestry Administration (FA) of the Royal Cambodian Government, BirdLife Cambodia
Darwin Grant Value	£222,241.00
Funder (DFID/Defra)	Defra
Start/end dates of project	Apr 2014 – Mar 2017
Reporting period (e.g., Apr 2015 – Mar 2016) and number (e.g., Annual Report 1, 2, 3)	Apr 2014 – Mar 2015 AR1
Project Leader name	Andy Graham
Project website/blog/Twitter	N/A
Report author(s) and date	Andy Graham

1. Project Rationale

30% of Cambodia comprises wetlands providing critical natural resources to millions; 80% depend on wetlands for their livelihoods. Over half its seasonally-inundated grassland has been lost as a result of land conversion and agricultural intensification.

Boeung Prek Lapouv (BPL) and Anlung Pring (AP) in the Cambodian Lower Mekong (CLM) have been designated by the Cambodian government as Sarus Crane reserves and contain the last remnants of seasonally-inundated grassland. Since 2000, 1440ha has been converted to paddy field and commercial shrimping. Insecure land tenure around the reserves hampers poor people's ability to access resources. Itinerant Vietnamese farmers arrive in BPL each dry season, impacting on the reserve directly through intensive chemical use.

WWT studies show both sites provide crucial ecosystem services to the poorest; at least 6,880 households in 26 villages depend on them.

They're important wildlife habitats and support 30% of Sarus Crane (VU) regional population during the non-breeding season and other bird species of global concern. This population is increasingly threatened by loss and degradation of its wetland habitat as well as by human disturbance within the reserves.

The two sites are located adjacent to the international border with Vietnam and significantly are within a day's journey by boat.

2. Project Partnerships

Project partners are Mlup Baitong (MB), Chamroen Chiet Khmer (CCK) and BirdLife Cambodia and have worked with WWT on the two sites since the inception of this project but also for the 3 years prior to that (from 2010). Since 2010, all four organisations have worked closely together to achieve project objectives. MB and CCK are experts in their field of community development and are locally active in the sites we work on. Given their knowledge and experience, they were natural partners and supporters of what we're trying to achieve and complete a strong organisational team with a range of desirable attributes. We developed the project and the application to Darwin jointly over a period of months which included a trip by the UK Project Leader to Cambodia to take part in project and business planning workshops which contributed strongly to our successful Darwin bid.

This partnership meets formally 2-3 times a year on its own (as the Project Co-ordinating Committee) but the partners are also present at the various community fora we have set up. This means that throughout the course of the last year partners have met formally on more than 10 occasions added to which are almost daily interactions in the field between the WWT project team and partners.

This strong relationship, underpinned by excellent working relationships between officers, has meant that we have been able to develop a programme of livelihoods projects with local people of an appropriate scale and which is sensitive and relevant to the lives of villagers. In this sense, both MB and CCK have collaborated strongly with WWT to deliver a key success so far in that our "offer" to work with them on building resilient communities within the context of sustainable wetland management has been taken up by the villages and communes we are working with and are strongly engaged in e.g. community fishery development, sustainable farming partnerships (e.g. through a roster of training activities and development of a buffalo bank) and a new ecotourism initiative.

Whilst there have been successes, there have also been some challenges. One in particular relates to our desire and commitment to share and feedback information with local people. We have regular community meetings led by local people and project partners' staff. This generates a lot of information from which we produce minutes, feedback notes etc all of which need agreeing by both Khmer and English participants, translating (and re-checking) into both languages and then disseminated. This requires a lot of administrative effort as well as the services of skilled translators. We will need to look at re-allocating some funds as well as more time to this but it is an essential part of the project without which we could not develop the capacity of local people to engage in managing their local environment.

A challenge we have identified prior to the start of the project is the impact of itinerant Vietnamese people travelling across the border and growing rice and exploiting wetland resources. Local Cambodian people feel aggrieved that "their" resources are being taken from them and there is a growing need to take positive action through the project to address their concerns. The legal status of this community is unclear although their use of illegal fishing techniques to exploit the fisheries more effectively than local people is not. They also bring with them intensive use of agro-chemicals and fertilisers adding to the pollutant load of the wetland.

We had identified the need to act on this issue and are currently developing with partners and local government agencies a plan to address this important issue. By developing a strategy jointly it will have more traction and is more likely to succeed.

Lastly, at the beginning of the project we struggled to recruit a staff team with sufficient skills and knowledge; a key staff member, our Biodiversity & Engagement Adviser was only recruited in September. We now have a full complement of staff including two WWT wetland apprentices who will benefit from two years "on the job" training and will provide great support for our activities in the wetland communities.

* All project partners have contributed to the writing of this report by providing information, reviewing drafts, providing comments and amendments. The partners are CCK, Mlup Baitong, BirdLife Cambodia and the Royal Government of Cambodia principally through its Forest Administration department.

3. Project Progress

3.1 Progress in carrying out project activities

Output 1: Rights of tenure established for 6000 people of BPL

Activity 1.1 Establish land registration committee (to include government and community representatives) - so far we have been unable to achieve this owing to difficult political circumstances (a forthcoming local election and some political sensitiveness) in Borei Chulsa District which was our favoured location. However, we are still in negotiation with the governor and his committee to explore other ways to move forward. At the same time we are discussing with Koh Andet District to see if we could move our activity to this location. We will not know the outcome of these discussions for a few more weeks but are hopeful we will successfully reach agreement with one of these districts and be able to move forwards quickly early in the next period.

Activity 1.2 Create map of current land use and users in the two communes of Kampong Krasang and Chey Chouk (with village and commune chiefs) – these maps have been created (see appendix 1) and are now being used in community fora discussions to identify inter alia potential locations for project activities. They will be important tools for discussion when we move forwards on tenure activities.

Activity 1.3 Submit agreed map to Chief of Land Management (Takeo province) for approval – the map has not yet been submitted for approval instead we will wait to understand the impact of outcomes of discussions with District governors first.

Activity 1.4 Install boundary markers at strategic locations to demarcate the newly-registered community land tenure. – not yet undertaken as no new tenure agreed yet

Activity 1.5 Provide quarterly progress report to BPL liaison panel – updates have been provided to the liaison panel meeting held in February 2015

Activity 1.6 Undertake annual review of land use at both reserves; produce report – not scheduled yet but will occur over the next 3 months

Output 2: Co-management structures legally/formally established for CFis, sustainable tourism and SFPs and stakeholders are able to deliver sustainable wetland management through them

Activity 2.1 Constitute liaison panels (to receive progress reports from partners, review progress make recommendations for action) – both LPs constituted in February 2015 and first meetings held at same time. (appendix 2 – LP membership list)

Activity 2.2 Hold liaison panel meetings (quarterly; plus one joint liaison panel meeting annually) – first meetings held in Feb 2015, schedule for other LP meetings agreed and circulated

Activity 2.3 Hold community fora quarterly – held on same day of LPs; schedule of future meetings agreed and circulated

Activity 2.4 - Hold workshops on sustainable farming and SFP at both reserves – training workshops have been held at both reserves on subject of pesticide use, use of green manure, composting, low-input rice cultivation (appendix 3: example training material used at BPL). WWT is working with MB at Anlung Pring to develop programme of training for the pre-existing Farmer Field Schools (which form the basis of the sustainable farming partnerships at that site).

Activity 2.5 Identify locations for SFP demonstrations and sign agreements with SFP participants – at Anlung Pring WWT has identified several locations and at one we have restored an irrigation wetland (providing water for family use and containing significant wetland habitat) (appendix 4 – workshop for wetland restoration) and are developing with local people a community vegetable growing scheme which will use water from the wetland alongside a new organic composting/fertiliser initiative. Agreements have been signed with the village chief and landowners to manage this new resource sustainably according to agreed guidelines (appendix 5). At BPL, we are developing a buffalo bank with the villagers of Dei Leuk which will assist with optimising grassland management for Sarus crane and also provide a much-needed alternative livelihood for them (appendix 6). The people of Dei Leuk are very poor, have little land of their own and are trying to cultivate poor acid soils which limit yields. So, we're also developing a natural composting and vegetable growing initiative with them (next period) which will reduce their reliance on rice and therefore reduce the potential for conversion of wetland to paddy.

Activity 2.6 Design and undertake trials of low-input and wildlife-friendly rice production, natural fertiliser production at 6 locations – this activity has developed slightly differently to original plans as a result of detailed discussions with local farmers and project partners. At BPL, we have trained 50 farmers in pesticide use, making and using organic fertiliser and pesticides in readiness for the forthcoming rice-growing season (see appendix 3). We have almost agreed with villagers of Bantay Sleuk that we will develop a low-input, wildlife-friendly rice project (led by the newly-established Sarus Crane rice group) with them but final discussions are still taking place. At Anlung Pring we have also begun this process with training delivered as above and a new project underway at Chres village.

Activity 2.7 Collect data, do analysis, produce report on findings of activity – monitoring and review protocols for each of the interventions described above are being developed. Data collection not yet started; reports will be produced and disseminated as appropriate

Activity 2.8 Develop and agree marketing strategy for wildlife-friendly rice and other products – not yet begun. This activity will begin when all demonstration sites have been agreed.

Activity 2.9 Market wildlife-friendly products – not yet begun although discussions held with CEDAC (a Cambodian agricultural training NGO we have used to jointly deliver training) to supply products into their chain of outlets in Phnom Penh and elsewhere

Activity 2.10 Complete legal designation process for Kampong Krasang CFi at BPL – the legal designation process was completed in July 2014 (appendix 7)

Activity 2.11 Undertake legal designation process for Koh Andet CFi at BPL – this process has started; fishery area has been agreed after much consultation, membership has also been agreed, elections held for the committee, committee has been constituted. We are now working with the CFi and CCK (and community fishery consultants) to develop a training and management plan for the CFi which will include recommended fishing practices and identify sustainable financing mechanisms.

Activity 2.12 Undertake wild fishery yield analysis for both CFis (beginning and end of project); produce report (use to inform CFi management plans) – this is underway; we are working with CCK, local fishers and fishery consultants to identify long term trends (e.g. according to interviews with fishers approximately 60% of floodplain species have become

locally extinct in their lifetimes); this report is in draft stage at the moment and will be finalised soon

Activity 2.13 Develop, agree and produce CFi management plans (including agreeing annual quota and plan for fish habitat restoration) using a participatory planning process – the management plan for Kampong Krasang was produced within the first few months of this project (see appendix 7). However, we will begin developing the plan for Koh Andet in the next quarter based on the findings of our studies and on consultations (already begun) with the fishers of Koh Andet CFi. We have produced a protocol for restoring fish habitat in the existing fish sanctuary (a no take zone in law) and will work with local people and CCK to undertake the physical restoration before the start of the rainy season (i.e. within 3 months from now).

Activity 2.14 Implement CFi management plans – commenced in part especially with relation to Kampong Krasang CFi. Although no plan for Koh Andet exists yet, we will begin training, habitat restoration and continue with yield analyses.

Activities 2.15/20 – developing eco-tourism at Anlung Pring – we have been working with eco-tourism consultants Wild Cambodia and local people to understand the feasibility of developing the nascent eco-tourism initiative. Through a programme of public consultations, workshops and one to one meetings with village chiefs, we have produced a draft report (appendix 8) outlining the potential at and around Anlung Pring (including a market analysis). This report will be finalised in the next two weeks. As part of this process we are about to constitute a new community based ecotourism group (CBET) which replaces an old defunct version. The next steps will be to begin training, marketing and improving site infrastructure in order to deliver a high quality experience for visitors. Updates on progress are given at liaison panel meets and community fora

Activity 21- Establish network of information/training points – not yet underway but planning for this will commence during the rainy season (when both sites are difficult to access reducing possibilities for field work)

Output 3: Reserve management plans (2013-2017) for both reserves are implemented

Activity - 3.1 Undertake wetland health risk assessments at both sites; produce report – not undertaken vet

Activities - 3.2-3.5 Develop and produce training manual/deliver training programmes/train extension team – plan is in development (although training for staff, partners and local stakeholders already being delivered at both sites)

Activity - 3.6-3.7 Undertake survey of rice-growing and fishing practices of Vietnamese community at BPL/deliver training programme to Vietnamese community — so far this work has been postponed until we understand more about local political sensitivities in villages and in local government.

Activities - 3.8-3.10 Design BSMP/implement and produce annual report – we are developing a community fishery monitoring programme to be managed by WWT and local people; recently we have employed a Technical Officer and he will develop the BSMP over the coming weeks with the local conservation group (LCG) at BPL.

Activities - 3.11-3.13 Design and implement habitat management trials, produce report — we have just initiated grassland management trial at BPL through our new buffalo bank being run jointly with the people of Dei Leuk village. We have also drafted an invasive non-native species management (INNS) strategy (appendix 9) and have begun controlling two species of particular concern, *Ipomea rubens* and *Mimosa pigra*. Additionally, we are also investigating potential for using INNS in composting activities.

Activity - 3.14 - Support LCGs in delivering law enforcement activities – we have delivered additional training for both LCGs, provided additional resources and our National Programme Manager makes bi-monthly field trips to review activities and progress. We have taken on one extra LCG member to BPL to provide support for local villagers in monitoring illegal fishing activities.

Activity - 3.15 Undertake ESA at both sites; produce report – not undertaken yet; will be undertaken towards end of project

Activities - 3.16-3.17 Produce progress reports for Liaison panels – updates provided at both inaugural meetings and also at community fora

Output 4: Water level management plans for both reserves (and floodplain land use plan for AP) developed with and endorsed by stakeholders through participatory working methods.

Activities 4.1-4.9 this package of activities is scheduled to begin in the next period within the next 3-4 months in collaboration with project partners and local stakeholders including water users committees.

Output 5: Wise-use guidelines for sustainable management of wetlands in Cambodia supported by government and in use at other wetland sites including Ramsar wetlands

Activities 5.1-5.9 this package has not yet begun in earnest yet except for presentations on the value of developing guidelines and a national wetland policy given by the UK Project Leader to the Directors of the Ministry of Agriculture Fisheries and Forests and the Ministry of Environment. They have agreed that they wish to jointly develop a national wetland policy with us and we have been invited by the ministries to propose a strategy to do this. This draft proposal will be submitted for consideration in June 2015.

3.2 Progress towards project outputs

Output 1: Rights of tenure established for 6000 people of BPL – little progress has been made towards this output except for building of relationships with District Governors and other key stakeholders. We await the outcome of a local election before we begin again to try to deliver on this. We have not therefore achieved the stated target of 3000 people with new rights of tenure but intend to work towards this in Borei Chulsa District if possible; if not we will seek other locations, most likely in Koh Andet district. There is still a strong likelihood that we will achieve this output by project end although not exactly as envisaged in the application. We will review whether current indicators remain appropriate when we develop and agree a new way forwards to deliver this output.

Output 2: Co-management structures legally/formally established for CFis, sustainable tourism and SFPs and stakeholders are able to deliver sustainable wetland management through them – significant progress has been towards achieving this output and we are strongly on track to deliver by project end.

A fishing quota for Kampong Krasang community fishery has yet to be established (indicator 1); we will work to achieve this by end of yr 2 alongside the quota for Koh Andet CFi (Indicator2). Legal designation for KK CFi has been achieved; a legal designation document for KK CFi now exists as do membership lists for both CFis (see appendix 7)

We have established two sites (contracts agreed with community chiefs and other stakeholders) for piloting SFPs (Chres village irrigation wetland in AP and Dei Leuk Buffalo bank in BPL) with other sites close to being confirmed (Bantay Sleuk in BPL and Anlung Pring). A feasibility study has been undertaken at both CFis, the results of which are currently being workshopped with CFi members (appendix 10).

Similarly, results of a feasibility study into eco-tourism at AP are being workshopped with local communities. A CBET for AP will be formally established soon after consultations are concluded.

Output 3: Reserve management plans (2013-2017) for both reserves are implemented – Progress has been made although not as much as planned. It is very likely that we will achieve this output by project end especially now we have a full complement of staff, work programmes in place and supportive local people who work with us to undertake a range of reserve management activities.

The planned training needs assessment has not been undertaken as scheduled but will be achieved during the coming rainy season (now to September) and will be submitted to the liaison panels as soon as possible. However, we have assessed training needs for the LCGs at both sites and have begun delivering training courses based on that assessment.

Invasive species control has commenced at BPL (on *Ipomea rubens* and *Mimosa pigra*) and a draft INNS strategy (appendix 10) has been produced which will guide our work over the next two years. In this period, approximately 50 local people (including 18 women) have been employed to undertake this work supervised by the LCG at BPL (see photo: appendix 11)

Little progress has been made on the development of a biological survey programme. However, this will now be a key priority of the newly-appointed Technical Officer and will be developed, agreed and delivery begun by October/November 2015 (end of rainy season).

Law enforcement and awareness raising activities have been delivered at both sites through the LCGs. Reports have been submitted to the Project Leader and to the liaison panels.

Output 4: Water level Management plans for both reserves (and floodplain land use plan for AP) developed with and endorsed by stakeholders through participatory working methods.

We will commence work on developing a water level and floodplain land use management plan for Anlung Pring with partners within the next 3 months.

For BPL, we are aiming to commence this work within 6 months.

We have commissioned the production of a digital elevation model for both sites (now produced, see appendix 12) which will assist us in identifying priority areas for water level management.

Deadlines for this output fall at the end of year 2 and 3. I am confident we will achieve this output by project end.

Output 5: Wise-use guidelines for sustainable management of wetlands in Cambodia supported by government and in use at other wetland sites including Ramsar wetlands

Ministry of Agriculture, Fisheries and Forests together with the Ministry of Environment are supporting the drafting (by WWT and partners) of a national wetland policy for Cambodia. Two Directors (one from each Ministry) plus representatives from WWT and BirdLife Cambodia from the partnership team delivering this output. Representatives from the Min. of Water resources and the Min. of Tourism will be added soon pending advice from existing members of this group. This group will then be constituted as the national wetland policy working group (indicator 1).

The UK Project Leader presented to directors of both ministries separately outlining the benefits of cross-departmental development of a wetland policy. This was received very favourably and a draft policy proposal requested. This draft will be produced within the next two weeks.

We have made a good start to this work stream; I am confident that we will achieve this output given the strong support already given by the Cambodian government.

3.3 Progress towards the project Outcome

Outcome: 6800 households in the most wetland-dependent communities have more secure access to wetland resources which are managed in ways that sustain livelihoods and enhance wetland biodiversity

Indicators:

1. 6000 people have more secure land tenure by yr 3 – little progress made. (see above – awaiting outcome of local election before re-commencing discussions with District councils). We may need to review this indicator pending outcome of a local election and subsequent discussions with relevant district councils.

- **2."wildlife-friendly" products being produced and sold by SFPs by yr 3** SFP development underway at both sites; 3 demonstration sites identified and agreed, training provided at BPL and AP to farmers on "low-input" agricultural production (e.g. making and using natural pesticides, composts, green manure) in readiness for coming dry season cultivation, buffalo bank established at Dei Leuk in BPL, irrigation wetland restored in Chres village, AP as first part of community vegetable growing scheme
- 3. Annual sustainable fish quotas agreed by CFi members based on results of wild fishery harvest analyses from yr 1 and 2 being implemented in yr 3 initial assessment carried out into BPL CFis and wild fishery; CFi memberships established, committees elected, fish habitat restoration project underway. All these steps move the CFis closer to implementing sustainable fish quotas by project end
- **4.** Sustainable tourism project at AP will be generating \$400 income by yr3 and employment for 5 people by yr 2 feasibility study produced and results/recommendations being workshopped with partners in community; CBET management group to be formed soon.
- 5.crane numbers will be stable or have increased by 5% at both sites by yr3 compared with non-breeding census results for 2012 annual censuses of cranes at both sites continue and no significant negative trends have been identified although results for the 2015 census are yet to be produced. Maintaining and/or increasing crane numbers at the sites is of course also dependent on external factors remaining or becoming positive. As such, this indicator may need to be reviewed if there are significant changes pertinent to crane ecology outside of the two reserves (e.g. increase in persecution, destruction of breeding habitat)
- 6. eco-hydrology of *eleocharis* grassland will be in more favourable condition in yr3 based on trends of community bio-indicator species identified in yr1. Extent of these grasslands will not have reduced by yr3 buffalo bank established in Dei Leuk village abutting the core zone of BPL reserve. Controlled grazing has just started in target area; agreements with village chief and buffalo "bankers" also include reference to water level management of grazing area to optimise conditions for *eleocharis*. Rapid assessment of plant communities undertaken; report produced. This provides baseline evidence on distribution and extent on key communities (see appendix 13).
- **7.** At least 600 more households adopting sustainable resource management practices by yr3 compared to project start progress is being made towards this. Increasingly, farmers and others are working with WWT and partners on a range of sustainable resource management activities e.g. through SFPs, CBET, CFis.
- **8.** Guidelines for wise-use management of wetlands in Cambodia supported and in use by government at other wetlands including Ramsar sites by yr3 WWT UK Project Leader met with directors of key ministries in the Cambodian government and received verbal commitment for them to jointly-draft a national wetland policy with WWT. Discussions with the government have shown revealed their strong preference for a policy rather than a set of quidelines. Therefore, this indicator should be modified to reflect that.

3.4 Monitoring of assumptions

Outcome level risks and assumptions that political unrest and climatic events might reduce the ability and/or willingness of partners to work with us have not come to pass.

Similarly, output level risks and assumptions whilst they remain relevant, have largely not become a reality. However, during the course of the first year we have encountered some difficulty in establishing agreements with Borei Chulsa District Council to undertake a land rights establishment activity. To mitigate this, we have begun discussions with other district councils and also the Provincial government of Takeo to prepare for the possibility that we may not be able to work with our first choice district. We will know more about this developing situation in the following weeks and will decide as soon as we can which council to work with.

3.5 Impact: achievement of positive impact on biodiversity and poverty alleviation

Impact - Seasonally-inundated grasslands and other wetlands in Cambodia are sustainably co-managed by local people enhancing wetland biodiversity, supporting livelihoods and acting as a model for wetland management in the region.

Broadly speaking, the project has begun to deliver its objectives through a range of activities and initiatives. However, with only 12 months elapsed, it is too soon to be definitive about contributions to achieving these higher goals of positively impacting on biodiversity and poverty.

We have commenced grazing and water level management initiatives; delivered numerous training and awareness –raising activities to target audiences, undertaken several feasibility studies that will allow us to develop our programme based on evidence.

Key amongst our contributions to protecting these grasslands and promoting community comanagement of them and the resources they contain will be the establishment of a number of sustainable livelihoods activities. We have commenced and supported the establishment of two community fisheries at BPL; initiated the creation of a new, more professional eco-tourism initiative at AP and established a number of SFPs training and supporting farmers to produce higher quality food with fewer artificial inputs and to improve stewardship of the grasslands.

All these activities when further established over the course of the project mean more secure access to food and other resources, increased knowledge and skills, employment and some income for local people supporting their development and contributing to poverty alleviation.

Lastly, our work with the government to develop a national wetland policy will result in increased protection for all of Cambodia's wetlands and bring a lasting positive impact and legacy for the project and the country.

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

The project supports Cambodia's meeting of its obligations under CBD. The UK Project Leader has met with the Ms. Chan Somaly of the Ministry of Environment to outline our project and to invite her to take part in Liaison panel meetings. Although this has not happened yet, we hope that she will attend in the future or otherwise become involved. The Project leader has also met with the focal point for the Ramsar Convention (also from MoE) in seeking to develop the national wetland policy.

Specifically, the project assists in meeting key **Aichi targets** (https://www.cbd.int/sp/targets/) as follows:

Strategic goal A/Target 1 (A1) – the training and awareness programme (in development), elements of which are already being delivered are increasing local people's knowledge of the values of biodiversity. Our roster of liaison panel meetings and community fora are designed specifically to inform people, raise awareness and increase knowledge of the sites. Families participating in our livelihoods development activities (CBET, buffalo bank, CFis, SFPs) are learning (and will teach others) about sustainable use of wetland resources.

A2 – our work on developing a national wetland policy is helping embed protection of wetlands, their values and wise use into the Cambodian national planning framework

B6 – legal designation and development of two CFis at BPL is key to establishing sustainable harvesting and management of the wild fishery. Management plans developed and agreed by members with WWT will reduce over-fishing and extend fish habitat. To date we have produced a fish habitat creation protocol, supported the constitution of the two CFis, extended the size of the Koh Andet CFi and supported this financially. We have produced a draft assessment of current fishing practices and produced recommendations for future management.

B7 – The CBET, CFIs and SFPs that we are in the process of establishing will promote and demonstrate sustainable aquaculture and agriculture

B9 – we have produce a draft invasive non-native species (INNS) plan which outlines how we intend to control priority species (including *Ipomea rubens, Mimosa pigra*)at BPL. We have employed 50 local people to control a total of approximately 10ha at BPL this year.

C12 – work to safeguard and optimise the management of Sarus crane non-breeding habitat (and sharing knowledge with other organisations within Cambodia) will contribute to ensuring this threatened species is safe from extinction by 2020.

D14 – work at both sites focuses on protecting and restoring ecosystem services for the benefit of local people.

E17 – production of a Cambodian National Wetland Policy will contribute to an updated national biodiversity action plan by 2020

5. Project support to poverty alleviation

So far, we have not developed our sustainable livelihoods activities sufficiently to have extensive evidence of poverty alleviation to date.

However, we have undertaken a range of activities that do address poverty in many ways. For example, our CFi initiative is already securing fishing rights in turn strengthening access to food resources for many local people(e.g. 161 members of Kampong Krasang CFi including 49 women) although a sustainable management strategy is still required but this is underway. Training and awareness-raising activities have enhanced the knowledge of local people and with newly-constituted liaison panels and community fora with strong local representation from both sites, there is already increased empowerment too leading to better decision-making and governance. We also ensure that after every community forum we provide feedback in the local language and meeting minutes are provided to stakeholders.

Restoration of the irrigation wetland in Chres village, AP undertaken in Feb/March will help secure vital dry season supplies of fresh water for local people's vegetable gardens and a nascent community growing scheme.

Target beneficiaries of this work are the 25,000 people living in the 26 most wetland-dependent communities of BPL and AP. Within this, are approximately 6000 people in BPL with little or no access to land and are the most likely to be involved in illegal exploitation of resources out of a daily need to secure food and fuel. Women who make up approximately 50% of the population in the local communities, but are less well represented in community fora (and other groups) than men and are another audience. We also focus on itinerant Vietnamese rice-growers who come to BPL every dry season to fish and grow rice.

Key direct impacts for the project will include; training, employment and income for eco-tourism providers (up to 10 people); employment of three Cambodian nationals; a Technical Officer and two wetland apprentices drawn from the local communities.

We have also employed local people to undertake reserve management tasks such as INNS projects. This has provided them with some income but has also increased their knowledge of their wetland and one of the key threats it faces.

6. Project support to Gender equity issues

The project aims to include women in all aspects of the project but so far participation by women has been limited. Women always attend community fora and training/feedback workshops but as a small minority. Government representatives, village chiefs and other official personnel are overwhelmingly male. That said, one of the SFPs at BPL (Sarus crane rice group) is led by two women. Ms Pov Chenda and Ms Dung Em have met with WWT personnel regularly to discuss establishment of the Sarus crane rice group SFP and develop a strategy for growing and marketing low-input, wildlife-friendly rice (this will begin next growing season).

Constitution of the new CBET group at AP will occur next period and will include women as members.

We have employed a local, female community officer, Ms. Van Tevy, (from March 2015) for Anlung Pring who will work with the project as a WWT wetland apprentice over the next two years. She will be supported with a programme of job-based learning as well as being supported to improve her English speaking skills.

Once WWT livelihoods groups are fully established, there will be women present in all management committees working alongside male counterparts to develop and govern them.

Ecotourism providers will include women (guides and hosts) and as such will receive a small income but also benefit from increased knowledge and development of new skills through training.

7. Monitoring and evaluation

Internal M&E is undertaken in several ways. Firstly, Cambodian staff provide monthly progress reports measuring success against the project programme; a financial report is also produced monthly. Frequent skype meetings between UK and Cambodian staff take place and the UK Project Leader also visits to undertake detailed staff reviews, project planning and site visits and checks. The Project leader also meets regularly with MAFF and MoE personnel when incountry to update and to receive comments and advice.

The Project co-ordinating committee meets up to three times annually (at least once with the Project leader in attendance) and this is the place where partners discuss progress of all relevant activities, raise issues and identify new opportunities with WWT playing a co-ordinating role.

No changes made to M&E this year although we will review this shortly.

8. Lessons learnt

- 1. the most significant issue of the year has been the time it has taken to assemble the team of in-country staff. The recruitment process for the BEA took too long; we interviewed and made an offer of employment soon after the project began which was not, in the end, accepted. So, instead of having our key officer in post at inception we did not recruit successfully until the end of September. Additionally, we had to allow a further period for orientation of the new BEA. This then delayed the recruitment of three further officers and had an impact on project delivery. That said, we are working steadily and successfully to catch up with our programme.
- 2. Despite this delay, progress in developing livelihoods projects (CBET, SFPs, CFis) with people has been solid. The project is founded upon using a participatory approach to jointly develop solutions which are appropriate to local needs; working through ideas, issues, options and solutions with an intensive programme of meetings, trainings and workshops means that we have put local people at the heart of the programme. We can now look forward to working closely together to deliver our common objectives. This will be decisive in achieving success and although it takes time and patience, it has built a solid platform for delivery.

- 3. I would endeavour to provisionally appoint key team members ahead of project start date; increase resource allocation for undertaking intensive programme of community consultations in English and Khmer this has taken longer than anticipated but is a process which we do not wish to rush.
- 4. Recommendations for others if possible, identify potential key team members prior to project start date; allow sufficient time for community consultations so that local people feel empowered enough to participate fully in decision-making, allow sufficient budget for meeting administration (publicity, minute-taking and dissemination etc) to be done in at least two languages.
- 5. The project programme will be reviewed shortly in the light of this year's progress taking into account delays described above. As part of this review, we will allocate more time for the community consultation process based on our learning this year.

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

n/a

10. Other comments on progress not covered elsewhere

n/a - comments provided elsewhere

11. Sustainability and legacy

The Cambodian government is well aware of the project having worked with WWT since 2010. In particular, directors from two ministries (MoE and MAFF) have been directly involved with the project through the work on a draft national wetland policy. The director of the Forest Administration (a part of MAFF) is closely involved with the project receiving monthly updates from staff and meeting with the Project Leader when in country.

World Wetland Day celebrations were an opportunity to promote and celebrate the project; WWT supported and attended events in Phnom Penh which the public attended and were able to talk with project staff about our work.

The exit strategy as described in the application is largely still relevant and appropriate. However, given concerns surrounding output 1 (rights of tenure established for 6000 people of BPL) we will need to amend this. When we understand the impact of a local election, we can then re-open negotiations with appropriate local authority personnel and agree a new or amended activity to deliver this outcome.

In terms of legacy, there will be strengthened social capital within communities, including development of strong networks across communities and between local people and government agencies. More cohesive communities will better be able to adapt to environmental change. Co-management practices and institutions (e.g. CFis, CBET, SFPs) will build ability to participate collectively in decision-making about natural resource management.

New skills and knowledge will be gained delivered through a formal training and awareness-raising programme, detailed community consultations and informal interactions. Participation in livelihoods activities management structures will bring knowledge and the ability to lead and manage these activities. Our community officers will receive a two year "on the job" wetland management apprenticeship which will give them key skills and knowledge and will develop their role as ambassadors for wetland conservation in their communities.

WWT and its partners will design all activities so that local people are intimately involved in project design and delivery.

This approach will ensure that knowledge is gained, shared and remains in the community (as well as within WWT) after project end. In turn, this will maximise the chances of community and livelihoods groups existing into the future.

12. Darwin Identity

Darwin Initiative logo appears on all project outputs; project staff always detail the involvement and support of Darwin Initiative whenever they are communicating with partners, local people and general public.

Darwin Initiative support is for distinct elements of a larger programme. As such it is sometimes identified as the sole supporter of our activities and recognised as such and at other times is acknowledged as jointly supporting our larger programme of work alongside the Critical Ecosystem Partnership Fund (CEPF).

There is a clear understanding of the Darwin Initiative in the government departments that WWT have spoken with e.g. several directors of the MoE and MAFF who we are working with on project activities. There is also some understanding of Darwin at the local level particularly in the provinces of Takeo and Kampot where the sites are located. Our partner NGOs also are aware of it and as part of our joint working agreement, always mention the support we receive to their local audiences. Within local communities however there is limited awareness although this will only increase over the course of the project.

13. Project Expenditure

Table 1 Project expenditure during the reporting period (1 April 2014 – 31 March 2015)

Project spend	2014/15	2014/15	Variance	Comments (please explain significant
(indicative) since last annual report	Grant	Total Darwin Costs (£)	%	variances)
Тороге	(£)			
Staff costs (see below)				This budget change was approved by Darwin on 20/02/2015.
Consultancy costs				This budget change was approved by Darwin on 20/02/2015.
				The variance in project spend was due to delayed recruitment of the Biodiversity and Engagement Advisor. Due to this delay we needed to move back the start date of some of the planned activities. This was discussed with Darwin. Change Request was submitted 26/01/2015.
Overhead Costs				The 62.4% variance in project spend was due to the delayed recruitment of the Biodiversity and Engagement Advisor. As above
Travel and subsistence				This budget change was approved by Darwin on 20/02/1015.
Operating Costs				The variance was due to the delayed recruitment of the Biodiversity and Engagement Advisor. As above
Capital items (see below)				The 100% variance in project spend was due to the delayed recruitment of the Biodiversity and Engagement Advisor. Detaisl as above
Others (see below)				This budget change was approved by Darwin on 20/02/1015.
				The 30.9% variance in project spend was due to the delayed recruitment of the Biodiversity and Engagement Advisor. As above
TOTAL	76,635.00	56,806.02		

13. 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)

n/a

Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2014-2015

Project summary	Measurable Indicators	Progress and Achievements April 2014 - March 2015	Actions required/planned for next period	
Seasonally-inundated grasslands and other wetlands in Cambodia are sustainably co-managed by local people enhancing wetland biodiversity, supporting livelihoods and acting as a model for wetland management in the region.		One CFi legally designated with elected management committee. Designation process underway for 2 nd CFi; mgmt committee elected. CBET feasibility studies undertaken; local people participating fully in development of marketing and development strategy including mgmt of sustainable financing mechanism. Buffalo bank established at one village bringing store of wealth and more sustainable grassland mgmt. Community mgmt of restored irrigation wetland instigated. Training programme being delivered at both sites on sustainable resource use. Full roster of liaison and discussion meetings in place with community representatives involved at every level.		
Outcome 6800 households in the most wetland-dependent communities have more secure access to wetland resources which are managed in ways that sustain livelihoods and enhance wetland biodiversity	1. 6000 people have more secure land tenure by yr 3 2. "Wildlife-friendly" agricultural products being produced and sold by SFPs by yr 3 3. Annual sustainable fish quotas agreed by CFi members based on results of wild fishery harvest analyses carried out in yr 1 and 2 are being implemented by yr 3 4. Sustainable tourism project at AP will be generating \$400 income by yr 3 and employment for 5 local people by year 2	1. little progress made as yet 2. SFP partnerships provisionally agreed at 3 sites; training on low-input rice growing delivered 3. feasibility study on state of fishery undertaken with draft report produced; CFi mgmt committees established, training delivered 4. feasibility study undertaken; marketing and development strategy in production with local community 5. no data as yet to support progress on this 6. Buffalo bank established at Dei Leuk	 Work with district and provincial governors to identify options/locations for this activity. Produce draft action plan, consult, and amend as required, deliver. Secure 3 more SFPs (6 in total), do training needs assessment, deliver training, and agree production and marketing strategy. Begin delivery. Agree final report; continue supporting designation process, produce mgmt plans, agree sustainable harvests, undertake fish habitat restoration Constitute CBET group, do training 	
	5. Crane numbers will be stable or have increased at both sites by 5% by year 3 compared with Sarus Crane	in BPL with first steps to optimising grassland mgmt for cranes being taken	needs assessment, deliver training, draft with CBET and others a	

Project summary	Measurable Indicators	Progress and Achievements April 2014 - March 2015	Actions required/planned for next period		
	non-breeding census results for 2012 6. Eco-hydrology of seasonally- inundated <i>eleocharis</i> grassland will be in more favourable condition in yr 3 based on trends of community of bio- indicator species identified in yr1. Extent of these grasslands will not have reduced in extent in yr3 compared to yr 7. At least 600 more households (approximately 10% of all households for both reserves) adopting sustainable natural resource management practices by yr3 compared to project start 8. guidelines for wise-use management of wetlands in Cambodia supported and in use by government at other wetlands including Ramsar sites by yr 3	this period. Water level mgmt options assessment identifying possibilities for raising water levels within the grazing area also undertaken as part of this activity; 7. Training to farmers and others on sustainable resource use has begun process of embedding new approaches to using the two wetlands for livelihoods support; some families/villages already signed agreements to work with WWT on sustainable livelihoods initiatives 8. Agreement secured from MoE and MAFF for joint production of national wetland policy (drafting underway)	development and marketing strategy. Begin delivery. 5. Support annual crane census; optimise grassland mgmt (see 6 below), raise awareness of cranes and their requirements in all training activities 6. Agree M&E protocol for the buffalo bank activity; implement, identify additional and priority locations for buffalo grazing and raising water levels (using digital elevation model produced this period) and agree with stakeholders, implement. Agree and implement a biological survey and monitoring programme. 7. Finalise training programme and deliver; establish network of community information points, secure agreements from additional families/villages to participate in project activities 8. fully constitute national expert panel; undertake consultation activities, produce draft policy		
Output 1. Rights of tenure established for 6000 people of BPL	3000 people in BPL buffer zone have newly-registered land tenure by yr 1	ve Not achieved. We continue to work with local govt representatives to establi platform for achieving this output in the next two years. Indicator is appropriate but will need to be reviewed in the light of discussions with local govt over the next weeks.			
Activity 1.1 - Establish land registratio and community representatives)	n committee (to include government	Informally established – WWT project staff has been liaising closely with Kampong Krasang and Koh Andet District representatives had next period. Further discussions between these key stakeholders and WWT will be (Report completed or progress on activities that contribute toward achieving this output), and what will be carried out in the next period			
Activity 1.2 - Create map of current land use and user Krasang and Chey Chouk (with village a		Achieved; maps produced showing extent of agricultural production and remaining natural wetland. Ground truthing to be undertaken next period.			

Project summary	Measurable Indicators	Progress and Achievements April 2014 - March 2015	Actions required/planned for next period	
1.3 Submit agreed map to Chief of Land approval	Management (Takeo province) for	Not achieved. Submission after agreed fi	inal maps produced	
1.4 Install boundary markers at strategic registered community land tenure.	locations to demarcate the newly-	Not achieved. This activity depends on a undertaken next period.	greeing new land rights and may not be	
1.5 Provide quarterly progress report to E	BPL liaison panel	Achieved. Updates given at BPL liaison panel meeting; also discussion of lar rights issue at this meeting. Updates given at all forthcoming LP meetings.		
1.6 Undertake annual review of land use	at both reserves; produce report	Part achieved. Maps produced (see 1.2) produced next period and presented at b		
Output 2. Co-management structures legally/formally established for CFis, sustainable tourism and SFPs and stakeholders are able to deliver sustainable wetland management through them	1. Fishing quota established for Kampong Krasang CFi by yr 1 4. Six pilot SFP farms established by yr 1 (3 at each reserve)	1. Not achieved yet; designation process Krasang CFi and now we can begin dialocate harvest backed up by conclusions and restudy. Indicator is appropriate. 4. One SFP (irrigation wetland/communicat Chres village, AP, one at Dei Leuk (but Bantay Sleuk (low input rice production), appropriate except that our SFPs may not established are at the village level. Next farm groups or village groups. Only 3 SF delay in appointing BEA.	bgue with members on sustainable ecommendations of WWT CFi feasibility by vegetable growing project) established affalo bank) and one (provisional) at both at BPL. Indicator is more or less of be at the farm level; e.g. SFPs so far period we will also establish SFPs for	
2.1 - Constitute liaison panels (to rece review progress make recommendati		Achieved.		
2.2 - Hold liaison panel meetings (qua meeting annually)	arterly; plus one joint liaison panel	Part-achieved. LPS held at both sites; annual joint LP not held. LPs continue quarterly to project end; joint LP to be held in next period.		
2.3 – Hold community fora quarterly		Achieved. Continue next period.		
2.4 - Hold workshops on sustainable	farming and SFP at both reserves	Achieved. Training workshops delivered at both sites. Continue next period.		
2.5 - Identify locations for SFP demor SFP participants	nstrations and sign agreements with	Part-achieved. Agreements signed with villages of Chres (community wetland/vegetable growing) and Dei Leuk (buffalo bank). Provisional agreements with Bantay Sleuk village for consideration. Complete next period.		
2.6 - Design and undertake trials of lo production, natural fertiliser production		Not achieved. Training on this given at be signed to undertake this activity and implementations.		

Project summary	Measurable Indicators	Progress and Achievements April 2014 - March 2015	Actions required/planned for next period				
2.7 - Collect data, do analysis, produc	e report on findings of activity 2.6	Not achieved. Undertake next period as 2.6 allows					
2.8 - Develop and agree marketing strother products	ategy for wildlife-friendly rice and	and Not achieved. Undertaken next period as 2.6 allows					
2.9 - Market wildlife-friendly products		Not achieved. Undertaken next period as 2.6 allows					
2.10 - Complete legal designation pro BPL	cess for Kampong Krasang CFi at	Achieved. Awaiting final endorsement fro	om government.				
2.11 - Undertake legal designation pro	ocess for Koh Andet CFi at BPL	Commenced but not completed. Will com	nplete next period.				
2.12 - Undertake wild fishery yield and end of project); produce report (use to		Part complete. Draft report produced, aw Will inform development of CFi mgmt pla	raiting final amendments and agreement. ns next period.				
2.13 - Develop, agree and produce Cl agreeing annual quota and plan for fis participatory planning process		For Next period not this one					
2.14 - Implement CFi management pla	ans	For Next period not this one					
2.15 - Develop and agree marketing s	trategy for eco-tourism at AP	Part achieved. Process of CBET formatic community held. To be agreed next period					
2.16 - Hold workshops on CBET proje	ct at BPL	Achieved.					
2.17 - Constitute CBET group for BPL		Not achieved. Will be done early in next	period.				
2.18 - Agree development and market	ing strategy for CBET at BPL	For yr2 and yr3					
2.19 - Produce quarterly progress repactivities	ort for both liaison panels on all	Achieved. Inaugural LPs were held in Fe	bruary; continue to project end.				
2.20 - Produce annual review of progr	ess on all activities	Not achieved. Although updates on all activities have been given at LPs ar community fora, this annual report has not yet been produced. To be prod time for joint LP meet early next period					
2.21 - Establish network of information	n/training points	Not achieved. Now called a community in developed from next period to project en					

Project summary	Measurable Indicators	Progress and Achievements April 2014 - March 2015	Actions required/planned for next period		
Output 3. Reserve management plans (2013-2018) are implemented	1. Training programme (based on participatory needs assessment) produced and endorsed by all stakeholders and submitted to liaison panel by yr 1 2. Stakeholders from government and local community undertaking invasive species control and biological survey programme from yr 1 4. Annual reports of biological survey programme submitted to liaison panel and MAFF for review from yr 1 5. Reports on LCG law enforcement and awareness raising activities submitted to liaison panel quarterly for consideration from yr 1	1. Not fully achieved this period. Training needs assessment undertaken for LCGs; some refresher training given (GPS use, data recording, bird I.D.). Train activities undertaken with SFPs (safe and sustainable chemical use, production and use of natural compost, green manure etc) and for CBET activity 2. INNS control has been undertaken by local people led by WWT and based draft INNS mgmt strategy. So far biological survey programme has not commenced. 4. not achieved (survey programme to commence next period) 5. Update on LCG law enforcement and awareness raising activities given at f liaison panel meetings (February)			
Activity 3.1 - Undertake wetland health risk assessments at both sites; produce report	Not achieved. Yr 2 activity				
3.2 - Develop and produce training manual	Not achieved. Yr 2 activity. Will be priority	y for Technical Officer to produce in consul	tation with BEA, NPM and partners		
3.3-5 - Develop training and conservation action programme (through training needs assessment and informed by site management plans), train extension team, implement plan	Not achieved. Yr 2 activity. Priority for BE draft programme, consult and agree final	EA in next period; undertake training needs plan, begin delivery	assessment of stakeholders, produce		
3.6 - Undertake survey of ricegrowing and fishing practices of Vietnamese community at BPL		5 families we can feasibly work with and w th conclusions and recommendations for a			
3.7 - Deliver training in sustainable farming/fishing and reserve regulations to Vietnamese community	Not achieved. Will be undertaken next pe	eriod and activities based on concs and rec	es of report (see 3.6)		

Project summary	Measurable Indicators	Progress and Achievements April 2014 - March 2015	Actions required/planned for next period		
3.8 – 10 - Design biological survey and monitoring programme (BSMP), implement and produce report	followed by training of participants (partn	will produce draft programme, consult, property of will produce draft programme, consult, property of the prop	d local people) and implementation from		
3.11 – 13 - Design habitat management trials, implement and produce report		ris grassland at BPL have begun. Options the digital elevation model for both sites ar			
3.14 - Support LCGs in delivering law enforcement activities		pported through provision of additional reso pecifically to monitor illegal fishing activities th challenging to patrol effectively)			
3.15 - Undertake ESA at both sites; produce report	Year 3 activity. Results will be compared	against findings of WWT studies undertak	en in 2012		
3.16 - Produce quarterly progress report for liaison panels	Achieved. Ongoing until project end.				
3.17 - Produce annual review of management plan implementation for liaison panels	Not achieved. Will be presented to next round of LP meetings (scheduled for July 2015)				
Output 4.	No indicators for this period				
Water level management plans for both reserves and floodplain land use plan for AP developed and agreed with stakeholders through participatory working methods.					
Output 5. Wise-use guidelines for sustainable management of wetlands in Cambodia supported by government and in use at other wetland sites including Ramsar wetlands	National working group established by yr 1	and MAFF plus UK Project Leader. Early constituted and including additional reps	from other ministries. Indicator is less ed it prefers to develop a national wetland ils of the work programme for delivering		

Project summary	Measurable Indicators	Progress and Achievements April 2014 - March 2015	Actions required/planned for next period
Activity 5.1 - Establish national working group to draft guidelines	Part-achieved. See above		
5.2 - Run workshop to draft guidelines	Not achieved. Will be undertaken early no expert panel	ext period as a series of events depending	on discussions in the national wetland
5.3 – 5.9	output now depend on the outcome of dis	ndertaken in yr 2 and/or yr3. The details o scussions to held early next period within th T will draft a new set of activities and a ne	ne national wetland expert panel. After

Annex 2 Project's full current logframe

Annex 3 Standard Measures

Table 1 Project Standard Output Measures

Code No.	Description	Gender of people (if relevant)	Nationality of people (if relevant)	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Total planned during the project
Established codes								
5	Training: 2x WWT wetland apprentices working f/t with BEA. Training in wetland mgmt, community engagement, English language	1m,1f	Cambodian	2				2
6a	For SFP participants - Low-input rice growing; safe pesticide use, making natural compost and pesticides, using green manure	Male and female	Cambodian	100				500
6b	Training weeks			2				15
6a	English language course for WWT Finance officer	female	Cambodian	2				6
7	Training materials: ppt, handouts in khmer			2				10
14a	Various workshops and seminars inc CFi establishment, election of CFi committee, sustainable fishery practices, CBET development, SFP establishment			15				50

CEPF			1				10
regional							
workshop,							
Cambodia							
2014							
	regional workshop, Cambodia	regional workshop, Cambodia	regional workshop, Cambodia	regional workshop, Cambodia	regional workshop, Cambodia	regional workshop, Cambodia	regional workshop, Cambodia

Table 2 Publications

Title	Type (e.g. journals, manual, CDs)	Detail (authors, year)	Gender of Lead Author	Nationality of Lead Author	Publishers (name, city)	Available from (e.g. website link or publisher)
*none as yet						

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Checklist for submission

	Check
Is the report less than 10MB? If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line.	No
Is your report more than 10MB? If so, please discuss with Darwin-Projects@Itsi.co.uk about the best way to deliver the report, putting the project number in the Subject line.	Yes
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.	Yes
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.	No
Have you involved your partners in preparation of the report and named the main contributors	Yes
Have you completed the Project Expenditure table fully?	Yes
Do not include claim forms or other communications with this report.	1