

Darwin Initiative Capability & Capacity Annual Report

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

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

Submission Deadline: 30th April 2024

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

Darwin Initiative Project Information

Project reference	<i>DARCC025</i>
Project title	<i>Building local capacity to protect national marine biodiversity (BAIT)</i>
Country/ies	<i>Cabo Verde</i>
Lead Partner	<i>University of Aveiro</i>
Project partner(s)	<i>University of Plymouth, University of Newcastle Upon Tyne, Biosfera, UNICV - Universidade de Cabo Verde, UTA - Universidade Técnica do Atlântico, BIOSFERA</i>
Darwin Initiative grant value	
Start/end dates of project	1st April 2023-31st March 2025
Reporting period (e.g. Apr 2023 – Mar 2024) and number (e.g. Annual Report 1, 2, 3)	Annual Report 1: April 2023-April 2024
Project Leader name	Teresa [REDACTED]
Project website/blog/social media	https://www.cesam-la.pt/teresaamaro/
Report author(s) and date	Teresa [REDACTED] 15th May 2024

1. Project summary

The Cabo Verde archipelago's marine ecosystems face various threats, including illegal fishing, habitat degradation, and pollution, which endanger biodiversity and undermine the country's economy and wellbeing. The archipelago currently lacks the necessary infrastructure, expertise, and resources to effectively observe, monitor, and manage its deep-water marine ecosystems. The absence of robust monitoring programs and sustainable management practices poses significant challenges to the conservation of biodiversity and the sustainable development of the country's ocean economy.

Reports from organizations such as the Organisation for Economic Co-operation and Development (OECD) and the UK-Portugal lead UN Ocean Decade Challenger 150 Programme highlighted the urgent need for sustainable management of marine resources in the archipelago and the importance of building local capacity and capability in marine biodiversity observation to address this challenge effectively.

The BAIT project addresses the diagnostic in the reports by providing training programs, knowledge transfer initiatives, and technical support to local stakeholders.

The focused training initiatives built around a practical observation programme, deliver important information for policy to promote environmentally sustainable economic growth and subsequently help to alleviate poverty. By empowering local stakeholders with the skills and tools needed to manage marine resources sustainably, BAIT contributes to the long-term economic and environmental wellbeing of the country. Furthermore, by fostering collaboration and knowledge exchange between local and international partners, the project enhances Cabo Verde's capacity to address global challenges such as climate change and biodiversity loss. Finally, the project's knowledge exchange group of offshore scientists from other small island developing states and African nations, expands BAIT's capacity and capability potential beyond the archipelago. In a word, the project is highly relevant to Cabo Verde's sustainable development goals, biodiversity conservation efforts, and poverty reduction strategies.

The BAIT agenda also contemplates conducting baseline surveys, implementing conservation measures, and creating employment opportunities for local scientists and researchers. By promoting the sustainable use of marine resources and integrating biodiversity conservation into policy-making processes, the project contributes to poverty reduction and improves the livelihoods of coastal communities.

The need for BAIT was identified through comprehensive assessments and reports from organizations such as the Organisation for Economic Co-operation and Development (OECD) and the UK-Portugal lead UN Ocean Decade Challenger 150 Programme. These initiatives and reports highlighted the urgent need for sustainable management of marine resources in Cabo Verde and the importance of building local capacity and capability in marine biodiversity observation to address this challenge effectively.

In conclusion, BAIT represents a critical step towards building resilience, promoting sustainability, and fostering inclusive growth in Cabo Verde. By addressing capacity and capability gaps in marine biodiversity observation, the project empowers local stakeholders to protect and sustainably manage the country's marine resources for the benefit of current and future generations. Through collaborative efforts and strategic investments, BAIT contributes to Cabo Verde's journey towards a more sustainable and prosperous future.

2. Project stakeholders/ partners

The partnership for the BAIT project was established based on the identified demand stemming from Cabo Verde and the local communities. Formal partners, including academic institutions, NGOs, and research organizations from both Cabo Verde and international locations, have been actively involved in project planning, monitoring, evaluation, and decision-making processes from the outset. Regular meetings have been held to discuss fieldwork plans, engagement strategies, camera design, logistics, and knowledge exchange opportunities. The collaborative efforts of all partners have facilitated smooth, albeit delayed, implementation of the project activities thus far, ensuring that they align with the needs and priorities of the host country.

Efforts are underway to engage local communities to gather input on project activities, as well as seek engagement with the outreach parts of the project. BAIT was also represented at the recent UN Ocean Decade Conference in Barcelona (April 2024), facilitating connections with government stakeholders, and enhancing the project's visibility and impact. We have presented a postcard through the DOSI stand.

Criteria for selection of the Knowledge Exchange Fellows (KEFs) have been agreed upon and has been advertised through our network. The selection process will be happening soon and will ensure transparency and accountability in participant selection.

3. Project progress

3.1 Progress in carrying out project activities

Camera system

Given the significant delay in signing the consortium agreement, the camera system has just been completed by the UoP. A prototype has been successfully deployed in Plymouth (UK) to test a preliminary system on a small vessel. UoNC has also built their camera system and both cameras are being shipped to São Vicente (Cabo Verde).

Cruise planning

Two cruises have been planned in Cabo Verde. Initially the first cruise was planned for November 2023, but due to the delay, it has been postponed. At this point, all arrangements for both cruises have been made (e.g. boats and areas to be covered). Each of the field campaigns will last 2 weeks and one will cover São Vicente-Santo Antão area in July 2024, whereas the other one to Santiago in November 2024. Field work has been chosen according to the best weather and sea conditions.

Training resources

A series of videos have been filmed to guide trainees on the set-up and deployment of the camera system. BIIGLE 2.0 is a web-based annotation platform. A practical guide covering uploading images to the BIIGLE server, how to annotate images and how to download results has been developed by members of the UoP team (available here: <https://zenodo.org/records/7728927#.ZBgS9XbMKUI>). A series of quarto documents, a markdown equivalent to make R coding interfaces more user-friendly, is currently in development.

The documents will outline how to calculate diversity metrics (univariate and multivariate) from the BIIGLE outputs, and how to map these on bathymetry/other environmental datasets. Resources rely solely on R/R Studio, an open-access software. These training resources have been written and they are now being translated to Portuguese, to be easily accessed by all.

Identification of fieldwork trainees (including MSc & knowledge exchange fellows)

Two MSc scholarships have been advertised with UNICV and UTA. Members of the project team responsible for the identification of knowledge exchange fellows (KEFs) from other eligible countries have met to discuss the requirements and criteria to assess KEF applications. An advert has been sent out in two languages (Portuguese and English) and the recruitment will take place in May 2024, so the candidates can join the team for the field work scheduled to November 2024.

Community engagement and outreach programme

A meeting was held to discuss who and how the BAIT project will address the local community. On the 5th of June 2024, a meeting with stakeholders will be held in Santo Antão. All arrangements have already been made.

3.2 Progress towards project Outputs

Output 1: Improved national capacity for deep-water marine biodiversity research. On-island participants are confident in all aspects of the process (maintenance of equipment, fieldwork, data analysis and archiving).

Training participants

1.1 Develop training protocols and resources for fieldwork and data analysis

1.2 Identify in-person fieldwork trainees (advertise MSc scholarships and select recipients; identify knowledge transfer visit candidates).

Both of these activities were accomplished.

1.3 Deliver training courses to on-island participants and knowledge transfer participants.

1.4 Collate feedback from training participants.

1.5 Write final project report outlining the capacity and capability that has been developed, evaluating the project as whole (including feedback)

These activities are not yet achieved, as field work is going to be initiated in July 2024.

Output 2: National-level community awareness of marine ecosystems and their importance

Community engagement

2.1 Design community engagement strategy based around sharing imagery and video from fieldwork.

2.2 Develop outreach resources (e.g. national marine species fact sheets) using BAIT-collected imagery

2.3 Visit schools to run workshops, incorporating marine biodiversity and conservation into the state curriculum.

2.4 Organise annual project conference, inviting stakeholders from different sectors of society including local government, youth ambassadors, university students and public.

None of these activities have been achieved, as field work has not yet happened. Nonetheless, we have contacted local schools, and we plan to do this in October in Santo Antão and another one in November in Santiago.

Output 3: Established pathways to policy impact for BAIT data (i.e. links to government) to promote blue growth

Policy leverage

3.1 Invite individuals in key government departments (≥ 2) to sit on a science-policy interface board.

3.2 Run workshops with the science-policy interface board to identify where and how BAIT data can contribute to Cabo Verde environmental legislation, thus ensuring outputs from BAIT are useful.

We have planned to have a meeting in June 2024 to start with both activities.

Output 4: Knowledge exchanged with nations outside Cabo Verde

Knowledge exchange

4.1 Introduce project to wider knowledge exchange team.

4.2 Through discussion, ascertain how projects like BAIT could help other SIDS and developing nations.

4.3 Share all training resources with knowledge exchange team to distribute among colleagues. Members of the project team responsible for the identification of KEFs from other eligible countries have met to discuss the requirements and criteria to assess KEF applications. An advert has been sent out in two languages (Portuguese and English) and the selection will be done in late May 2024, so the candidates can join us in November field work. On the 16th of May, BAIT will be introduced via zoom to these KEFs group.

3.3 Progress towards the project Outcome

All indicators written in the proposal are adequate to the outcomes, but given the significant delay in signing the consortium agreement, field work had to be postponed to July and November 2024 and most of the outcomes were not yet achieved, as explained before. Nonetheless, we do not anticipate this will impact the project outcomes.

3.4 Monitoring of assumptions

There were 6 key assumptions for BAIT.

1. Trained UNICV, UTA and BIOSFERA partners will remain on-island and train additional students and personnel in future years,

2. Cabo Verde government will consider BAIT monitoring data in sustainable development of their blue economy,
3. The Covid-19 pandemic will not constrain in-person training,
4. Cabo Verde community (including schools) will be willing to engage with the BAIT outreach programme,
5. Training provided will be useful for knowledge transfer visitors from other developing nations, thus enhancing capacity elsewhere.

To us, all these still held true, just with a significant delay.

3.5 Achievement of positive impact on biodiversity and poverty reduction

BAIT aims to build capability and capacity in observation and monitoring of offshore ecosystems (promoting biodiversity conservation), thus allowing for sustainable development of Cape Verde's blue economy (helping to reduce poverty). Through training a cohort of local scientists, we are developing the future leaders who can train others, both formally and informally, including university students, other researchers, and NGO personnel. The 'train-the-trainer' approach used by BAIT means that most changes to capability and capacity are applicable in the short- and long-term:

Biodiversity:

- Improved understanding of Cabo Verde's marine biodiversity including species identities
- Improved understanding of the spatial distribution of marine ecosystems within the Cabo Verde archipelago and the wider under sampled Central Atlantic.
- The BAIT database will provide the best available data with which to confidently inform biodiversity conservation policy including marine protected area (MPA) management plans.
- Survey equipment left on-island to facilitate long-term monitoring.
- New scientific capacity for monitoring offshore ecosystems.
- New relationships forged with Portuguese and UK institutions that can offer long-term support and guidance in biodiversity data interpretation and translation to policy.

Poverty reduction:

- Capacity to observe offshore ecosystems will mobilise funding for Cabo Verde as potential participants in large international projects (e.g. a planned Darwin Initiative Extra Fund incorporating multiple SIDS) that can fund new roles to be filled by local scientists
- Annual offshore monitoring will provide work experience opportunities for young marine scientists, bettering their CVs and increasing employability.
- Training local scientists encourages pursuing scientific career whilst remaining on-island, thus reducing 'brain drain' and increasing island wealth.
- Expertise in operating and maintaining electronics (cameras) are valuable skills and will increase employability of those trained for multiple sectors.
- Developing a sustainable blue economy, particularly expansion of marine ecotourism, will increase island wealth through job creation in emerging businesses.

4. Project support to the Conventions, Treaties or Agreements

Not yet applicable!

5. Gender Equality and Social Inclusion (GESI)

Please quantify the proportion of women on the Project Board[1].	54%
Please quantify the proportion of project partners that are led by women, or which have a senior leadership team consisting of at least 50% women[2].	50%

GESI Scale	Description	Put X where you think your project is on the scale
Not yet sensitive	The GESI context may have been considered but the project isn't quite meeting the requirements of a 'sensitive' approach	
Sensitive	The GESI context has been considered and project activities take this into account in their design and implementation. The project addresses basic needs and vulnerabilities of women and marginalised groups and the project will not contribute to or create further inequalities.	
Empowering	The project has all the characteristics of a 'sensitive' approach whilst also increasing equal access to assets, resources and capabilities for women and marginalised groups	x
Transformative	The project has all the characteristics of an 'empowering' approach whilst also addressing unequal power relationships and seeking institutional and societal change	

The BAIT project team is gender balanced, although the on-island partners are largely male. However, we will strive to ensure gender balance across the opportunities created through the BAIT programme, both within and beyond the life of the project. Most instructors providing the training to partners and participants are female, and it is hoped that this will promote gender balance in the future through demonstrating that biodiversity observation and monitoring is not a male-dominated industry. All training sessions and workshops will be gender-inclusive and we will ensure that the training programmed, particularly sessions on fieldwork, covers topics including inclusive ways of working with female colleagues and community members. For the knowledge exchange visits, participants from other SIDS and African nations will be selected to ensure gender-balance. We will expand the knowledge exchange network throughout the project but maintain gender-balance where possible.

6. Monitoring and evaluation

Project coordinations leads (TA, RF, MA) are responsible for the development and maintenance of a detailed work plan for the whole project team. This last year and due to a delay, TA spent 10% of her time on M&E, monitoring work progress, financial monitoring, and annual financial audit. SR spent 5% of her time in M&E.

M&E is a standing agenda item on the monthly project coordination team meeting. Each partner organisation provided a progress update and list of priorities for the upcoming month. This provided an opportunity to raise any concerns.

The project coordination has monitored advances and evaluated progress against activities detailed in the project implementation timetable and the SMART indicators of success. This has been done by discussions on how to adjust activities within the project to fit the timeframe. Each project partner will also dedicate 2 days per visit to Cabo Verde to M&E. As there was a delay, we all decided to postpone the field work for July and November 2024.

7. Lessons learnt

Due to the substantial delay in finalizing the consortium agreement and getting all the signatures from all partners, in hindsight, it would have been preferable to consider initiating the project 3 to 6 months later than planned. If this would have happened, we would be on-time with BAIT. We remain confident that we will achieve all the proposed objectives. However, for future projects, we suggest allowing more time between project acceptance and commencement to ensure optimal preparation and execution.

We are submitting a change request not to lose some of the funds that could not be spent this year. For the next year, we will have to work more days than we planned to, so we achieve all the outputs.

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

Not applicable

9. Risk Management

Despite having a risk management plan in place, we were required to rearrange all scheduled activities. The delay in signing the consortium agreement affected the transfer of funds and recruitment of technicians to assemble the equipment. This setback caused us to miss the optimal sea-season, which meant that, in this regard, BAIT was unable to prevent sending a Change Request, given the cyclical nature of the fieldwork requiring schedule adjustments only in the following year's season. All our issues were duly reported to BCF and outlined in the 6-month report. Nevertheless, we remain confident in our capability to accomplish the stated objectives. Rather than conducting two separate fieldwork periods in different years, we have planned to carry out both within the same year to ensure completion of all proposed activities.

10. Sustainability and legacy

Efforts are underway to engage with the outreach parts of the project. BAIT was represented at the recent UN Ocean Decade Conference in Barcelona (April 2024), facilitating connections with government stakeholders and enhancing the project's visibility and impact. We have presented a postcard through the DOSI stand. Criteria for selection of the Knowledge Exchange Fellows (KEFs) have been agreed upon and have been advertised both in English and Portuguese. It is planned to present BAIT to a large community on the 16th of May. The selection process will ensure transparency and accountability in participant selection. We have also engaged BAIT with the "Conservation of marine ecosystems around Santo Antão, Cabo Verde: implications for policy and society" project and once in Cabo Verde for field work, we will also engage BAIT with the local communities. Through the local partners (BIOSFERA, UTA and UNICV), BAIT will be maintained in-country, as we are planning future field missions using the resources that BAIT will be facilitating. No changes have been made to the original proposed.

11. Darwin Initiative identity

BAIT has been promoted via a dedicated page on the University of Aveiro's website, featuring logos from both BAIT and the Darwin Initiatives. BAIT (alongside the Darwin Initiatives) was represented at the recent UN Ocean Decade Conference in Barcelona (April 2024), boosting the project's visibility and impact.

By linking BAIT with the "Conservation of Marine Ecosystems around Santo Antão: implications for policy and society" (COAST) project (a European project funded by Biodiversa+ and Water JPI), the project has gained broader exposure than initially planned. Efforts have already been made to leverage the resources being developed by BAIT in Cabo Verde for future use.

Additionally, both BAIT and the Darwin Initiatives have been promoted through Knowledge Exchange Forums (KEFs).

Early in the project, we were contacted by Mr Frederico Lyra from the British Embassy in Lisbon, expressing interest in initiating engagement with Cabo Verde. BAIT was introduced to him, and we are exploring potential synergies for the future. This connection has facilitated engagement with contacts in Cabo Verde, enabling the embassy to begin building relationships with the host country.

12. Safeguarding

Has your Safeguarding Policy been updated in the past 12 months?	Yes/No
Have any concerns been reported in the past 12 months	Yes/No
Does your project have a Safeguarding focal point?	Yes/No [If yes, please provide their name and email]
Has the focal point attended any formal training in the last 12 months?	Yes/No [If yes, please provide date and details of training]
What proportion (and number) of project staff have received formal training on Safeguarding?	Past: 0% [and number] Planned: 0% [and number]
Has there been any lessons learnt or challenges on Safeguarding in the past 12 months? Please ensure no sensitive data is included within responses. Not applicable	
Please describe any community sensitisation that has taken place over the past 12 months; include topics covered and number of participants. Not applicable	
Have there been any concerns around Health, Safety and Security of your project over the past year? If yes, please outline how this was resolved. NO	

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UAveiro follows a Gender Equality Plan (www.ua.pt/en/gender-equality) and resolves disputes through a Disciplinary Committee (www.ua.pt/en/comissao-disciplinar). Although a formal behavioural Code of Conduct is not in place at UAveiro, it does have an Ethics and Deontology Committee responsible for addressing safeguarding issues (www.ua.pt/pt/ced/). Safeguarding policies and practices will be introduced during the initial project kick-off meeting so that all partners are aware of these. During the training and workshops, care will also be given to ensure these policies are introduced and adhered to by all participants and staff.

13. Project expenditure

Table 1: Project expenditure during the reporting period (1 April 2023 – 31 March 2024)

Project spend (indicative) since last Annual Report	2023/24 Grant (£)	2023/24 Total Darwin Initiative Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs (see below)				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items (see below)				
Others (see below)				
TOTAL				112596,00

Highlight any agreed changes to the budget and **fully** explain any variation in expenditure where this is +/- 10% of the budget. Have these changes been discussed with and approved by Darwin Initiative?

All these changes in the budget was due to what we previously reported. We are sending a change request and we hope the Darwin Initiative approves and understands what happened with BAIT.

Project mobilised or matched funding during the reporting period (1 April 2023 – 31 March 2024)

	Secured to date	Expected by end of project	Sources
Matched funding leveraged by the partners to deliver the project (£)			
Total additional finance mobilised for new activities occurring outside of the project, building onevidence, best practices and the project (£)			

14. Other comments on progress not covered elsewhere

Despite encountering challenges with obtaining signatures for the consortium and experiencing delays in planned activities as previously explained, we are confident that we will achieve all the proposed objectives by the project's conclusion. We are hopeful that BCF will approve our change request, as we require the funds to complete BAIT successfully.

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

Image, Video or Graphic Information:

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

Annex 1: Report of progress and achievements against Indicators of Success for Financial Year 2023-2024

Project summary	Progress and Achievements April 2023 - March 2024	Actions required/planned for next period
Outcome (Insert agreed project Outcome statement)		
Outcome Enhanced capacity to observe and monitor marine ecosystems in the Cabo Verde archipelago supporting sustainable blue growth.	New undergraduate course material is being developed based on the project activities.	Field work with local partners and students.
Outcome 1 Improved national capacity for deep-water marine biodiversity research. On-island participants are confident in all aspects of the process (maintenance of equipment, fieldwork, data and analysis and archiving).	Camera systems developed. MSc have been advertised	Field work. MSc certificates Project final report.

Output 2.		
National-level community awareness of marine ecosystems and their importance	Not yet done	<p>Before and after survey of participating school groups in outreach activities</p> <p>Number of local stakeholders attending the annual conference. Structured formal feedback from attendees</p> <p>Document downloads / numbers printed.</p>
Output 3.		
<p>Output 3</p> <p>Established pathways to policy impact for BAIT data (i.e. links to government) to promote blue growth</p>	<p>Representatives of the British Embasssy in Lisbon have been introduced to BAIT</p>	<p>Project data are used in Government decision-making.</p> <p>Policy pipeline developed</p>

<p>Output 4</p> <p>Knowledge exchanged with nations outside Cabo Verde</p>	<p>Successful knowledge exchange visits are being arranged.</p>	<p>Feedback reports from funded persons Workshop attendee reports, YouTube viewing statistics.</p> <p>Draft project funding proposal.</p>

Annex 2: Project’s full current Indicators of Success as presented in the application form (unless changes have been agreed)

Project summary	SMART Indicators	Means of verification
<p>Outcome</p> <p>Enhanced capacity to observe and monitor marine ecosystems in the Cabo Verde archipelago supporting sustainable blue growth.</p>	<p>Cabo Verde has increased in-country capacity for university level training in marine observations and monitoring.</p> <p>Cape Verde has the infrastructure and expertise to conduct deeper water marine observations.</p> <p>Knowledge of marine biodiversity and links with livelihoods enhanced in policymakers and local young people.</p>	<p>New undergraduate course material is developed based on the project activities.</p> <p>Continued use of equipment beyond project end.</p>
<p>Output 1 (Max 30 words) Improved national capacity for deep-water marine biodiversity research. On-island participants are confident in all aspects of the process (maintenance of equipment, fieldwork, data and analysis and archiving).</p>	<p>All on-island participants (UTA, UNICV and Biosfera) attend at least one of each type of training activity (i.e. field, data storage, annotation etc.) Masters students complete MScs Camera systems developed, and deployed using local infrastructure only.</p>	<p>All training activities have a test element for participants following training.</p> <p>MSc certificates</p> <p>Project final report.</p>
<p>Output 2 (Max 30 words) National-level community awareness of marine ecosystems and their importance</p>	<p>Awareness of the importance of marine biodiversity and links to livelihoods increased by 50% in participating school age children Local stakeholders understand the</p>	<p>Before and after survey of participating school groups in outreach activities</p> <p>Number of local stakeholders attending the annual conference. Structured formal feedback from attendees</p> <p>Document downloads / numbers printed.</p>

Annex 3: Standard Indicators

Not yet applicable

Table 1 Project Standard Indicators

DI Indicator number	Name of indicator	Units	Disaggregation	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Total planned during the project
E.g. DI-A01	E.g. Number of people in eligible countries who have completed structured and relevant training	People	Men	20			20	60
E.g. DI-A01	E.g. Number of people in eligible countries who have completed structured and relevant training	People	Women	30			30	60
E.g. DI-B01	E.g. Number of new or improved habitat management plans available and endorsed	Number	New	1			1	2
E.g. DI-B01	E.g. Number of new or improved habitat management plans available and endorsed	Number	Improved	1			1	3

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

Table 2 Publications

Not yet applicable!

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

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

Checklist for submission

	Check
Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the correct template (checking fund, type of report (i.e. Annual or Final), and year) and deleted the blue guidance text before submission?	yes
Is the report less than 10MB? If so, please email to BCF-Reports@niras.com putting the project number in the Subject line.	yes
Is your report more than 10MB? If so, please discuss with BCF-Reports@niras.com about the best way to deliver the report, putting the project number in the Subject line.	no
Have you included means of verification? You should not submit every project document, but the main outputs and a selection of the others would strengthen the report.	yes
If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 15)?	-
Have you involved your partners in preparation of the report and named the main contributors	yes
Have you completed the Project Expenditure table fully?	-

Do not include claim forms or other communications with this report.

[1] A Project Board has overall authority for the project, is accountable for its success or failure, and supports the senior project manager to successfully deliver the project.

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