





## **Darwin Initiative Innovation 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	DARNV013
Project title	Trialling Wild Harvest Improvement Projects for sustainable wild plant trade
Country/ies	Morocco, Uzbekistan
Lead Partner	TRAFFIC
Project partner(s)	FairWild Foundation, Global Diversity Foundation, Moroccan Biodiversity and Livelihoods Association, Uzbekistan Association of organisations for the production and processing of liquorice and other medicinal plants
Darwin Initiative grant value	£199,791
Start/end dates of project	July 2023 – March 2025
Reporting period (e.g. Apr 2023 – Mar 2024) and number (e.g. Annual Report 1, 2, 3)	July 2023 – March 2024 (Annual Report 1)
Project Leader name	Cara
Project website/blog/social media	Not live yet
Report author(s) and date	Cara Bryony , 24 <sup>th</sup> April 2024

### 1. Project summary

People have used and traded wild plants for millennia. Today, ingredients are traded globally in large and increasing volumes, for food, cosmetics, medicines, and more. The majority of plant species in trade (between 60-90%) are wild harvested(ref.1). This raises both conservation and development concerns.

Thousands of species are at risk from overharvest and habitat loss, with over 20% of species estimated to be threatened with extinction. Wild harvesters are often among the poorest and most marginalised people in society. They typically receive a low proportion of the value of final products. Commercialisation of wild resources is often promoted to reduce poverty and protect habitats – however, efforts often fail due to lack of capacity, market access, or unsuitable species selection. Inappropriate trade restrictions, aiming to protect threatened species, can hinder sustainable use(1).

Argan oil, targeted by one of the pilots, is prized internationally for use in cosmetics(2). In the arid Moroccan Southwest, argan forests cover more than 870 000 hectares and support 2.2 million

rural people(3). Harvesters are mainly women from indigenous Amazigh communities, vulnerable to discrimination because of their marginalized status. Despite typically being organised in cooperatives – in some cases female-led and with organic certification – harvesters still face issues of low pay (failing to benefit from a near quadrupling of market price for argan oil) and poor working conditions(2,4,5,6).

Liquorice, another test species, is among the most widely used medicinal plants globally(7). Uzbekistan is in the top two producers of wild-harvested liquorice. Conventional harvesting in remote deserts of Karakalpakstan involves ploughing to access the roots causing habitat damage, soil erosion and local dust storms, exacerbated by desertification(8). In remote areas the annual liquorice harvest can be the only source of stable income, encouraging unsustainable rates of harvest(9).

TRAFFIC and partners developed the FairWild Standard as a framework for verification of sustainable and fair trade of wild resources. FairWild certification successes include more than 50 companies formally participating, with wild-plant ingredients sourced from 13 countries. However, participation in, and local benefits from, certification are held back by the challenges of developing sufficient sustainable supply in a sector where production is dominated by SMEs with low capacity and tight profit margins. Wild plant supply chains are often long, complex and lacking in transparency, making market access difficult in terms of connecting sustainable producers to buyers.

Producers interested to achieve certification can be discouraged by the lack of short-term return on their investment in improved practices. Furthermore, in complex landscapes (such as our pilot sites) where multiple harvesters and buyers operate, there may be fundamental issues of resource management to resolve, requiring multi-stakeholder engagement, before certification can become feasible.

The fisheries sector has faced similar challenges to certification, and developed "Fisheries Improvements Projects" (FIPs): multi-stakeholder initiatives that help fisheries work towards sustainability using step-wise action plans based on clear commitments to certification as the end goal. Despite clear parallels, this experience has never been applied to wild plants: a gap this project will address.

#### 2. Project stakeholders/partners

The FairWild Foundation, Moroccan Biodiversity & Livelihoods Association (MBLA) and The Global Diversity Foundation (GDF) form members of the core project team along with TRAFFIC. Project partners respond to local demand and take a participatory and consultative approach to activities.

A kick off meeting was held at the start of the project to introduce each organisation and project focal points. Project meetings are held every fortnight and provide an opportunity for updates, consultation and contribution to project planning. They also involve tracking delivery and impact, giving the opportunity to course correct and make decisions regarding project activities and timelines as the context changes.

Across the WHIPs project there are several key points for open and closed stakeholder participation, consultation and participatory design as the project evolves. These include:

- Feedback sessions to the Wild Harvesting Improvement Project framework draft
- Stakeholder mapping both internationally and locally in Morocco and Uzbekistan to identify who needs to be involved and how
- Muti-expert group insight and feedback as a mechanism to help steer the framework

This project is by design collaborative and multi-stakeholder in nature. TRAFFIC is working closely with two formal partners - the FairWild Foundation and MBLA. These parties are now contracted for their work within the project through sub-agreements. The FairWild Foundation have been engaged to provide overall capacity building and guidance on sustainable and fair trade of wild plants in both Uzbekistan and Morocco given their expertise as a standard holder for wild plant and fungi harvesting FairWild Standard. They are the standard holder for FairWild Standard and as such decide the criteria and conditions under which operations pursuing

certification can be profiled on the FairWild website – similar to the role the Marine Stewardship Council (MSC) plays in the fisheries sector.

In Morocco, MBLA are a well established NGO working in the high atlas mountains of Morocco where they train community members and local cooperatives in sustainable land use practices and commercialisation of local plants and plant products. Since the earthquake of September 2023, MBLA has been working on humanitarian relief and reconstruction for affected communities. As a result, they have increased their humanitarian relief work capacity and focussed primarily on ensuring basic needs of communities are being met. There is now an opportunity to move towards reconstruction and livelihood resilience measures within the context of this project.

A consultative approach has been taken in project meetings with collaborative activities such as stakeholder mapping undertaken together. Progress against the workplan is shown in each project meeting so that all members are appraised of progress.

In addition to the expertise of the partners, TRAFFIC has drawn on their relationship with a variety of internal and external experts in fisheries and sustainable trade. This includes those working in Fisheries Improvement Projects (FIPs) at the World Wide Fund for Nature (WWF) which has been an integral stakeholder in developing FIPs. Private sector actors producing wild harvested products have expressed interest in this work and will be engaged in the next project year. Other synergies have begun to be developed with regional TRAFFIC offices. In addition to the formal partners detailed below, it is envisaged that as pilots are organised in Morocco and Uzbekistan, there will be opportunities to include a wide range of governmental, international and local stakeholders.

The FairWild Foundation is currently implementing an access to market project with GIZ in Uzbekistan for wild liquorice harvesting. There is a demand from the private sector for engagement and so this Darwin innovation award takes advantage of the existing momentum and additional resources. The FairWild Foundation have existing relationships with producers, harvesters and exporters in the Karakalpakstan area which are key to this project.

MBLA are supporting the International Society for Ethnobiology to organise their annual conference. This is a great opportunity to present the project to a variety of international stakeholders in the academic community. It is hoped this also presents an opportunity to conduct field consultation and visit the Argan harvesting communities.

#### 3. Project progress

### 3.1 Progress in carrying out project Activities

The project commenced in July as agreed with DEFRA through the change request submitted in in June 2023. Work on the project commenced but further delays were experienced as outlined in risk section of this report.

#### Output 1,

Most activities are on track and have been completed as planned.

# 1.1, Identify relevant experts on wild harvesting, sustainability standards, and landscape management from CSOs, local governments, and the private sector and invite them to join the Multidisciplinary Expert Group (MEG).

A draft list of potential multi-disciplinary expert group members was drawn up (SD1) during Q2 (Jul-Sep 2023) in consultation with the core project team. This list focused initially on those we know to be receptive and interested in wild plant harvesting or who have experience and insight into fisheries improvement projects. Attention has been paid to gender balance and regional experience. A balance between those engaged with FairWild or receptive to FairWild and those with less exposure has also been struck. Most individuals on the proposed list were also contacted to inform the WHIPs research. They will be formally contacted in Q5 (April – June 2024) to request initial feedback on the wild harvesting improvement framework draft.

# 1.2, Literature review on FIP best-practice guides, existing improvement projects, local contexts of wild harvesting.

A literature review was completed as part of the WHIPs framework research in Q4 (Jan-March 2024) (SD2). This draft review is now being revised with the core project team. It has been disseminated to the wider MEG membership and plans are in process for an initial feedback meeting with this group.

# 1.3, Analysis and synthesis of FairWild, MSC, and FIP frameworks to produce draft WHIP framework.

The literature review (SD2) included analysis and synthesis of FairWild, MSC, and FIP frameworks alongside other relevant mechanisms and standards. Core project team members provided feedback in Q4 to inform the framework and refine it further. It is anticipated additional feedback will be received from core project team members in Q5 also, particularly those based in Uzbekistan and Morocco.

# 1.4, Invite and collect public comment on the draft framework by posting on the TRAFFIC website and sharing via social media and at relevant meetings and events (e.g. Biofach trade fair).

A draft webpage was created for the WHIPs project in Q3. This will go live in Q4 and be used to disseminate information regarding the project as well as launch the draft for consultation. The consultation is scheduled for Q5.

# 1.5, Conduct a review workshop with MEG and finalise the draft framework, for further testing in the pilot landscapes.

A review workshop will be held in Q5 to obtain feedback from the MEG and revise the framework for pilot testing in Uzbekistan and Morocco.

#### Output 2,

# 2.1, Conduct stakeholder mapping exercise within the two pilot landscapes to determine who should participate in the trial WHIPs.

This activity is ongoing. International (SD4) and Moroccan stakeholders have begun to be mapped (SD3) but further work is required to analyse their influence, impact and potential contribution to the project.

# 2.2, Work with third-party consultants to conduct the baseline assessment of the two pilot landscapes against the FairWild standard.

A Third-party consultant will be engaged to assess against the FairWild Standard and identify a suitable area/area for improvement. This will follow training for partners in the FairWild standard. This is planned for year 2.

# 2.3, Meet with relevant stakeholders within each pilot landscape to gather feedback on WHIP framework, review findings of the baseline assessment, and establish how to address issues identified.

This activity is planned for Q6 onwards.

# 2.4, Revision of draft WHIP framework according to the stakeholder meetings and pilot landscape findings.

This activity is planned for Q6 onwards.

# 2.5, Promotion of WHIP concept to industry actors sourcing from the landscapes to secure commitment to further implementation (e.g. through one-to-one meetings, webinars, trade fairs, etc).

The project manager and FairWild project team members attended Biofach, The World's leading trade fair for organic food and natural and organic personal care in February 2024 using the opportunity to promote WHIPs and meet with potential interested industry representatives and donors. The project manager also joined the 'Rethinking Value Chains' coalition work planning and retreat in October 2023 in order to build connections with other value-chain initiatives in the sustainability arena. Further activities are planned for Q6 onwards such as attendance at the Natural and Organic products fair in London in April 2024.

# 2.6, Capacity-building with stakeholders (e.g. harvester communities, government officials) to enable working with the FairWild standard, with needs established through Activity 2.3.

Country partners will be trained in the FairWild Standard and given the opportunity to conduct self-assessments. This activity is planned for Q5 onwards.

#### Output 3,

# 3.1, Create and execute an Influence Plan, including stakeholder analysis, key messaging, and identification of dissemination opportunities.

A stakeholder and influence map has been drafted for the overarching project goal which includes some national level stakeholders (SD 3). National level assessment requires further refinement and input.

- 3.2, Produce the final WHIP framework, alongside a multi-stakeholder guidance document, for further testing and development beyond the close of the project. This activity is planned for Q6 and Q7.
- 3.3, With input from MEG and the pilot landscapes stakeholders, conduct a scoping exercise and produce a report establishing how the WHIP approach can be further developed beyond the end of the project.

This activity is planned for Q7.

3.4, Disseminate the framework, guidance, and scoping report to stakeholders identified in the Influence Plan for further action, e.g. local governments, businesses, CSOs, and funding agencies.

This activity is planned for Q7.

#### 3.2 Progress towards project Outputs

# 1. Existing FIP guidance and processes adapted to wild harvesting and draft comprehensive practical framework for WHIP developed

Prior to the start of this project, there was no guidance available to adapt a FIP to a wild plant harvesting context. A draft framework has now been developed (SD2). In addition, a shorter summary document has been prepared to help the group to prioritise next steps and actions (SD5). The next stage is to obtain feedback from a broader range of stakeholders convened via the multi-stakeholder expert group. Meeting minutes for project meetings are available and email correspondence with multi-stakeholder expert group members. Comments received on the draft report can be shared upon request.

#### 2. Pilots of the draft WHIP framework in landscapes in Morocco and Uzbekistan

The Uzbekistan liquorice harvesting site has stakeholders who have been engaged with FairWild implementation. Therefore, there is familiarity with FairWild principles and certification processes. In the Atlas Mountains of Morocco, the cooperatives have not been through a certification or pre-certification process and have not yet received training in the FairWild Standard. Training and pilots are planned for the next project year. Meetings have been held to discuss arrangements for these. Activity has commenced on identifying consultants to undertake this work. The means of verification for this output include: An overarching stakeholder mapping document. This is available. Local stakeholder mapping is anticipated in the coming year alongside baseline assessments in each location. In addition, reports, Action plans and revisions to these are planned in the next year. Stakeholder feedback via surveys/meeting minutes and revised version of the framework will be additional means of verifying progress. Training reports and a list of those trained will be available.

# 3. Global stakeholders have access to the WHIP framework and guidance for its application

The framework is available for the project team and multi-expert group. A final version will be published on the TRAFFIC website once consultation is complete. Key means of verifying this that have taken place include developing stakeholder mapping at each location and building of an overarching influence plan. Draft action plans will be available for each location in time. In addition, feedback, survey designs and revised versions of framework will be available. It is anticipated that commitments from businesses will be generated through this work.

### 3.3 Progress towards the project Outcome

The project outcome is that a conceptual framework for "wild harvest improvement projects" is in place, with stakeholder buy-in, focusing on best-practices for enabling certification and sustainable use of wild plants in multi-user landscapes. This will be evidenced by project reports, minutes from project team meetings and MEG meetings. The project will document responses from local authorities, private sector partners and framework users as well as implement a survey of stakeholders. Assessments against the FairWild Standard, gap analyses and action plans will provide further evidence. The project is on track to achieve the outcome at present.

The current indicators for this outcome are:

- 0.1 Project reports; MEG meeting minutes; pilot landscape meeting minutes and feedback reports; web updates.
- 0.2 Written records from authorities, private sector partners and users of framework; survey of stakeholders
- 0.3, 0.4 Gap analysis and draft action plans for each pilot landscape, aligned to the preliminary WHIP framework.

It will be important to collect most of this evidence in the next project stage. Meeting minutes and project reports are being stored along with other data on the SharePoint system which project members have access to. It is envisaged that this will provide an easy storage mechanism. Once feedback has been received, updates can be shared, and feedback documented here too. The development of action plans and gap analyses in each landscape is an important next step after initial feedback. This will help to inform future iterations of the framework.

#### 3.4 Monitoring of assumptions

#### Outcome level assumptions:

#### **Assumption 1:**

Although FIPs typically only address sustainability criteria in line with the MSC standard, the project will be able to adapt the approach for WHIPs to cover both sustainability and social criteria, in line with the FairWild standard. Although the nature of sustainability and social issues can be different, the multistakeholder, participatory approach of FIPs should be sufficiently adaptable. Additionally, there are some examples of FIPs that address both, and we are leveraging partners' extensive experience working directly with harvesters towards meeting the FairWild standard.

**Comments:** FIPs provide an interesting and impactful model for certification pathways and improvements to social and environmental benefits within supply chains. They have had a level of investment and industry engagement far greater than that experienced by the wild plant harvesting sector. FIPs were also developed with a very different level of stakeholder support, notably political, private sector and non-governmental financing and engagement. Nonetheless, the multi-stakeholder approach is one which warrants further testing and application in wild plant harvesting environments. FIPs could provide a model to help address some of the challenges in uptake and further investment which wild harvesting operations have experienced.

#### **Assumption 2:**

The two-year time frame will be too short to generate measurable outcomes for the populations of wild plants, or for wellbeing benefits (e.g. raised incomes) for the harvesters.

**Comments:** This assumption holds. Stakeholder relationships are complex and the context in each environment distinct. Transferable lessons across landscapes may not be feasible. It is unlikely within the current project scope, that raised incomes are a realistic outcome.

#### **Assumption 3:**

Certification standards such as FairWild represent best-practice in wild plant harvesting and will result in benefits to harvesters. TRAFFIC and FairWild have tested this assumption through years of on-the-groundwork with partners and harvesters

**Comments:** FairWild continues to evolve, for instance the Version 3 of the Standard has been published by the FairWild Foundation in the reporting period. However, there are other certification standards that work in this area. It would be prudent to consider engaging them as stakeholders in future activities.

#### **Assumption 4:**

Completing the draft WHIP by the end of Q2 will be possible because existing comprehensive guidance is already available for the fisheries sector, which can be readily adapted based on the extensive sector-specific knowledge and experience available in the group, including specific experience with applying the FairWild standard.

**Comments:** Completion of the WHIP framework by the end of the original Q2 period was not possible. Internal external expertise was engaged to begin this activity. There is extensive experience in wild plant harvesting available within both FairWild and TRAFFIC which has been invaluable.

#### Assumption 5:

Risk management will need to be a key part of pilots, to test ways to improve local benefits from progress towards certification, without increasing risks of over-exploitation of wild plants. **Comments:** Risk management remains an important assumption. Specific risk management activities could include assessing the position of wild plant harvesting in the mosaic of livelihood strategies at each location to understand relative importance economically, culturally, socially of this work.

#### Assumption 6:

Harvester communities will be willing to engage with the WHIPs approach, including any sociocultural modifications this might entail, e.g. sharing harvesting data, potentially with other harvester groups. Any issues surrounding this assumption should be possible to address through the WHIP multi-stakeholder approach and open dialogue.

Relevant stakeholders will see value in the WHIPs approach and be willing to test it. We think this is a reasonable assumption based on discussions in-country and with industry stakeholders.

**Comments:** This assumption remains, and multi-stakeholder meetings will consider issues around engagement and modifications required such as translation or visual materials.

#### Assumption 7:

Practitioners and policy makers are interested in the WHIP framework and willing to engage in further testing and providing feedback. We expect this assumption to hold true based on our ongoing discussions with key policy makers and projects on wild harvesting.

Comments: This assumption remains.

# 3.5 Impact: achievement of positive impact on biodiversity and poverty reduction

Wild plant harvesters in key landscapes for biodiversity benefit from increased visibility as they work towards certification, and from industry, and other stakeholder commitments to support improvements to sustainable sourcing. This supports biodiversity through ensuring sustainable use of natural resources as well as financial incentives for their protection. Poverty reduction may be an outcome of increased reliability and quality of trade in wild plant material.

Our narrative theory of change shows that if the social and environmental risks and opportunities of harvesting operations in each landscape are assessed and communicated to stakeholders in the supply chain, who are brought together to understand these risks and opportunities, then actions can be agreed and set out in an action plan, including for best practices across the landscape. If these assessments and agreements are in place, then supply chains will become more transparent. Within the pilot landscapes, implementation of these agreed action plans (beyond grant period) will enable stakeholders to progress towards FairWild certification, with improved labour conditions and fair payments, and more sustainable harvesting practices that will enable wild plant populations to thrive and support livelihoods into the future.

Scaling beyond the pilots, if FIPs are tested and adapted, and WHIPs framework and guidance are communicated across the wild-plant sector globally, then additional wild-plant supply chains will have clearer pathways towards sustainability, and greater numbers of companies (buyers and suppliers) will engage with WHIPs, benefitting wild-harvested plants and the communities that depend on them.

Work to track impact of the project has commenced and will be refined and scaled up to reflect on progress as activities are implemented.

### 4. Project support to the Conventions, Treaties or Agreements

The project has the potential to be used by parties to the Convention on Biological Diversity and might prove to be a helpful framework for National Biodiversity Strategies and Action Plans through supporting efforts to make use of natural resources more productive and sustainable. It could also provide a useful framework for Parties to CITES in the future in locations where harvesting of threatened species is taking place. This project will advance knowledge, evidence and impact in sustainable wild plant trading. In particular, through in-depth analysis of the factors required to improve the social and environmental benefits associated with this trade. It will also contribute to the global public good through increasing the knowledge base related to the nexus between biodiversity conservation, sustainable use and poverty reduction.

Expected beneficiaries are individual wild-plant harvesters, often women and elderly members of poor and marginalized communities. Through participation in WHIPs and ultimately through certification, they will benefit from fairer wages and a more stable, predictable income. Improvements to wild resource management systems following the FairWild Standard can also increase security of tenure and access rights, and result in community-wide improvements through investments into a community development fund.

The expected beneficiaries of this project in the short term (by project end), are members of at least ten SMEs that will directly benefit from participating in the pilots (five each in Morocco and Uzbekistan), involving at least 100 individual harvesters and their dependents. We anticipate positive outcomes for beneficiaries of the two pilot projects in terms of 1) increased capacity and confidence of participating SMEs, who will receive training and individual assessments of the sustainability of wild-plant harvest in their landscapes, against the FairWild criteria; 2) initial progress made against the improvement points identified in WHIPs action plans, and 3) leveraging of new industry commitments to provide technical and financial support to WHIPs and the participating SMEs, including through market access.

Other benefits of project involvement could include access to global knowledge and support for harvesting operations. Understanding of market opportunities and support to develop key social and physical infrastructure to improve social and environmental outcomes.

Improved management of harvesting operations should support improved environmental outcomes and help safeguard ecosystem services. Cultural heritage is safeguarded through supporting efforts that strengthen traditional livelihood strategies that include wild harvesting as part of a mosaic of income generating strategies. Improving management across multi-use landscapes should lead to improved environmental management in the long-term and a balancing of different stakeholder needs.

Notable achievements this year include the engagement of Marine Stewardship Council stakeholders involved in FIPs and certification to MSC standards. In addition, the WHIPs project manager will present at the International Society for Ethnobiology conference taking place in May 2024 hosted by GDF and MBLA. This will provide an opportunity to present and discuss the WHIPs project. The FairWild standard was revised at the end of 2023. This meant that the revised standard could be used for the WHIPs research. Additionally, attendance at events such as the Rethinking Value Chains coalition meetings enabled links with academics and civil society working on supply chain sustainability challenges. Similarly, Biofach 2024 offered opportunities to speak with interested industry practitioners regarding the project.

## 5. Gender Equality and Social Inclusion (GESI)

Please quantify the proportion of women on the Project Board <sup>1</sup> .	Within the core project team, there are four women based in the UK and Morocco.
Please quantify the proportion of project partners that are led by women, or which have a senior leadership team consisting of at least 50% women <sup>2</sup> .	The FairWild Foundation chief executive is a woman. Within TRAFFIC, the Senior Leadership Team is 50% women and Programme Office Directors are 56% women.

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.	х
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	

<sup>&</sup>lt;sup>1</sup> A Project Board has overall authority for the project, is accountable for its success or failure, and supports the senior project manager to successfully deliver the project.

<sup>&</sup>lt;sup>2</sup> Partners that have formal governance role in the project, and a formal relationship with the project that may involve staff costs and/or budget management responsibilities.

Transformative	The project has all the characteristics of an	
	'empowering' approach whilst also addressing	
	unequal power relationships and seeking	
	institutional and societal change	

Gender equality and social inclusion (and representation) were considered in the project design. Women and marginalised groups are often involved in wild plant harvesting as it offers a flexible additional source of income and in many places forms a key aspect of traditional livelihood strategies.

In the pilot sites, the project will also provide training on gender issues associated with wild harvesting, and gender considerations will be integrated into the action plan developed for the WHIPs. Therefore, the working conditions and position of women, indigenous people and minority groups involved in wild harvesting will be strengthened.

In Morocco, women's cooperatives have pushed for better salaries and working conditions in recent years.

In Uzbekistan, wild liquorice is typically harvested by vulnerable populations in remote desert and steppe and has limited traceability. While liquorice harvesting is primarily by men, women are mostly involved in the first processing steps of washing, cutting and drying the roots.

The project has not undertaken a formal GESI assessment but will do in the next phase as the framework is developed further and pilot projects designed.

### 6. Monitoring and evaluation

TRAFFIC employs continuous monitoring and evaluation to allow for course correction and adaptation as the project requires.

The project theory of change helps us to ensure that the activities and outputs lead to the project outcome.

The impact of the project initially rests upon our activities leading to improved stakeholder coordination both across the landscape and industry. This is being measured within the context of the project influence plan and associated stakeholder mapping. Key to achieving this change is being able to engage with the most influential stakeholders at the most appropriate time.

A second initial aspect of our impact is that stakeholders understand social and environmental risks of harvesting operations. This will be measured through assessing activity impact and training received and implemented as well as broader coordination activities and outcomes observed. Activities related to this are planned for year 2 as per the log frame and workplan.

In addition to the means of verification indicated in the log frame this project is reporting against some standard indicators agreed with DEFRA. These are as follows:

- By the end of Q8, 100 harvesters from community forest user groups have completed structured and relevant training to improve harvest and trade practices in line with the FairWild Standard
- By the end of Q8, at least 10 local/national collector and harvester organisations have improved capability and capacity for harvest and trade practices in line with the FairWild Standard, as a result of the project
- By the end of Q8, a new WHIPs framework based on project findings is available and endorsed by businesses, CSOs, funding agencies, and government bodies involved in natural resource management, both within the two trial landscapes and more broadly in wild-harvest supply chains
- By the end of Q8, a measurable number of hectares of habitat is under sustainable management practices according to the WHIPS framework.

The final standard measure requires development of the baseline. This is being undertaken in Q5. Further information on the standard indicators can be found in annex 3.

Evaluation is an important aspect of project monitoring, evaluation, accountability and learning. The project manager plans to implement a most significant change methodology for the project. This will collect testimonies of changes (both positive, negative and neutral) from a selection of different stakeholders. Local partners will be introduced to this methodology and asked to convene sessions and collect data.

Partners report against the log frame through updating on workplan activities at project meetings and providing supporting documentation such as reports produced, numbers of individuals trained, input into key documentation such as the draft report. In the coming year reporting will include feedback on training support tools.

#### 7. Lessons learnt

The project team is committed and dedicated to progressing this work. MBLA's experience in Morocco will prove invaluable particularly their experience in engaging cooperatives and working across a varied landscape that supports multiple use. For example, argan harvesting, herb production, honey production.

TRAFFIC's connections to the wider conservation community have proved invaluable in progressing research on FIPs and connecting to experts in this field both within and external to the organisation.

The project has experienced several unexpected challenges outside of the control of the project team. In 2023, the Atlas Mountains were hit by an earthquake which meant MBLA had to direct their core activities to immediate humanitarian delivery. They received funding from the United Kingdom Foreign and Commonwealth Office in order to scale up their work supporting communities affected by the earthquake, developing their internal capacity and expertise in the humanitarian field in order to deliver aid. MBAL acknowledge that this has taken focus from their usual core work in biodiversity and sustainable livelihoods. MBLA have been in regular communication regarding this change. There has been a change of staff within the MBLA team composition, and a new staff member been recruited as the focal point for this work. This resulted in a period of time with no dedicated project lead. The new staff member, Oumayma has experience working with cooperatives that will benefit this project work. MBLA is now in a position to re-engage fully in this project.

The FairWild Foundation received an extension on their project in Uzbekistan funded by GIZ which facilitates greater cohesion with this project. However, there have been unforeseen challenges with implementing activities in Uzbekistan. The consultant engaged to work as a local expert in Uzbekistan was taken ill and has left their role with Uzbekistan. The project manager is in contact with GIZ and other local partners.

If undertaking this work again, it would be ideal to have additional suggestions of consultants to engage should a member of staff locally drop out of project activities. Given the complexities of the country, we will continue exploring the support from existing TRAFFIC staff in Central Asia (Kyrgyzstan) – recently established.

The capacity to undertake the research was limited internally and so an external consultant was involved. It would have been ideal to start the research work earlier. Any follow up project should build upon the current identified expert group but also engage with other larger private sector actors such as multinationals with large buying influence to generate the kind of investment and long-term engagement required at the project start. This needs to happen at the start of research design in order to build their buy-in and ultimately advocacy momentum.

Recommendations to others undertaking similar projects would be to standardise stakeholder mapping as we have done with a guide document and to undertake a collective process to ensure stakeholders begin to consider who to engage and how best to do this. This will be built into project learning through linking national stakeholder mapping to the global mapping process and building an influence plan which is suitably adaptable to each context.

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

N/A

#### 9. Risk Management

As detailed above two risks have presented themselves. One of these was already identified – that of staff changes. The second, a devasting earthquake requiring humanitarian response was not.

The project has focused primarily on research and delayed some national stakeholder mapping to take account of constraints in the operating environment for partners. It is envisaged that these activities can be prioritised in the next quarter.

### 10. Sustainability and legacy

This year, where opportunities have presented themselves to highlight the project whether formally or informally these have been taken. For example, a connection is being made to other wild plant work undertaken by TRAFFIC through inviting experts from other areas of TRAFFIC's plant work to the multi-expert group such as representatives from Nepal, working on the Himalayan plants project and Madagascar. Other plant and fungi value chain related work has been connected to this initiative with the aim of obtaining feedback from a broad range of individuals and organisation. This will be helpful in embedding project learning within other work.

Other opportunities have presented such as attendance at the BioFach fair in February 2024. This enabled TRAFFIC and FairWild representatives to discuss the project with representatives from GIZ and the Export Promotion Desk as well as discuss with small business owners who may be interested in this work. Engaging with coalitions such as the Rethinking Value Chains group offers the possibility of building a cohort of other organisations that may take the model into additional value-chains. The WHIPs project has been a continual agenda point in meetings with private sector actors involved in wild plant harvesting. As such, a broader coalition of private sector partners is ready to be engaged.

Capacity will be built in FairWild standard requirements with local partners in the next phase. This project also offers an opportunity for FairWild to consider a more formalised pathway of support for entities joining the pre-certification scheme they offer. It is envisaged that this project will help to build a strong set of guidance materials which can be used to support this process.

We envisage a sustained legacy from this project both in regard to general capacity building activities and awareness raising of this work. If the WHIPs framework proves to be a constructive and useful framework for supporting improvements to environmental and social benefits of wild harvesting, then this will enable the model to be embedded in the FairWild approach and potentially marketed to other certification schemes or buyers with a stake in improving sourcing conditions in the wild plant harvesting market.

### 11. Darwin Initiative identity

This year has been spent developing plans (by also using the stakeholder analysis) for outputs and encouraging partners to share human stories from the ground that will help show the social as well as the environmental and sustainability benefits for organisations and stakeholders across the pilot landscapes, as per Output 2. However, many of these plans were disrupted in Morrocco due to the earthquake.

With our partner, at the time of writing, we are at the stage of filming several communications outputs including a short film for social media which will be accompanied by a blog for International Day of Argania, 10 May 2024.

Alongside this, in the next few weeks we are about to launch a longstanding landing page that will host information about the project. In relations to Output 1.3, we will help support in design and distribution of the draft WHIPS framework.

Towards Q8, we will be completing an interactive 'web story' that will take audiences through the final recommendations. For other planned outputs for this project, we will be professionally designing these in house and will include all branding requirements.

Once these outputs are ready for release, we intend to engage with a broad range of audiences including national or international audiences through outlets such as The Guardian and other relevant sector outlets such as the beauty and food industry.

A draft website page is available.

### 12. Safeguarding

Has your Safeguarding Policy been updated in	No	
Have any concerns been reported in the past	12 months	No
Does your project have a Safeguarding focal point?  Yes – Project Manager		: 
Has the focal point attended any formal training in the last 12 months?  Yes [If yes, please prove training] WWF Safeguarding training TRAFFIC introduction		vide date and details of ining
What proportion (and number) of project staff have received formal training on Safeguarding?		Past: % [3] Planned: % [and number] 0

Has there been any lessons learnt or challenges on Safeguarding in the past 12 months? Please ensure no sensitive data is included within responses.

TRAFFIC has a safeguarding statement which is published on the website here: Our Policies - TRAFFIC - The Wildlife Trade monitoring network. It has not been updated within the past 12 months.

The safeguarding statement has not been updated but is currently being reviewed along with the introduction of a new SEAH (Sexual Exploitation and Harassment Policy)

Does the project have any developments or activities planned around Safeguarding in the coming 12 months? If so, please specify.

No. Not for safeguarding per se but there has been an assumption that because our staff have a good level of English, they understand what our policies say. This may not always be the case and we are looking at having some key policies translated into the working languages of our overseas offices.

Please describe any community sensitisation that has taken place over the past 12 months; include topics covered and number of participants.

#### None

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.

### 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				Consultancy costs were not as costly as initally planned.
Overhead Costs				
Travel and subsistence				
Operating Costs				Printing costs were less expensive than first thought.
Capital items (see below)				
Others (see below)				
TOTAL	82,747	82,230.21		

Table 2: 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 (£)			FairWild Foundation / MBLA
Total additional finance mobilised for new activities occurring outside of the project, building on evidence, best practices and the project (£)			

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

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

I agree for the Biodiversity Challenge Funds to edit and use the following for various promotional purposes (please leave this line in to indicate your agreement to use any material you provide here).

File Type (Image / Video / Graphic) File Name or File Location	Caption including description,	accounts and	Consent of subjects received (delete as necessary)
--	--------------------------------------	--------------	--

	country and credit	tagged (leave blank if none)	
			Yes / No

## Annex 1: Report of progress and achievements against log frame for Financial Year 2023-2024

Project summary	SMART Indicators	Progress and Achievements April 2022 - March 2023	Actions required/planned for next period
Impact Wild plant harvesters in key landscapes for biodiversity benefit from increased visibility as they work towards certification and from industry and other stakeholder commitments to support improvements to sustainable sour			
Outcome The conceptual	at least two landscapes.	Draft framework is being revised.	Finalise draft framework
harvest improvement projects" is in place, with stakeholder buy-in, focusing on best-practices for enabling certification and sustainable use of wild plants in multiuser landscapes.	disadvantaged groups involved in wild collection in the two landscapes, e.g. higher participation of women in harvesting and processing activities, fairer wages.	Year 2	Conduct stakeholder feedback workshops for framework Conduct gap analysis/identify gaps and challenges to address
processes adapted	1.1 By the end of Q2, members of multidisciplinary expert group (MEG) convened and started to adapt the FIP guidelines and FairWild standard.  1.2 By the end of Q3, a draft of a WHIP framework has been designed and reviewed via MEG workshops.	1.1. Meeting minutes and attendance lists Project core team members are listed in (\$     1.2. Literature review report; records of pu of draft framework. Draft framework is ava MEG membership list is available (SD1)	SD1) ublic comments; existence
1.1 Identify relevant exp management from C	erts on wild harvesting, sustainability standards, and landscape SOs, local governments, and the private sector and invite them to join Expert Group (MEG).	Experts recritined and invited to MES	MEG consultation meeting to be held

1.2 Literature review on FIP best-practice guides, existing improvement projects, local contexts of wild harvesting.			Review workshop to be held.
1.3 Analysis and synthe framework.	esis of FairWild, MSC, and FIP frameworks to produce draft WHIP	Frameworks analysed	Further revision of draft literature review and
	ablic comment on the draft framework by posting on the TRAFFIC website nedia and at relevant meetings and events (e.g. Biofach trade fair).		framework with MEG
1.5 Conduct a review w the pilot landscapes.	orkshop with MEG and finalise the draft framework, for further testing in		Public comment to be invited on website
	2.1 By end of Q4, stakeholder mapping and baseline assessment	Stakeholder mapping globally available	
in landscapes in  Morocco and	against FairWild standard completed and improvement areas identified for at least two landscapes.	National stakeholder mapping to be delive	ered
Uzbekistan	2.2 By the end of Q6, feasibility assessments and draft action plans completed for the establishment of WHIPs in at least two landscapes (Uzbekistan, Morocco), following the draft framework.		
	2.3 By end of Q6, WHIP framework revised based on testing and stakeholder feedback.	2.3 planned for year 2	
	2.4 By the end of Q8, at least three companies committed to support the ongoing implementation of WHIPs in the target landscapes.	2.4 planned for year 2	
2.5 By the end of Q8, at least 10 collector and harvester groups (at least 100 harvesters) engaged in the WHIP piloting process receive training and capacity development support to improve harvest and trade practices in line with the FairWild Standard.		2.5 planned for year 2	
2.1 Conduct stakeholder mapping exercise within the two pilot landscapes to shape participation in the trial WHIPs.		Planned for year 2	Currently being planned for Morocco.
	y consultants to conduct the baseline assessment of the two pilot		Dalas suith 11 to 12 to 1
landscapes against the FairWild Standard.		Uzbekistan consultant challenges. Solutions being sought currently.	Delay with Uzbekistan due to consultant not
2.3 Meet with relevant stakeholders within each pilot landscape to gather feedback on WHIP			being available.
framework, review findings of the baseline assessment, and establish how to address issues and needs identified.		Stakeholder feedback planned for year 2	FairWild and MBLA are currently planning this

2.4 Revision of draft WH findings.	IIP framework according to the stakeholder meetings and pilot landscape	Ongoing and planned for post pilot to obtain detailed feedback feedback Planned for year 2	Post pilot/stakeholder feedback session
	concept to industry actors sourcing from the landscapes to secure applementation (e.g. through one-to-one meetings, webinars, trade fairs,		Plan for end of project quarter
	th stakeholders (e.g. harvester communities, government officials) to FairWild Standard, with needs established through		Training planned for May- June 2024 in Morocco.
		Planning in year 1.	
Output 3. Global stakeholders have access to the WHIP framework and	3.1 Internal project Influence Plan in place by end of Q2, aligned to the stakeholder mapping process for pilots, while also considering stakeholders with interest in the WHIP approach beyond the pilot landscapes.	Influence plan in place	
guidance for its application.	3.2 By end of Q7, multi-stakeholder guidance on WHIPs and accompanying implementation tools developed and published.	Plan for year 2	
	3.3 By end of Q8, framework and guidance disseminated to at least 100 businesses, CSOs, funding agencies, and government bodies involved in natural resource management, both within the two trial landscapes and more broadly in wild-harvest supply chains, and feedback collected.	Plan for year 2	
	3.4 By end of Q8, potential for further development of WHIPs scoped and next steps established, including creation of an online platform and mechanism for supporting WHIPs.	Plan for year 2	
3.1 Create and execute identification of dissemir	an Influence Plan, including stakeholder analysis, key messaging, and nation opportunities.	Requires further updating and additional national stakeholder analysis plus identidissemination opportunities	
3.2 Produce the final WHIP framework, alongside a multi-stakeholder guidance document, for further testing and development beyond the close of the project.		Plan for year 2	
3.3 With input from MEG and the pilot landscapes stakeholders, conduct a scoping exercise and produce a report establishing how the WHIP approach can be further developed beyond the end of the project.		Plan for year 2	
3.4 Disseminate the framework, guidance, and scoping report to stakeholders identified in the Influence Plan for further action, e.g. local governments, businesses, CSOs, and funding agencies, including through TRAFFIC and FairWild industry engagement programmes (e.g. BioFach event).		Plan for year 2	

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

Project summary	SMART Indicators	Means of verification	Important Assumptions					
Impact:								
Wild plant harvesters in key landscapes for biodiversity benefit from increased visibility as they work towards certification and from industry and other stakeholder commitments to support improvements to sustainable sourcing.								
Outcome: The conceptual framework for "wild harvest improvement projects" is in place, with stakeholder buyin, focusing on best-practices for enabling certification and sustainable use of wild plants in multi-user landscapes.	0.1 By end of Q8, the WHIP framework has been developed and tested in at least two landscapes.  0.2 By the end of Q8, at least ten organisations (government, private sector, civil society) have reported positively on the potential of the framework to improve harvesting practices, to leverage resources and commitments, and mitigate the risk in wild plants supply chains.  0.3 By the end of Q7, stakeholders across the pilot landscapes have reached agreement on practical steps for improved collection practices of harvest groups against FairWild criteria for both environmental sustainability and increased social benefits.  0.4 By the end of Q7, stakeholders across the pilot landscapes agree on practical steps to increase equity and benefits for women and any disadvantaged groups involved in wild collection in the two landscapes, e.g. higher participation of women in harvesting and processing activities, fairer wages.	0.1 Project reports; MEG meeting minutes; pilot landscape meeting minutes and feedback reports; web updates.  0.2 Written records from authorities, private sector partners and users of framework; survey of stakeholders  0.3, 0.4 Gap analysis and draft action plans for each pilot landscape, aligned to the preliminary WHIP framework.	Although FIPs typically only address sustainability criteria in line with the MSC standard, the project will be able to adapt the approach for WHIPs to cover both sustainability and social criteria, in line with the FairWild standard. Although the nature of sustainability and social issues can be different, the multi-stakeholder, participatory approach of FIPs should be sufficiently adaptable. Additionally, there are some examples of FIPs that address both, and we are leveraging partners' extensive experience working directly with harvesters towards meeting the FairWild standard.  The two-year time frame will be too short to generate measurable outcomes for the populations of wild plants, or for wellbeing benefits (e.g. raised incomes) for the harvesters.  Certification standards such as FairWild represent best-practice in wild plant harvesting and will result in benefits to harvesters. TRAFFIC and FairWild have tested this assumption through years of on-the-ground work with partners and harvesters.					
Output 1. Existing FIP guidance and processes adapted to wild harvesting and	1.1 By the end of Q2, members of multidisciplinary expert group (MEG)	1.1. Meeting minutes and attendance lists	Completing the draft WHIP by the end of Q2 will be possible because existing comprehensive guidance is already available for the fisheries sector, which can be readily adapted based on the extensive sector-specific knowledge and experience available					

draft comprehensive practical framework for WHIP developed  Output 2. Pilots of the draft	convened and started to adapt the FIP guidelines and FairWild standard.  1.2 By the end of Q3, a draft of a WHIP framework has been designed and reviewed via MEG workshops.  2.1 By end of Q4, stakeholder mapping	1.2. Literature review report; records of public comments; existence of draft framework  2.1 Stakeholder	in the group, including specific experience with applying the FairWild standard.  Risk management will need to be a key part of pilots, to test ways
WHIP framework in landscapes in Morocco and Uzbekistan	and baseline assessment against FairWild standard completed and improvement areas identified for at least two landscapes.  2.2 By the end of Q6, feasibility assessments and draft action plans completed for the establishment of WHIPs in at least two landscapes (Uzbekistan, Morocco), following the draft framework.  2.3 By end of Q6, WHIP framework revised based on testing and stakeholder feedback.  2.4 By the end of Q8, at least three companies committed to support the ongoing implementation of WHIPs in the target landscapes.  2.5 By the end of Q8, at least 10 collector and harvester groups (at least 100 harvesters) engaged in the WHIP piloting process receive training and capacity development support to improve harvest and trade practices in line with the FairWild Standard.	mapping diagram, baseline assessment reports  2.2 Draft action plans, revisions to baseline assessment reports  2.3 Stakeholder feedback via surveys/meeting minutes, revised version of framework available  2.4 Records of business commitments (e.g. emails, meeting minutes)  2.5 Training attendance lists, copy of training materials	to improve local benefits from progress towards certification, without increasing risks of over-exploitation of wild plants.  Harvester communities will be willing to engage with the WHIPs approach, including any socio-cultural modifications this might entail, e.g. sharing harvesting data, potentially with other harvester groups. Any issues surrounding this assumption should be possible to address through the WHIP multi-stakeholder approach and open dialogue.  Relevant stakeholders will see value in the WHIPs approach and be willing to test it. We think this is a reasonable assumption based on discussions in-country and with industry stakeholders.
Output 3. Global stakeholders have access to the WHIP framework and guidance for its application.	3.1 Internal project Influence Plan in place by end of Q2, aligned to the stakeholder mapping process for pilots, while also considering stakeholders with interest in the WHIP approach beyond the pilot landscapes.  3.2 By end of Q7, multi-stakeholder guidance on WHIPs and accompanying	3.1 Copy of Influence Plan 3.2 Guidance available on the project web page 3.3 Dissemination and feedback records	Practitioners and policy makers are interested in the WHIP framework and willing to engage in further testing and providing feedback. We expect this assumption to hold true based on our ongoing discussions with key policy makers and projects on wild harvesting.

implementation tools developed and published.  3.3 By end of Q8, framework and guidance disseminated to at least 100 businesses, CSOs, funding agencies, and government bodies involved in natural resource management, both within the two trial landscapes and more broadly in wild-harvest supply chains, and feedback collected.	3.4 Scoping report; written records from stakeholders on their future engagement; meeting minutes	
3.4 By end of Q8, potential for further development of WHIPs scoped and next steps established, including creation of ar online platform and mechanism for supporting WHIPs.		

Activities (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1)

- 1.1 Identify relevant experts on wild harvesting, sustainability standards, and landscape management from CSOs, local governments, and the private sector and invite them to join the Multidisciplinary Expert Group (MEG).
- 1.2 Literature review on FIP best-practice guides, existing improvement projects, local contexts of wild harvesting.
- 1.3 Analysis and synthesis of FairWild, MSC, and FIP frameworks to produce draft WHIP framework.
- 1.4 Invite and collect public comment on the draft framework by posting on the TRAFFIC website and sharing via social media and at relevant meetings and events (e.g. Biofach trade fair).
- 1.5 Conduct a review workshop with MEG and finalise the draft framework, for further testing in the pilot landscapes.
- 2.1 Conduct stakeholder mapping exercise within the two pilot landscapes to shape participation in the trial WHIPs.
- 2.2 Work with third-party consultants to conduct the baseline assessment of the two pilot landscapes against the FairWild Standard.
- 2.3 Meet with relevant stakeholders within each pilot landscape to gather feedback on WHIP framework, review findings of the baseline assessment, and establish how to address issues and needs identified.
- 2.4 Revision of draft WHIP framework according to the stakeholder meetings and pilot landscape findings.
- 2.5 Promotion of WHIP concept to industry actors sourcing from the landscapes to secure commitment to further implementation (e.g. through one-to-one meetings, webinars, trade fairs, etc).
- 2.6 Capacity-building with stakeholders (e.g. harvester communities, government officials) to enable working with the FairWild Standard, with needs established through Activity 2.3.
- 3.1 Create and execute an Influence Plan, including stakeholder analysis, key messaging, and identification of dissemination opportunities.
- 3.2 Produce the final WHIP framework, alongside a multi-stakeholder guidance document, for further testing and development beyond the close of the project.
- 3.3 With input from MEG and the pilot landscapes stakeholders, conduct a scoping exercise and produce a report establishing how the WHIP approach can be further developed beyond the end of the project.
- 3.4 Disseminate the framework, guidance, and scoping report to stakeholders identified in the Influence Plan for further action, e.g. local governments, businesses, CSOs, and funding agencies, including through TRAFFIC and FairWild industry engagement programmes (e.g. BioFach event).

## **Annex 3: Standard Indicators**

 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
	By the end of Q8, 100 harvesters from community forest user groups have completed structured and relevant training to improve harvest and trade practices in line with the FairWild Standard	People	Men & women	0				100
	By the end of Q8, at least 10 local/national collector and harvester organisations have improved capability and capacity for harvest and trade practices in line with the FairWild Standard, as a result of the project	Organisation	Number	0				10
	By the end of Q8, a new sustainable livelihoods management plan (WHIPS framework) based on project findings is available and endorsed by businesses, CSOs, funding agencies, and government bodies involved in natural resource management, both within the two trial landscapes and more broadly in wild-harvest supply chains	Number	New	0				1
	By the end of Q8, a measurable number of hectares of habitat is under sustainable management practices according to the WHIPS framework.	Number	Improved	0				tbc

### Table 2 Publications

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

## **Checklist for submission**

	Check
Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the <b>correct template</b> (checking fund, type of report (i.e. Annual or Final), and year) and <b>deleted the blue guidance text</b> before submission?	
Is the report less than 10MB? If so, please email to <a href="mailto:BCF-Reports@niras.com">BCF-Reports@niras.com</a> putting the project number in the Subject line.	
Is your report more than 10MB? If so, please discuss with <a href="mailto:BCF-Reports@niras.com">BCF-Reports@niras.com</a> about the best way to deliver the report, putting the project number in the Subject line.	
<b>Have you included means of verification?</b> You should not submit every project document, but the main outputs and a selection of the others would strengthen the report.	
If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 16)?	
Have you involved your partners in preparation of the report and named the main contributors	
Have you completed the Project Expenditure table fully?	
Do not include claim forms or other communications with this report.	1