

DPLUS116
**Falklands wetlands and aquatic habitats: baselines for monitoring
future change**

Project Management Group (PMG)
TERMS OF REFERENCE

Position	Name	Contact Email
Project Manager at SAERI	Steffi Carter	SCarter@saeri.ac.fk
UK Centre for Ecology & Hydrology	Chris Evans	cev@ceh.ac.uk
University College London	Julian Thompson	j.r.thompson@ucl.ac.uk
University College London associate / Independent Scientist	Roger Flower	r.flower@ucl.ac.uk
Independent	David Stroud	anseralbifronsflavirostris@hotmail.com
Falkland Islands Government	Denise Blake	environmental.officer@sec.gov.fk
SAERI	Alastair Baylis	a.baylis@saeri.ac.fk

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Purpose and function:

- The overarching purpose of the Project Management Group is to monitor and steer the project, ensuring it aligns with the project proposal document, and to ensure that the project delivers its outputs on time, and on budget.
- The Project Management Group will approve the Monitoring and Evaluation plan at the start of the project, and sign off its implementation throughout the project duration.
- The Project Management Group provides high level decisions regarding any changes to the Project Management Plan, and will review relevant documents associated with this, such as the project risk register and the issues log.
- The Project Manager will present a quarterly report on progress against deliverables, progress against the monitoring and evaluation plan and quarterly financial reports.

Operation:

- The project manager will act as Secretariat, circulating the agenda, sending relevant information/papers to members, facilitating the meeting and drafting minutes.
- The Project Management Group will meet quarterly intervals at minimum, although more frequent meetings might be required at certain stages of the project.
- Decisions will be made during meetings in open discussions (only decisions/outcomes and actions shall be recorded in the minutes).
- Minutes following each Project Management Group will be circulated as soon as reasonably possible after the meeting by the Secretariat. It is the responsibility of each member to check the minutes for accuracy and raise any concerns as soon as possible with the Secretariat and Chair.
- All documents produced as part of project (and for external dissemination to Stakeholders) shall be submitted for review by email to the Project Management Group members, who will approve their release to stakeholders (all members must approve documents). Reviews are expected to be turned round within 5 working days for normal length documents (if a member cannot carry out the review in this time frame, they should inform the Secretariat and defer their authority to the other members).

Individual contributions:

All individuals will work together in the spirit of collaboration to implement DPLUS116. Individual contributions, as defined in the DPLUS116 application and associated **letters of support**, are as follows:

Chris Evans: Provide support to the biogeochemical and hydrological aspects of this project, including advice on site selection and measurements, sharing of existing data and provision of CEH specialist field analytical equipment.

Julian Thompson: Advice and guidance on hydrological aspects of this project including surveying and monitoring.

Roger Flower: Contribute to planning and execution of the work-plan, provide past water quality information and undertake selective micro algal analyses.

David Stroud: Advice on international conservation processes related to wetlands, their identification and inventory, and the processes of their protection (both legally and through management planning). Provide advice on project legacy.

Denise Blake: Advice and help steer the science/policy relevance of the project throughout its lifespan. Provide advice on project legacy.

Communications:

- Please acknowledge SAERI as the project lead, and ideally include a SAERI logo.
- Please acknowledge Darwin on all communications related to the project.

In the UK, press releases and any other articles should refer to the Darwin Initiative and to the fact that projects are funded by the UK Government.

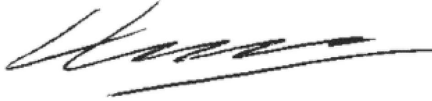
Overseas material should refer to the Darwin Initiative and to the fact that projects receive funding from the UK government.

<https://www.darwininitiative.org.uk/resources-for-projects/use-of-darwin-logo-and-publicity>

Signatures



Alastair Baylis (SAERI)



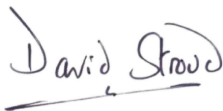
Chris Evans (UK CEH)



Julian Thompson (UCL)



Roger Flower (UCL)



David Stroud (Independent Consultant)



Denise Blake (Falkland Islands Government)