

Minutes

Quarterly Project Management Group Meeting – Darwin DPLUS 153: Conserving tropical marine ecosystems in TCI through science-based fisheries management

Date: 4 March 2022

Time: 09h00 (Turks and Caicos Islands); 11h00 (Falkland Islands); 14h00 (United Kingdom)

Venue: The Department of Environment and Coastal Resources (DECR) Offices

Item #	Agenda Item	Detail	Action
	Present (in person)	Director Lormeka Williams (LW, meeting chair – DECR); Mr Alexander Mcleod (AM – DECR); Dr Edward Butler (EB – SAERI); Ms Tara Pelembe (TP – SAERI)	
	Present (Microsoft Teams)	Director Thecla Joseph (TJ – FMRM); Assistant Director Bryan Naqqi Manco (BNM – DECR); Assistant Director Kathy Lockhart (KL – FMRM); Ms Tyann Henry (TH – FMRM); Dr Paul Brickle (PB – SAERI); Dr Janine Robinson (JR – JNCC)	
2022/03/04-2	Apologies	Deputy Director Luc Clerveaux (LC – DECR); Deputy Director Henry Wilson (HW – FMRM); Director Kyne Krusic-Golub (KKG – Fish Ageing Services); Director Alistair Dunn (AD – Ocean Environmental); Dr Megan Tierney (MT – JNCC); DEFRA	
2022/03/04-3	Round table introductions	All present attendees	
2022/03/04-4	Project overview – staffing	TP gives a description of the current project staffing – two roles, project manager (EB) has been recruited and began employment February 1st. Project officer role has not yet been filled but is being sought after – will be directly employed by DECR	
2022/03/04-5	Project overview – timeline and budget	TP provides a timeline of the project – will run for three financial years (30 months). Budget is a total of £344 905	
2022/03/04-6	Project overview – objectives	EB gives a description of the objectives of the project. > work with fishers and TCIG to centralise landing sites; > build fishers’ capacity for participation in fisheries data collection; > support the involvement of fishers in fisheries management;	

		<ul style="list-style-type: none"> > train DECR and DFMRM staff in landing and biological data collection and fisheries management; > equip a biological fisheries laboratory at the DECR and > work with the DFMRM to conduct stock assessments using the data collected. 	
2022/03/04-7	Project overview – work packages	<p>EB describes how the objectives will translate into the four work packages described in the project description</p> <ol style="list-style-type: none"> 1. Workshop and stakeholder engagement 2. Training: data collection and data management 3. Small but state of the art fisheries laboratory 4. Stock assessment of priority species 	
2022/03/04-8	Project overview – equipment update	<p>EB provides a brief description of the equipment for order through the DECR and SAERI</p> <ul style="list-style-type: none"> > long lead-in times have pushed certain equipment out of expected shipment dates. > additional otolith saw will be shipped at the end of March > laboratory consumables will likely take 6-8 weeks lead-in > IT equipment should arrive soon (end of March) 	EB to finalise and order consumable equipment as soon as possible to allow for lead-in times
2022/03/04-9	Project overview – short-term activities	<p>EB introduces the proposed training scheduled for the period 14-25 March.</p> <ul style="list-style-type: none"> > KL indicates that the 14th March is a public holiday 	
2022/03/04-10	DPlus 153 Communications plan	<p>TP provides an overview of the communications plan and what it is there to serve. Requests everyone please contribute logos, relevant hashtags and social media tags to a document which will be circulated. TP similarly requests for any additional information regarding organisation specific policy and regulation they would like highlighted in the plan</p> <ul style="list-style-type: none"> > LW mentions that Amy Avenant (DECR) is currently preparing a press release regarding the training. > LW also requests the training exercises be filmed with the aim to 	<p>EB to circulate DPlus 153 communications plan</p> <p>All parties to populate with organisation-specific logos, 'hashtags' and social media tags for all relevant platforms. Also indicate in</p>

		<p>produce informative videos which can be circulated.</p> <p>> TP supports this and enforces importance of outreach.</p> <p>> KL asks whether the press release or the video will be released before the training</p> <p>> LW confirms that press release only, video will come during or after training</p>	<p>document relevant organisation-specific policy and regulations</p> <p>EB, PB & KK to film specific practical training exercises to contribute toward media content</p>
2022/03/04-11	Upcoming training exercises	<p>EB walks everyone through the proposed schedule for the upcoming data collection and training course – see attached schedule.</p> <p>> AM asks whether lectures on the 21st and 22nd could be attended remotely to allow for other DECR staff (2 pax) on other islands to attend, and to reduce costs.</p> <p>> PB asks KL whether she would be able to help source fish for use during the training. KL suggests that this should be possible. AM mentions that there are some frozen fish available at the DECR which were seized from fishermen.</p>	<p>EB and AM to meet privately to discuss remote lectures.</p> <p>EB to book all accommodation catering and flights according to the proposed schedule.</p> <p>KL to coordinate fishermen interactions on S. Caicos and arrange fish.</p>
2022/03/04-12	Monitoring and evaluation	<p>TP introduces the concept of the monitoring and evaluation plan and describes how the PMG has a function to fulfil that role.</p> <p>> LW further describes how the M&E plan will outline everyone's roles and responsibilities</p> <p>> EB mentions that although the M&E plan will only be finalised in coming months, partners still need to contribute towards their responsibilities (e.g., data collection)</p>	<p>M&E plan to be finalised before next quarterly PMG meeting</p>
2022/03/04-13	Contracting	<p>TP mentions that a number of partner contracts will need to be finalised before the end of the month.</p> <p>> DECR MoU with the DECR at the moment. LW to follow up immediately and ensures that it will be available to sign for PB's arrival on TCI (15-15 March)</p>	<p>LW to follow up and prepare DECR MoU for signatures (15-25 March)</p> <p>EB & TP to finalise and</p>

		<ul style="list-style-type: none"> > JNCC MoU to be distributed shortly > Fish Ageing MoU to be distributed shortly > Ocean Environmental MoU to be distributed shortly > TP mentions that there is no MoU between SAERI and FMRM planned based on a lack of financial relationship. However, a terms of reference document will be drafted, circulated and finalised before month-end 	circulate all other contracts
2022/03/04-14	Issues log	<p>LW provides a description of the issues log and its function. The log will be brought in to all future PMG meetings and discussed as an agenda item. The log will also contribute towards Darwin Plus reporting.</p> <p>Issues logged in this PMG meeting:</p> <ul style="list-style-type: none"> > Equipment arrival is later than initially proposed – saw due to covid related reasons on the supply side (enough lead-in, supplier issues). Consumables order didn't allow for enough lead-in > Training will need to take place without some of the required equipment as a result. 	EB to create issues log and populate with items from this meeting
2022/03/04-15	AOB	<p>TP mentions the change request which is being submitted</p> <ul style="list-style-type: none"> > there was already one approved request submitted since project inception (December 2021). > this request does not involve movement of funds between years > it involves movement between budget lines to accommodate for reduces costs associated with the local hire of the project officer post. > additional funds will be used to purchase a vehicle for the project and two cellphones for the project officer and project manager (EB) 	
2022/03/04-16	Meeting close and any further questions	<p>TJ – no further questions but indicates that KL will take the lead in this project from the FMRM perspective</p> <p>KL – no further questions but adds that the monitoring protocol and staff times need to be ironed out soon to allow for</p>	TP and EB to finalise and circulate partner MoUs

		<p>the FMRM to better understand their responsibility. KL also supports the purchase of a vehicle for data collection on Provo.</p> <p>TH – no further questions</p> <p>JR – request for a timeline regarding the JNCC MoU. TP confirms that she and EB are busy working with these and will circulate them shortly.</p> <p>BNM – no further questions</p> <p>PB – no further questions</p> <p>AM – no further questions but adds that he supports the collaboration between the project and FMRM</p> <p>TP – nothing to add</p> <p>EB – nothing to add</p> <p>LW – nothing to add. Thanks to everyone and meeting close</p>	
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