



## Darwin Plus DPLUS065

# Mapping the Falklands and South Georgia coastal margins for spatial planning (Coastal Mapping).

## Summary minutes

### Project Management Group (PMG)

Thursday 21<sup>st</sup> December 2017

#### Attendees:

Tara Pelembe (Chair) (SAERI)  
Neil Golding (Secretariat) (SAERI)  
Paul Brewin (SMSG)  
Nick Rendell (FIG EPD)  
Gwawr Jones (JNCC)  
Michael Harte (OSU)

#### Apologies:

James Jansen (GSGSSI)

1. Approve Project Management Group (PMG) Terms of Reference
  - **ALL** reviewed the Terms of Reference for the PMG. There was one comment about the project management structure flowchart (arrow from PMG to project manager needed to be reversed to show flow of information). The ToRs were then approved by all, pending this modification.
  - **ACTION: NG to revise PMG ToRs in light of comments and circulate ahead of next meeting**
2. Review draft MoU for DPLUS065
  - **ALL** reviewed the DPLUS065 Memorandum of Understanding. The group discussed and recognised the importance of getting the MoU signed as soon as possible, to reflect the fact all parties 'support the mission'.
  - **ACTION: NG to revise MoU in light of comments (including addition of IPR section) and circulate ahead of next meeting.**
3. Review Stakeholder Group Terms of Reference
  - The Project Stakeholder Group ToRs were discussed.
  - **ACTION: NG to circulate draft ToRs for the PSG and contact prospective members ahead of the next PMG.**
4. Discuss Monitoring and Evaluation plan

- The monitoring and evaluation plan will be finalised once the re-planning phase (and change request submission) is complete (this will be post OSU partner visit). The M&E plan will be reviewed at each PMG meeting.
5. Review project plan and budgets (including Change Request & Forecasting)
- **ALL** discussed the fact that due to the delayed start to the project (due to delays in recruiting a project manager), a significant amount of replanning would be necessary (both project milestones and project budgets). This is due to the fact that a significant portion of expenditure was planned for FY 17/18, but due to delays to the ‘effective start’ of the project, this work was not completed. ***ACTION – NG to revised Logical Framework and project budgets and submit following partner (and SAERI) approval through the Darwin Change Request process.***
  - Discuss the use of Environmental Consultants – the fact that a small amount of budget had been allocated to Environment Systems this FY was discussed, as well as options around the most effective use of their time. **ALL** agreed that it may be most appropriate for them to focus on delivery of datasets that could be utilised within the habitat modelling process, including running appropriate models to generate input layers for SG and FI.
  - Discuss Research Agreements – **ALL** discussed the individual research agreements which would be needed between SAERI and each partner where transfers of project budgets were concerned. ***ACTION – NG to arrange RAs with JNCC, OSU, SMSG Ltd and Environment Systems Ltd ahead of end of FY.***
6. Project risk register
- A risk register had been produced (and was circulated) for the project. To be reviewed at the next PMG meeting.
  - ***ACTION: NG to maintain Risk Register and update as and when required***
7. Project issues log
- Three issues were listed on the Issues Log and discussed:
    1. Availability of appropriate IT equipment
    2. IPR around planned purchase satellite imagery
    3. Project starting late and impacts on budgets (change request)
  - ***ACTION: The above issues (and any additional ones) to be reviewed by NG over the next period and to report back at next PMG.***
8. Project communications plan
- The project communications plan was not completed by the time of the meeting. NG to progress this ahead of the next PMG meeting.
9. Online platform for sharing information
- **ALL** discussed the best methods for sharing Project Management Group documentation. **NG** mentioned that a shared DropBox had been established by OSU – this could potentially be used to share documentation relating to the project.

#### 10. Discuss OSU partner visit and workshop

- The partner visit by the project manager to OSU was discussed. The aim of the visit was to further discuss and develop a plan for delivery of the modelling/mapping element of the project (WP2: significant portion of the project) as well as discussing the requirements for the 1954 aerial imagery geo-referencing (WP1). NG agreed to circulate a planned timetable for the visit for the before the Christmas break.
- ***ACTION: NG to circulate OSU visit timetable by end December 2018.***

#### 11. South Georgia fieldwork feedback

- NG provided feedback on the South Georgia fieldwork, following the expedition wash-up meeting which was held earlier this week.

#### 12. AOB

- No AoB was discussed.
- Date of next meeting scheduled for March 2018.