



## Darwin Plus DPLUS065

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

#### Summary Minutes - Project Management Group (PMG)

Tuesday 27<sup>th</sup> March 2018 (10:00hrs – Midday) – SAERI Office

#### Attendees:

Tara Pelembe - TP (Chair) (SAERI)  
Neil Golding - NG (Secretariat) (SAERI)  
Paul Brickle - PB (in for Paul Brewin) (SMSG Ltd)  
Denise Blake - DB (FIG)  
Paul Robinson - PR (JNCC)  
Michael Harte - MH (OSU)  
Sue Gregory - SG (GSGSSI)

#### Apologies:

Paul Brewin (SMSG)

1. Approve agenda & AOB & sign-off minutes from PMG (21/12/17)
  - **ALL** members approved the minutes from the last PMG (21<sup>st</sup> Dec '17). These are now considered signed-off.
2. Approve PMG Terms of Reference
  - **ALL** members approved the PMG Terms of Reference. These are now considered signed-off.
3. Approve the Memorandum of Understanding (MoU)
  - **NG** went through the small number of modifications which were made to the MoU following the last PMG. The key change was the addition of a revised section on IPR. **MH** noted that it will be important to make a note in the MoU that where bilateral research agreements (contractual arrangements) exist, then these supersede the MoU. A number of PMG members requested the ability to pass the draft MoU text past their legal teams. With this in mind, a revised deadline of Friday 27<sup>th</sup> April 2018 was agreed for when the MoU would be signed by all partners. All partners agreed to aim for this date.

**Action 2018-03-01: Aim to have MoU signed by ALL partners, by 27<sup>th</sup> April 2018.**

4. Approve Project Stakeholder Group Terms of Reference
  - **NG** ran through the Project Stakeholder Group terms of reference. **MH** queried as to why Tom Blake was on the group as well as the FIFCA secretary. **PB** clarified that Tom

Blake often sat on these groups in place of the FIFCA secretary when they were not available, but would perform the same function, feeding back through FIFCA.

- **NG** stressed the critical importance of the stakeholder group, particularly in respect to driving priorities for the Stage II mapping (more fine scale mapping undertaken following completion of the broad scale Stage I maps).
- From a GSGSSI perspective, **SG** fed back that visitor landing sites were a priority for Stage II fine scale mapping. Having an adequate baseline in these areas to quantify change in vegetation cover, if this became a problem, would be important. **SG** also highlighted that fine scale mapping of vegetation types along the long distance footpaths frequented by cruise ship visitors (such as the Shackleton path) were also a priority.
- **NG** mentioned that he had been in discussion with a number of land owners about access for fieldwork. Fitzroy, Bleaker, Elephant Beach/Cape Dolphin and Murrell have all been approached and were keen to be involved. **MH** highlighted the need to approach landowners in the west too, such as the Luxtons. **NG** has a meeting booked with Frin Ross (Habitat Restoration project – Falklands Conservation). **NG** could also chat to Sammy Hirtle about potential contacts.

**Action 2018-03-02: NG to discuss options for West Falkland fieldwork partners with Sammy Hirtle**

5. Review project plan and budgets

- **NG** ran through the amended Logical Framework which had been approved by Defra following the Change Request. The project is currently on track with the major deliverables for WP2 being the terrestrial and intertidal Stage I (broad scale) habitat maps for South Georgia on track for delivery at the end of March.
- **NG** updated the group with the recently approved budget changes linked to the Change Request, which was received from Defra this month. All Research Agreements are in place and signed, with the exception of the SMSG Ltd – Paul Brewin is currently at sea but another member of SMSG Ltd should be able to sign the agreement. SAERI has received all invoices in time for the end of Darwin project FY.

6. Project risk register

- **NG** updated the group on the project risk register. The key change was that Risk 009 (current projects take precedence over new ones) was escalated from a '5' (Green – Low) to a '13' (Significant – Amber). This reflects the difficulties that had been experienced getting partners to engage in the coastal mapping project when existing work/projects took precedence. It is important to acknowledge that this risk should not be underestimated, but can be mitigated to a certain extent by the PM ensuring that they regular engage with all project partners; it should be noted that engagement from partners has improved recently.
- The PMG noted that fieldwork (and associated risks) should be captured in the Risk Register.

**Action 2018-03-03: TP to follow up with Teresa Bowers regarding third party liability insurance provision incorporating use of drones by 27/04/18**

7. Project issues log

- Issue 001 & 003 signed off as resolved. New logs created for ‘data management issues’ from 2017 SG fieldwork (004) and inaccessibility of SAERI website for creating a project webpage (005).
8. Project communications plan
- **NG** explained that the Project communications plan is still being drafted, but will be shared at the next PMG meeting, along with the Monitoring and Evaluation plan.
9. South Georgia fieldwork plans – Feb 2019
- **NG** updated the PMG on plans developed in conjunction with South Georgia Heritage Trust / South Georgia Association for an expedition in February 2019 on the Hans Hansen (main part of expedition will be looking at 19<sup>th</sup> century sealing sights) – coastal mapping work will piggy back on this expedition.
10. AOB
- South Sandwich Islands: **PR** noted to the group that Sentinel 2 sensors had been switched on since end of Feb/start of March 2018 over the South Sandwich Islands at the request of JNCC (Gwawr Jones).

**Action 2018-03-04: SG to investigate priorities of work (such as habitat mapping) with GSGSSI on South Sandwich Islands by 27/04/18**

- Shackleton Scholarship Fund: **NG** noted that he was intending to submit a Shackleton Grant Scholar application to try and get a drone expert down to the islands. There would also be some benefit to the Coastal Mapping project if this proposal came off. Successful awards will be notified in
- Electronic Outputs for WP4: PMG members requested that electronic outputs can be made available via memory stick (for example), so as not requiring excessive downloading.
- Investigate FIDF as a potential stakeholder: **NG** to discuss with Amy Guest (FIDF member here at SAERI about potential for invite).
- Ongoing work being commission by GSGSSI with BAS (vegetation mapping of the Barff and Busen Peninsula’s): **NG** to investigate the scope of this work and any possible overlaps with Jen Lee and GSGSSI.
- Drone use in Falklands and South Georgia: **NG** has had meetings with Bruce Dancey (ASSI) who deals with the drone aspect of GSGSSI RAP (permitting). **NG** will be working on Research Permits for GSGSSI and FIG over the coming months.

**Summary of actions:**

<b>Action 2018-03-01</b>	<b>All members to work to 27<sup>th</sup> April 2018 for signing the MoU</b>
<b>Action 2018-03-02</b>	<b>NG to discuss options for West Falkland fieldwork partners with Sammy Hirtle</b>
<b>Action 2018-03-03</b>	<b>TP to follow up with Teresa Bowers regarding third party liability insurance provision incorporating use of drones by 27/04/18</b>
<b>Action 2018-03-04</b>	<b>SG to investigate priorities of work (such as habitat mapping) with GSGSSI on South Sandwich Islands by 27/04/18</b>