

Darwin Plus DPLUS065
Mapping the Falklands and South Georgia coastal margins for
spatial planning (Coastal Mapping).

Project Management Group (PMG)
TERMS OF REFERENCE

1 Background

Coastal areas are critical to humans and wildlife. Knowledge of these environments is essential to their conservation and management, yet they have been subject to little study regionally. The Falkland Islands have increased pressures from tourism, shipping and oil production. South Georgia has less human impact; however important marine bird and mammal habitats extend around its coastline.

This project utilises technological and objective-based analyses with mixed resolution satellite imagery, spatial data and local expert knowledge in an integrated probabilistic approach. Coastal habitat maps produced as part of this project will contribute to a baseline dataset for the Falklands and South Georgia, providing a sound basis for planning, decision-making and future monitoring.

2 Purpose & Functions

In line with the Memorandum of Understanding signed by all project partners, 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.

An overview of the project management structure can be seen in Annex I.

3 Membership

Current membership and affiliation of the Coastal Mapping Project Management Group is outlined in Annex II.

4 Operation

The Coastal Mapping Project Management Group will be chaired by the SAERI Deputy Director – Innovation.

The project manager will act as Secretariat, circulating the agenda, sending relevant information/papers to members, facilitating the meeting and drafting minutes.

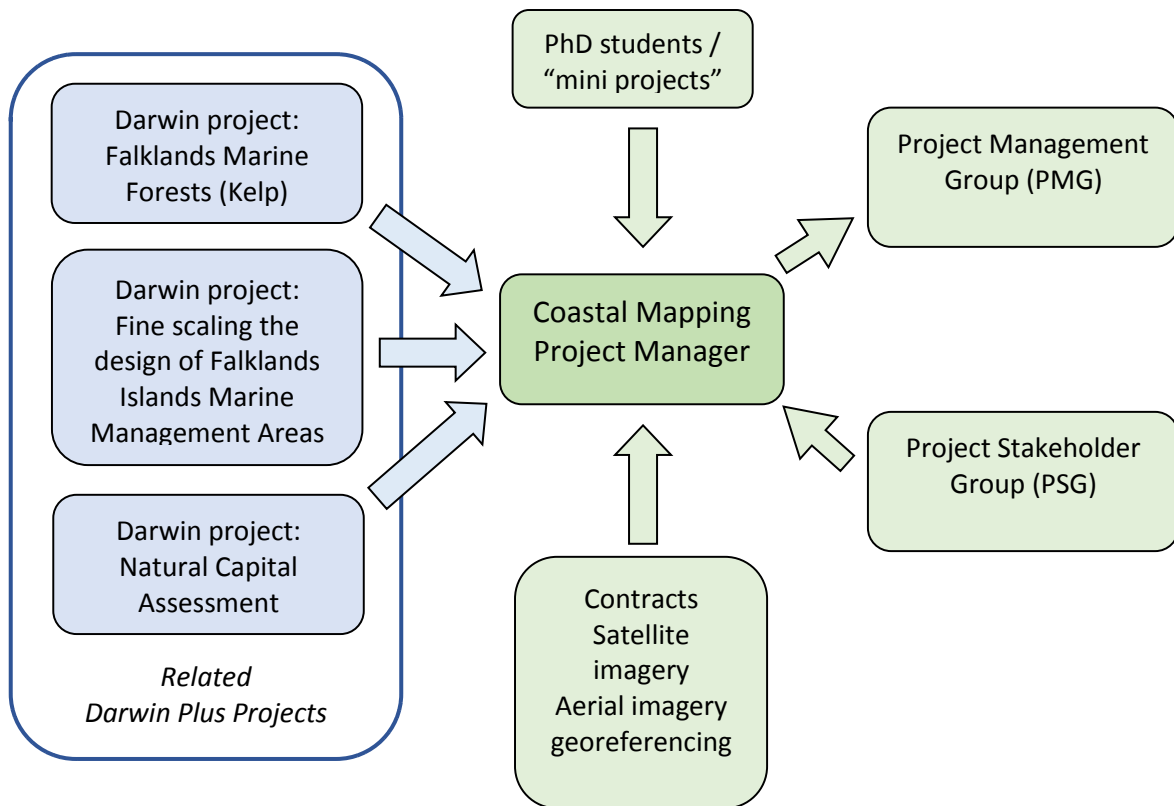
The Project Management Group will meet according to the demands of the project, with particular respect to the timetable outlined for the Coastal Mapping project, but will meet at quarterly intervals as a minimum.

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.

Decisions will be made during meetings in open discussions (only decisions/outcomes and actions shall be recorded in the minutes).

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).

5 Annex I: Project management structure



6 Annex II: Membership

| Name | Affiliation | Contact email |
|--------------------------------|--|--|
| Tara Pelembe / Paul Brickle | SAERI | Tpelembe@env.institute.ac.fk Pbrickle@env.institute.ac.fk |
| Paul Brewin | Shallow Marine Survey Group Ltd | Pbrewin@smsg-falklands.org |
| Michael Harte | Oregon State University | mharte@coas.oregonstate.edu |
| Paul Robinson / Gwawr Jones | Joint Nature Conservation Committee | Paul.Robinson@jncc.gov.uk Gwawr.Jones@jncc.gov.uk |
| Denise Blake | Falkland Islands Government | environmental.officer@sec.gov.fk |
| Sue Gregory | GSGSSI | Sue.Gregory@gov.gs |

7 Annex III: Version Control

BUILD STATUS:

| Version | Date | Author | Reason/Comments |
|---------|----------|--------|--|
| 0.1 | 12/12/17 | NG | First draft to TP/PB |
| 0.2 | 13/12/17 | NG | Revisions following comments from TP |
| 0.3 | 16/03/18 | NG | Updated following PMG comments |
| 0.4 | 12/04/18 | NG | Updated with new MMA DPLUS project (Annex I) and finalised |

DISTRIBUTION:

| Copy | Version | Issue Date | Issued To |
|------------|---------|------------|-----------|
| Electronic | 0.1 | 12/12/17 | TP/PB |
| Electronic | 0.2 | 13/12/17 | PMG |
| Electronic | 0.3 | 16/03/18 | PMG |
| Electronic | 0.4 | 12/04/18 | PMG |