



Darwin Plus DPLUS094

Developing Marine Spatial Planning (MSP) Tools for the Turks and Caicos Islands

Monitoring & Evaluation Plan

Version Control Table

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1 Introduction

1.1 Purpose of this plan

This monitoring and evaluation (M&E) plan has been prepared by the DPLUS094 Project Manager (PM), is approved by the Project Management Group (PMG) and forms an integral part of the project reporting progress. Oversight of the delivery of the M&E plan will be the responsibility of the PM whilst signing off on the implementation of the M&E plan will be the responsibility of the PMG.

1.2 Project summary

Title	Developing Marine Spatial Planning (MSP) Tools for the Turks and Caicos
Start/End date	1 st April 2019 / 30 th June 2021
Duration	2 years and 3 months
Territories	Turks and Caicos Islands
Lead Partner	South Atlantic Environmental Research Institute (SAERI)
Other partner institutions	Turks and Caicos Government (TCIG) Department of Environment and Coastal Resources (DECR), Joint Nature Conservation Committee (JNCC), Economics for the Environment Consultancy (eftec)
Grant Value	£302,412
Project leader name	Tara Pelembe
Project goal	To Develop Marine Spatial Planning (MSP) tools for TCI to feed into long-term planning and decision-making in the marine environment
Project Outcome	The data fed into the MSP tool will allow the TCIG to develop strategic plans for managing and protecting the marine environment, addressing multiple and cumulative uses of the sea and achieving ecological, economic and social objectives.

2 Logical Framework

Project summary	Measurable Indicators	Means of verification	Important Assumptions
<p>Impact: The project will, through review, analyses and consultation, provide the framework, enabling the TCIG to plan and manage the sustainable development and conservation of the marine environment around the Turks and Caicos Islands.</p>			
<p>Outcome: The creation of an MSP toolbox, an MSP framework with stakeholder consultation and engagement leading to TCIG embarking on a robust and efficient MSP programme for their national waters.</p>	<p>0.1 Policy Framework to support MSP 0.2 TCIG adopt a MSP process for their National waters and EEZ support MSP</p>	<p>0.1 Policy paper submitted to the TCIG Cabinet and agreed 0.2 MSP Strategy officially announced by TCIG</p>	<p>Staffing turnover in TCIG enables the continued progress of policy development. Political will under the elected TCIG legislators will continue to support the progress of this process</p>
<p>Outputs: 1: WP1. Project Management structure, monitoring, evaluation and communications tools established</p>	<p>1.1 Memorandum of Understanding (MoU) agreed and signed by all partners by October 2019. 1.2 Project Officers recruited and in place by October 2019. 1.3 A Project Management Group (PMG) meeting held every 3 months starting May 2019. 1.4 A Project Stakeholders group (PSG) meeting held every 6 months starting November 2019. 1.5 At least 1 project webpage created by August 2019, and at least 1 update to the page made every 3 months.</p>	<p>1.1 MoU signed by all parties. 1.2 Project Officers' employment contracts signed. 1.3 PMG meeting notes circulated and then available online. 1.4 PSG meeting notes circulated and available online. 1.5 Project webpages hosted by TCIG and SAERI and online for viewing. 1.6 Monitoring and evaluation plan available online. 1.7 DPLUS reports available to project partners.</p>	<p>1.1 Project partners agree to sign the MoU 1.2 Recruitment results in appropriate candidates being recruited and available to be on island within the given time frame. 1.3 and 1.4 PMG and PSG can meet without delays 1.5 PM will be trained on how to use and update the project webpage on SAERI website 1.6 The monitoring and evaluation plan has been written and implemented</p>

Project summary	Measurable Indicators	Means of verification	Important Assumptions
	<p>1.6 Monitoring and evaluation plan developed and circulated by November 2019</p> <p>1.7 Regular DPLUS reports submitted as required (yearly and half-yearly).</p>		<p>1.7 PM to be on time with his tasks and able to write the reports</p>
<p>Output 2: WP2. Development (and extensive analyses where appropriate and feasible) of GIS baseline data maps</p>	<p>2.1 Review of extant data (20 data sets) relevant to MSP in the TCI by March 2020.</p> <p>2.2 Creation of metadata catalogue (ISO19115), February 2020 and ongoing.</p> <p>2.3 Collation, assimilation of relevant data (initial 20 data sets) and creation of project specific geospatial databases, ongoing.</p> <p>2.4 at least 5 DECR staff trained to use and maintain the metadata catalogue by maintenance January 2020.</p> <p>2.5 Review of relevant regional and international best practice, undertaken by January 2020.</p> <p>2.6 Review of Marine Spatial Planning frameworks implemented successfully on other small island nations / territories by January 2020.</p>	<p>2.1 Review forms the basis of the metadata catalogue that conforms to ISO19115</p> <p>2.2 The metadata catalogues are circulated to partners for approval and then available on the project's website</p> <p>2.3 Databases created and data secured within DECR's server and cloud and mirrored in SAERI's IMS-GIS Centre</p> <p>2.4. Training feedback forms available.</p> <p>2.5 Regional Best practice report provided to the PMG and PSG for comment</p> <p>2.6 Review presented to PMG and PSG. Developed review as a peer reviewed paper by Project Manager and Project Partners</p> <p>2.7 A report circulated to PMG, PSG and TCIG officials. Metadata</p>	<p>Continued resource from project partners available to engage with the project for its duration.</p>

Project summary	Measurable Indicators	Means of verification	Important Assumptions
	<p>2.7 Re-examination of tracked data Starting March 2020 until September 2020</p> <p>2.8 Examination of current MPA delineation in light of current analyses. May 2020</p> <p>2.9 Modelling coastal cultural values (at least 200 islanders surveyed). Journal article prepared., September 2020</p> <p>2.10 Build MSP GIS platform and supporting databases to accommodate data captured in the MSP metadata catalogue. Starting March 2020 and ongoing.</p> <p>2.11 at least 25 data sets that directly contribute to MSP objectives mapped Starting March 2020 and on-going.</p> <p>2.12 Open source public facing webGIS by June 2020 and ongoing.</p> <p>2.13 At least 30 TCIG Staff and relevant stakeholders trained in WebGIS use by June 2020.</p> <p>2.14 At least 15 new data sets and layers mapped. By September – October 2020</p> <p>2.15 At least 10 (Modelling) layers added to the MSP GIS platform by December 2020.</p>	<p>catalogue and MSP GIS platform updated</p> <p>2.8 A report circulated to PMG, PSG and TCIG officials. Metadata catalogue and MSP GIS platform updated as necessary.</p> <p>2.9 A report circulated to PMG, PSG and TCIG officials also available on project’s website. Metadata catalogue and MSP GIS platform updated as necessary. Peer reviewed publication completed.</p> <p>2.10 MSP GIS platform and databases created in open source and available to project partners and PMG. Data secured on MSP server housed in DECR and cloud.</p> <p>2.11 GIS layers available for analyses and visualisation captured in MSP GIS platform. All data captured in MSP server and cloud.</p> <p>2.12 Official launch of the webGIS application – open to all on the web. This will be continually updated. Project Officers trained in the maintenance of the public facing webGIS.</p> <p>2.13 Project Staff, partners and at least 5 MSP stakeholders trained in</p>	

Project summary	Measurable Indicators	Means of verification	Important Assumptions
	2.16 At least 2 maps of areas of overlap and potential conflict and zoning options prepared between December 2020 – March 2021.	the basics of GIS so they are able to do some basic analyses and visualise data. 2.14-2.16 Metadata catalogue updated and data available on MSP GIS Platform and webGIS	
Output 3: WP3: Stakeholder engagement	<p>3.1 Workshop 1 Attended by 20 stakeholders. to agree on vision and objectives January 2020.</p> <p>3.2 Approach to be taken forward from the Best Practice and MSP review agreed in Workshop 1- January 2020.</p> <p>3.3 Workshop 2 At least 20 expert participants agree on modelling methodologies and data gaps August 2020</p> <p>3.4 A small ‘expert working group’ agreed to contribute to modelling work. August 2020.</p> <p>3.5 Workshop 3; Project Officer and partners present work conducted to date</p> <p>3.6 Stakeholders and project team agree on zoning.</p> <p>3.7 Stakeholders and project team conduct and agree principles and</p>	<p>3.1 Vision for MSP in TCI and objectives captured in workshop report and circulated to PMG, PSG and senior TCIG officials. Report also available on project website.</p> <p>3.2 Agreed approach captured in workshop report and circulated to PMG, PSG and senior TCIG officials. Report also available on project’s website.</p> <p>3.3 Workshop report circulated to PMG, PSG, partners, TCIG officials and available on Project’s website</p> <p>3.4 Expert working group ToRs drawn up to help with second phase data analyses.</p> <p>3.5 – 3.8 Workshop report circulated to PMG, PSG, partners, TCIG officials and available on Project’s website.</p> <p>This results in an agreement (PMG, PSG and TCIG) for project officer positions being retained as part of</p>	Continued resource from project partners available to engage with the project for its duration.

Project summary	Measurable Indicators	Means of verification	Important Assumptions
	<p>future practices, agreeing a policy framework.</p> <p>3.8 Stakeholders and project team agree on an MSP strategy and legacy past the end of the current project. Workshop conducted in March 2021 with at least 50 attendees.</p>	<p>established TCIG posts with in the DECR</p>	
<p>Output 4: WP4: provide advice on appropriate policies, practices and frameworks for MSP</p>	<p>4.1 Proceedings and recommendations of workshop communicated to senior TCIG officials. June 2021.</p> <p>4.2 Policy paper on MSP delivered to cabinet for adoption that includes MSP strategy going forward with the appropriate resource. July 2021.</p>	<p>4.1 Meeting between Project Team, important stakeholders and senior TCIG officials results in agreement with workshop recommendations.</p> <p>4.2 Policy paper drawn up by Project Team and PMG and submitted to TCIG to be reviewed by Cabinet. Cabinet agree recommendations, implementation of MSP strategy for TCI and the retention of a MSP team within DECR.</p>	<p>TCIG Policy and legal departments have the capacity to engage in the drafting processes within the given timeframe.</p>
<p>Activities (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1)</p> <p><u>Output 1 - Project Management Structure, monitoring, evaluation and communications tools established</u></p> <p>1.1 Memorandum of understanding (MOU) agreed and signed by all partners</p> <p>1.2 Project staff recruited</p> <p>1.3 Project Management Group (PMG) meetings held every 3 months</p> <p>1.4 Project Stakeholder Group (PSG) meetings held every 6 months</p> <p>1.5 Set up the project webpage at the main SAERI website and on the TCIG website and keep them updated once every three months</p> <p>1.6 Write the monitoring and evaluation plan created by November 2019</p> <p>1.7 Regular DPLUS reports submitted as required (yearly and half-yearly)</p>			

Project summary	Measurable Indicators	Means of verification	Important Assumptions
<p><u>Output 2: WP2. Development (and extensive analyses where appropriate and feasible) of GIS baseline data maps</u></p> <p>2.1 Extant data review across TCIG and organisations relevant to MSP</p> <p>2.2 Creation of the metadata catalogue (ISO19115)</p> <p>2.3 Project Officers collate, assimilate relevant data create project specific geospatial databases</p> <p>2.4 SAERI IMS-GIS Centre staff member helps create web-based metadata catalogue and provides training to project staff to support maintenance</p> <p>2.5 Project Officers complete regional and international best practice review and reviewed by PMG and PSG</p> <p>2.6 Project Officer complete a review of Marine Spatial Planning frameworks implemented successfully on other small island nations / territories and reviewed by PMG and PSG.</p> <p>2.7 Re-examination of tracked data (megafauna) to ascertain ecologically important areas, shipping routes (from AIS), biodiversity and environmental data.</p> <p>2.8 Re-examination of MPA delineation in light of analyses above. MPA delineation reviewed and reported to TCIG.</p> <p>2.9 Coastal Cultural Values survey complete and mapped and incorporated into the MSP GIS Platform</p> <p>2.10 Project Officers, in conjunction with SAERI's IMS-GIS staff build MSP GIS Platform.</p> <p>2.11 Project Team Map specific data that contribute to MSP objectives.</p> <p>2.12 Project Team, with support by SAERI's IMS-GIS Centre staff, create public facing webGIS.</p> <p>2.13 SAERI's IMS-GIS Centre staff provide training for the opens source form GIS platform.</p> <p>2.14 New data and layers mapped and added MSP GIS platform and webGIS.</p> <p>2.15 Project Team and Expert Working Group Conduct modelling work.</p> <p>2.16 Project Team Map create zoning options Shape files added to GIS Platform</p> <p><u>Output 3: WP3: Stakeholder engagement</u></p> <p>3.1 and 3.2 Stakeholder Workshop 1. Agreed approaches captured in workshop report and circulated to PMG, PSG and posted on project's website</p> <p>3.3 Stakeholder Workshop 2. Modelling approach agreed and further gaps identified. Workshop report circulated in PMG, PSG and TCIG.</p> <p>3.4 Expert working group formed and ToRs drawn up.</p> <p>3.5 – 3.8 Workshop report complete capturing agreed zoning, principles and future practices. Agree Policy</p> <p><u>Output 4: WP4: provide advice on appropriate policies, practices and frameworks for MSP</u></p> <p>4.1 Negotiation and communication to senior TCI officials – communicating agreements and recommendations from workshop 3.</p> <p>4.2 Policy paper drawn up by Project Team and delivered to cabinet to approve MSP strategy going forward with appropriate resource.</p>			

3 Monitoring and evaluation plan

The logframe will be used to track progress against activities, which may result in the M&E plan also needing to be updated. Will be reviewed by the PMG every 3 months. colour-coding for activities that are only completed once: green completed, red overdue)

Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
1.1 A Memorandum of Understanding (MoU) agreed and signed by all partners	An MoU agreed and signed by all partners by October 2019.	Signed MoU document	MOU on google drive	Once	Project Management Group (PMG)	SAERI Deputy Director – Business and Programmes & Deputy Director – Innovation, TCIG DECR
1.2 Project Staff recruited	Advertisement published and employment contract agreed	Project Officers’ employment contracts signed.	Filed on the SAERI Breathe Human Resources System	Once	SAERI Deputy Director – Business and Programmes & Deputy Director - Innovation	SAERI Deputy Director – Business and Programmes & Deputy Director - Innovation
1.3 Hold Quarterly PMG meetings	A Project Management Group (PMG) meeting held every 3 months starting May 2018.	Minutes from PMG meetings	Approved PMG minutes on the project Google drive.	PMG meeting draft minutes will be available one month after meeting. Meetings are scheduled every three months.	Project Management Group (PMG)	Chaired by SAERI Deputy Director – Innovation or PM. Minutes taken by PM.
1.4 Frequent follow up meetings with stakeholders on South Caicos, Grand Turk and Providenciales	Capture project progress discussions and feedback from the stakeholders.	Produce report from each meeting, circulated to PMG and stakeholders.	Approved reports on the SAERI MSP TCI webpage and on the project Google drive.	PSG meeting reports will be available one month after meeting. Meetings are scheduled every two months.	Project Management Group (PMG)	Meeting to be chaired by PM. Drafting of minutes by PM.
1.5 Quarterly project webpage update	At least 1 project webpage created by August 2019, and	Project information on webpage up to date	Project webpage	Quarterly	Project Management Group (PMG)	Webpage to be created and updated by SAERI lead for webpages,

Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
	at least 1 update to the page made every 3 months					content provided by MSP TCI PM.
1.6 Write the monitoring and evaluation plan	Monitoring and Evaluation Plan submitted by November 2019	Completed Monitoring and Evaluation Plan	On the SAERI MSP TCI webpage	Once	Project Management Group (PMG)	Drafting by MSP TCI PM, signed off by all people mentioned in the plan.
1.7 Regular DPLUS reports submitted as required (yearly and half yearly)	DPLUS reports submitted by due dates	Completed DPLUS reports	DPLUS reports published on MSP TCI webpage on the SAERI website and emailed to relevant PMG members	Twice yearly	Project Management Group (PMG)	Report drafting will be undertaken by MSP TCI PM – the other project partners will contribute with summaries
2.1 Extant data review across TCIG and organisations relevant to MSP	Review of extant data (20 data sets) relevant to MSP in the TCI by March 2020.	Review forms the basis of the metadata catalogue that conforms to ISO19115	Metadata catalogue created and circulated to project partners for approval and then available on the MSP TCI webpage on the SAERI website	On going	Project Management Group (PMG)	MSP TCI project team, SAERI GIS, PMG
2.2 Creation of the metadata catalogue	Creation of metadata catalogue (ISO19115), February 2020 and ongoing.	Metadata catalogue created	Metadata catalogue created and circulated to project partners for approval and then available on the MSP TCI webpage on the SAERI website	On going	Project Management Group (PMG)	MSP TCI project team, SAERI GIS specialist, PMG
2.3 Project Officers collate, assimilate relevant data create project specific geospatial databases	Collation, assimilation of relevant data (initial 20 data sets) and creation of project specific geospatial databases, ongoing.	Databases created and data secured within DECR's server and cloud and mirrored in	Data is accessible in the geospatial database.	Ongoing, as more data becomes available it will be reviewed, metadata catalogue updated and data uploaded to	Project Management Group (PMG)	MSP TCI project team SAERI GIS specialist and data manager, PMG to review.

Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
		SAERI's IMS-GIS Centre		the geospatial database		
2.4 SAERI IMS-GIS Centre staff member helps create web-based metadata catalogue and provides training to project staff to support maintenance	At least 5 DECR staff trained to maintain the metadata catalogue by January 2020	DECR staff trained and maintaining metadata catalogue, staff provided with training materials	Training feedback forms completed by trained DECR staff, summarised and circulated to PMG and available on the MSP TCI webpage on the SAERI website	Once	Project Management Group (PMG)	SAERI GIS specialist and MSP TCI project team and PMG
2.5 Project Officers complete regional and international best practice review and reviewed by PMG and PSG	Review paper of regional and international best practice produced by January 2020	Best practice report generated	Review paper circulated to the PMG and PSG for approval, and then available on the MSP TCI webpage on the SAERI website	Once	Project Management Group (PMG)	MSP TCI project team, PMG and PSG
2.6 Project Officer complete a review of Marine Spatial Planning frameworks implemented successfully on other small island nations / territories and reviewed by PMG and PSG.	Review of Marine Spatial Planning frameworks implemented successfully on other small island nations / territories by January 2020.	Review paper	Review presented to PMG and PSG. Developed review as a peer reviewed paper by Project Manager and Project Partners, then submitted to journal for publication	Once	Project Management Group (PMG)	MSP TCI project team, PMG and PSG
2.7 Re-examination of tracked data (megafauna) to ascertain ecologically important areas, shipping routes (from AIS), biodiversity and environmental data.	Re-examination of tracked data Starting March 2020 until September 2020	Metadata catalogue and MSP GIS platform updated	A report circulated to PMG, PSG and TCIG officials	Once	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials
2.8 Re-examination of MPA delineation in light of analyses above. MPA	Examination of current MPA delineation in light of current analyses by May 2020	A report produced	Report circulated to PMG, PSG and TCIG officials. Metadata catalogue and MSP	On going	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials

Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
delineation reviewed and reported to TCIG.			GIS platform updated as necessary.			
2.9 Coastal Cultural Values survey complete and mapped and incorporated into the MSP GIS Platform	<p>Formulate and further refine the scope of work with the Project Manager, April 2020</p> <p>Apply environmental economic techniques to conduct economic valuation on the flow of marine ecosystem service benefits using data sets that are currently available or made available through the project duration (e.g. cultural value), June 2020</p> <p>Assess the asset value derived from the flow of benefits to give an indicative monetary value of some of the benefits provided by marine and coastal ecosystem over time. This will involve profiling future benefit flows with estimates on future use and value. This will also assess the potential impacts of marine and coastal ecosystems degrading over time, July 2020</p>	<p>The approach and results from the study will be written up and discussed in a concise report (or contribution to other project outputs) suitable for a general audience, with a technical appendix providing more detail on the analysis.</p> <p>A series of maps will be produced.</p> <p>It is expected that the material produced will be in a format that can contribute to a publishable journal article; however, the output from this scope of works is not likely to be appropriate for direct submission.</p>	Peer reviewed publication completed and submitted to journal. Available on MSP TCI webpage on the SAERI website. Metadata catalogue and MSP GIS platform updated as necessary.	Once	Project Management Group (PMG)	eftec, PM, PMG, PSG and TCIG officials

Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
	<p>Consider any distributional effects will be considered, highlighting which social or demographic groups are likely to benefit from or will be impacted by changes to marine and coastal ecosystems, and their ability to provide cultural benefits, August 2020</p> <p>Model coastal cultural values (at least 200 islanders surveyed). Journal article prepared., September 2020</p>	<p>Any spatial data layers generated will be submitted to the TCIMSP PM with the associated metadata</p> <p>A report circulated to PMG, PSG and TCIG officials also available on project's website. Metadata catalogue and MSP GIS platform updated as necessary. Peer reviewed publication completed.</p>				
2.10 Project Officers, in conjunction with SAERI's IMS-GIS staff build MSP GIS Platform.	MSP GIS platform and databases created in open source and available to project partners and PMG, Starting March 2020 and ongoing.	Data secured on MSP server housed in DECR and cloud	Provide link to WebGIS on MSP TCI webpage on the SAERI website.	On going	Project Management Group (PMG)	MSP TCI project team, SAERI GIS specialist and data manager
2.11 Project Team Map specific data that contribute to MSP objectives.	at least 25 data sets that directly contribute to MSP objectives mapped Starting March 2020 and on-going.	Online maps	GIS layers available for analyses and visualisation captured in MSP GIS	On going	Project Management Group (PMG)	MSP TCI project team, SAERI's GIS specialist and data manager

Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
			platform. All data captured in MSP server and cloud.			
2.12 Project Team, with support by SAERI's IMS-GIS Centre staff, create public facing WebGIS.	Open source public facing WebGIS by June 2020 and ongoing.	Official launch of the WebGIS application – open to all on the web. This will be continually updated. Project Officers trained in the maintenance of the public facing WebGIS.	WebGIS link on MSP TCI project webpage on the SAERI website	On going	Project Management Group (PMG)	MSP TCI project team, SAERI IMS-GIS staff, PMG
2.13 SAERI's IMS-GIS Centre staff provide training for the opens source form GIS platform.	At least 30 TCIG Staff and relevant stakeholders trained in WebGIS use by June 2020.	Project Staff, partners and at least 5 MSP stakeholders trained in the basics of GIS so they are able to do some basic analyses and visualise data.	Training course feedback forms summarised and available on MSP TCI project webpage on the SAERI website	Once	Project Management Group (PMG)	MSP TCI project team, SAERI IMS-GIS, PMG
2.14 New data and layers mapped and added MSP GIS platform and WebGIS.	At least 15 new data sets and layers mapped. By September – October 2020	Metadata catalogue updated	Data available on MSP GIS Platform and WebGIS	Once	Project Management Group (PMG)	MSP TCI project team, PMG
2.15 Project Team and Expert Working Group Conduct modelling work.	At least 10 (Modelling) layers added to the MSP GIS platform by December 2020.	Metadata catalogue updated	Data available on MSP GIS Platform and WebGIS	Once	Project Management Group (PMG)	MSP TCI project team, expert working group, PMG
2.16 Project Team Map create zoning options Shape files added to GIS Platform	At least 2 maps of areas of overlap and potential conflict and zoning options prepared between December 2020 – March 2021.	Metadata catalogue updated	Data available on MSP GIS Platform and WebGIS	Once	Project Management Group (PMG)	MSP TCI project team, PMG

Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
3.1 Stakeholder Workshop 1. Workshops undertaken on South Caicos, Grand Turk and 2 on Providenciales.	Workshop 1 Attended by 20 stakeholders. to agree on vision and objectives January 2020.	Vision for MSP in TCI and objectives captured in workshop report Agreed approaches captured in workshop report	Workshop report circulated to PMG, PSG and senior TCIG officials. Report also available on project website.	Once	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials
3.2 Stakeholder Workshop 1. Subsequent follow up meetings (every 2 months) with stakeholders on each island	Discuss agreed approaches captured in workshop report and obtain feedback	Report on discussion and feedback.	Report circulated to PMG, PSG and senior TCIG officials. Report also available on project's website.	Every 2 months	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials
3.3 Stakeholder Workshop 2. Modelling approach agreed and further gaps identified. Workshop report circulated in PMG, PSG and TCIG.	Workshop 2 At least 20 expert participants agree on modelling methodologies and data gaps August 2020	Workshop report produced	Report circulated to PMG, PSG, partners, TCIG officials and available on Project's website	Once	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials
3.4 Expert working group formed and ToRs drawn up.	A small 'expert working group' agreed to contribute to modelling work. August 2020.	Expert working group ToRs drawn up to help with second phase data analyses.	ToR circulated to PMG and expert working group and available on project website.	Once	Project Management Group (PMG)	MSP TCI project team, PMG, expert working group
3.5 Stakeholder Workshop 3. Project Officer and partners present work conducted to date conducted	Workshop 3; in March 2021 with at least 50 attendees.	Workshop report produced.	Report circulated to PMG, PSG, partners, TCIG officials and available on Project's website.	Once	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials
3.6 Stakeholders and project team agree on zoning	Capturing agreed zoning, conducted at Workshop 3 in March 2021 with at least 50 attendees.	Workshop Report produced.	Report circulated to PMG, PSG, partners, TCIG officials and available on Project's website.	Once	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials

Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
3.7 Stakeholders and project team conduct and agree principles and future practices, agreeing a policy framework.	Capturing principles and future practices, agreeing a policy framework, conducted at Workshop 3 in March 2021 with at least 50 attendees.	Workshop Report produced.	Report circulated to PMG, PSG, partners, TCIG officials and available on Project's website.	Once	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials
3.8 Stakeholders and project team agree on an MSP strategy and legacy past the end of the current project.	Workshop 3 conducted in March 2021 with at least 50 attendees.	Workshop report produced.	Report circulated to PMG, PSG, partners, TCIG officials and available on Project's website.	Once	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials
4.1 Negotiation and communication to senior TCI officials from workshop 3.	Proceedings and recommendations of workshop communicated to senior TCIG officials. June 2021.	Meeting between Project Team, important stakeholders and senior TCIG officials results in meeting minutes and agreed workshop recommendations.	Proceedings and recommendations on project webpage and on the project google drive.	Once	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials
4.2 Policy paper drawn up by Project Team	Draft policy paper delivered to cabinet to approve MSP strategy going forward with appropriate resource.	Draft policy paper	One draft policy paper on project webpage and on the project google drive. This results in an agreement (PMG, PSG and TCIG) for project officer positions being retained as part of established TCIG posts with in the DECR	Once	Project Management Group (PMG)	MSP TCI project team, PMG, PSG and TCIG officials

Role	Responsibilities
Project Leader	The project leader will be responsible for the technical direction of the project and will be the main point of contact for Darwin. In addition, they shall be the person responsible for ensuring any grant meets the relevant Terms and Conditions. Finally, the Project Leader and their organisation are responsible for the health and safety of all staff working full and part time on their project.
Project Manager	The project manager leads on the day to day running of the project, including coordinating the project partnership, providing secretariat for the PMG and chairing the bi-monthly stakeholder meetings on South Caicos, Grand Turk and Providenciales. The project manager shall be accountable for the financial management of the Darwin project budget, and ensure the project is delivered on time and on budget.
Project Management Group (PMG)	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.
Project Stakeholder Groups (PSGs)	The project stakeholders are spread across the Turks and Caicos Islands, therefore, there are three Project Stakeholder Groups (PSGs) across the islands of South Caicos, Grand Turk and Providenciales. They provide an advisory role, and are a forum to gather and assimilate the collective views about the project from the Turks and Caicos Island Government, the Turks and Caicos Island community and those involved in the exploitation, resource extraction, shipping, recreation and conservation of marine resources and biodiversity for each island, across the Turks and Caicos Islands and internationally. It also allows the stakeholder community to contribute local knowledge and expertise to the project, ensuring that the resulting products are based on best available information and are 'fit for purpose'.

5 Data Management

SAERI operates a strict data management policy for Darwin Plus projects, which this project shall comply with. This includes, but is not limited to:

- The provision of Research Permits from TCIG.
- The provision of metadata (ISO19115) for project delivery data layers.
- Submission of final datasets, including metadata, to the TCIG DECR data manager prior to leaving TCI as required by the data management policy.

A more detailed guide to data management provision under this project can be viewed here:

<https://www.south-atlantic-research.org/research/data-science/managing-data/>