****

**UKOTCF Database of UK Overseas Territory and Crown Dependency Projects (proposed, in progress or completed)**

**Background**

UK Overseas Territories Conservation Forum’s regional Working Groups identified in 2019 the need for a means of both sharing the information in the outputs of projects and also collaborating to avoid the duplication of projects which seems to have increased in recent years with some bodies now controlling funds having little background knowledge. UKOTCF noted that it had, some years ago, developed a database system to fulfil this need. It had been well used, initially around the turn of the millennium and later provided a service to UK Government’s former OTEP grants programme for UKOT conservation, which UKOTCF carried forward on a voluntary basis for some time into the Darwin Plus projects. However, its usage declined when an unintended consequence of changes in UK Government funding was increased competition (and confidentiality) between organisations and reduced co-operation between them. It is pleasing that some of the organisations involved have, despite this, seen again the advantages in collaboration. Such a system would also give others a chance to pool together if there are projects they want to do, but would be better served by collaborating with others. Accordingly, UKOTCF agreed to review the suitability of the database for present needs.

To view the UKOTCF Projects Database, go to <http://www.ukotcf.org/infoDB/infoDBnewForm.cfm?appln=projects>. This page allows you to select the categories on which to search. Please note that the database contains projects data from various periods of time, depending on when partners decided to supply information. To select additional categories from each box, use Control-Click. Control-Click can be used also to deselect a selected item. Please note that, because of when this database was developed, it is best viewed on a computer and is not well suited to phones or tablets. Apart from this, the database does indeed seem to be useful for present needs.

The database was originally designed for data-entry by partners – indeed, 20 years ago, it was a pioneer in multi-access data-entry. However, the format is not familiar to more recent electronic data users. Therefore, in the first instance, UKOTCF officers will input data sent by users on the MS Word form below as email attachments to emails sent to *hello@ukotcf.org****. Please use a new blank copy of the form for each project and save the file named as the first part of the project name.***We will review this, as data are received, to consider whether a return to direct entry is practicable. Please note that this work is currently not resourced, but UKOTCF volunteers will do their best to keep pace with any material sent on copies of the form below.

**Data entry form**

*The purpose of this projects module of the database is several-fold. Accordingly, some projects will use some fields and some others. Some might use the database throughout so that all fields are (eventually) filled:*

* *For partly or wholly completed projects, it is envisaged that database will continue to provide capacity to track projects, including ensuring that the work is publicised and the results are disseminated and wasteful duplication of effort avoided.*
* *A second use (earlier in the lifetime of a project) might be, once projects are defined, to help in seeking resources – effectively providing a portfolio of projects for potential sponsors. For both the local bodies and some of the sponsors, the link to strategic priorities will be important, to ensure that work is focussed.*
* *Another use would be for a local organisation to flag up a need (using just the first few fields) so that others could see areas in which they could usefully team up with those seeking to fill this need.*

*Thus, this database includes projects at various stages from the ideas stage, through resourcing and implementation, to completion. Hence not all information items will relate to all projects. Some of the information items will not be appropriate to a particular project for other reasons. Simply leave such areas blank. Checklist-type fields cannot use additional items. In some other cases, character-limits are indicated. Expand free-field entries as necessary.*

*If you are an author wanting to update the earlier entry on your project, please make sure that you use exactly the same Project Name. Please add, after the project name, “(updated [date])”.*

**Information to appear on the public web-page (if inserted below); use a new copy of the form for each project:**

***Project Name*** [Required; up to 255 characters]:

***Summary*** [Required. Do not include any formatting or links in the summary]:

***Overseas Territory/ies involved*** [Required; enter Y for any involved]:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bermuda |  | Cayman Is |  | Turks & Caicos Is |  |
| British Virgin Is |  | Anguilla |  | Montserrat |  |
| Ascension |  | St Helena |  | Tristan da Cunha |  |
| Falkland Is |  | SGSSI |  | Br Antarctic Territory |  |
| BIOT |  | Pitcairn Group |  | Gibraltar |  |
| Cyprus SBAs |  | Isle of Man |  | Jersey |  |
| Guernsey |  | Alderney |  | Sark |  |
| All territories |  | No territories |  |  |  |

***Project Dates*** [dd/mm/yyyy]:

(Planned) Start: (Planned) Completion:

***Project Status*** [select one of the categories below by entering Y; the status of the project can be updated later]:

|  |  |
| --- | --- |
| Proposed (information need identified but means of achieving and partners/ expertise/ resources required) |  |
| Project proposal developed but resources required |  |
| Project in progress |  |
| Project completed |  |

***Subject Categories*** [select any number – or none – from each *category*, by putting Y in the relevant box(es)]

*Management Approaches:*

|  |  |  |  |
| --- | --- | --- | --- |
| None |  | Funding Source |  |
| Strategic environmental plans & Physical Planning |  | Biodiversity Action Plans |  |
| Species recovery |  | Habitat/ecosystem restoration |  |
| Biodiversity survey |  | Biodiversity monitoring |  |
| Biological research |  | Protected areas |  |
| Sustainable use |  | Environmental legislation within country |  |
| International Conventions |  | Environmental Education |  |
| Public awareness |  | Facilitating Communication / Information Flow |  |
| Capacity Building |  | Economic Valuation |  |
| Climate-change adaptation/mitigation |  |  |  |

*Potentially Impacting Factors:*

|  |  |  |  |
| --- | --- | --- | --- |
| None |  | Built development & Habitat destruction |  |
| Invasive species |  | Agriculture |  |
| Fisheries & Aquaculture |  | Forestry |  |
| Energy Sources |  | Tourism |  |
| Water-flow impacts, including dredging, siltation etc. |  | Waste disposal |  |
| Pollution |  | Climate-change |  |
| Natural disasters |  |  |  |

*Major Taxa:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| None |  | Microbes |  | Lower plants |  |
| Higher plants |  | Fungi |  | Marine Invertebrates |  |
| Other molluscs |  | Insects |  | Other arthropods |  |
| Other invertebrates |  | Fish |  | Amphibians & Reptiles |  |
| Birds |  | Mammals |  |  |  |

*Major Ecosystems:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| None |  | Open sea |  | Inshore marine |  |
| Coastal |  | Inland |  | Mountains (high elevation) |  |
| Tundra |  | Cold climate forest |  | Temperate forest |  |
| (Sub-)Tropical dry forest |  | (Sub-)Tropical rain & cloud forest |  | Grassland |  |
| Savannah |  | Desert |  | Freshwater |  |
| Caves |  | Agricultural land |  |  |  |

*Geographical Regions:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| None |  | Northern Europe |  | Southern Europe & Mediterranean |  |
| Wider Caribbean |  | North America |  | Central America |  |
| South America |  | Africa |  | South Atlantic |  |
| Antarctic |  | Arctic |  | Indian Ocean |  |
| Asia |  | Australasia |  | Pacific |  |

***Organisation(s)*** [up to 1000 characters. Simple formatting (*e.g.* bold, italics) and web and email links are allowed]:

***Detail*** [This is free format and quite long entries are possible. Simple formatting (*e.g.* bold, italics) and web and email links are allowed.

*For a project being developed or seeking funding*, it might be appropriate to use some of the following sub-headings or others:

*Purpose* (Why is the project needed?):

*Objectives:*

*Means* (What means and activities will be used to meet these objectives?):

*Outputs* (Expected results):

*(Planned) Start date* for project (including any special timing factors, such as the need to have preparations made before the start of a breeding season or the availability of key participants):

*(Planned) completion date:*

*Stakeholder analysis* (Who has interests which may be affected by the project or can contribute to its success or failure?):

*Critical assumptions* (Does the success of the project hinge on any factors over which you may have little control – *e.g.* the availability of key people or that a related project is completed on time?):

*Wider significance* (Is the project likely to produce valuable lessons that can be applied elsewhere? If the project is not done, or implementation is significantly delayed, how would this affect stake-holders other than the project’s proposer?):

If you wish, *Cost of project* (preferably in UK£), including any of:

a) Total Cost:

b) Amount required:

c) Funding from other sources:

d) Financial profile: estimated expenditure on the project by each year:

e) Breakdown of project costs: estimated expenditure over the full period of the project by categories:

*Monitoring and reporting:* Details of how the progress of the project will be monitored and if any interim reports will be made. How stakeholders will be informed of the results of the project? Publicity to be arranged for the project?:

*Legacy:* Arrangements to ensure that any systems put in place by the project are maintained after the project’s end. Who will be responsible for any continuing costs associated with this?:

*For a completed project,* it might be appropriate instead to summarise the main results of the project (especially if relevant elsewhere), any consequent recommendations, main reports and publications, with links to them.

*For a project in progress*, some combination of the above might be appropriate.]