



The Countryside Council for Wales champions the environment and landscapes of Wales and its coastal waters as sources of natural and cultural riches, as a foundation for economic and social activity, and as a place for leisure and learning opportunities. We aim to make the environment a vital and valued part of everyone's life in Wales.

PROJECT SPECIFICATION

HIGHLY PROTECTED MARINE RESERVES: DEFINING DAMAGING AND DISTURBING ACTIVITIES

Version	FINAL
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1. BACKGROUND

The Welsh Assembly Government has confirmed that it intends to use the new Marine Conservation Zone (MCZ) designation in the draft Marine Bill to create some highly protected sites, or Highly Protected Marine Reserves (HPMRs), in order to enhance the existing network of marine protected areas (MPAs) in Welsh waters¹.

Highly Protected Marine Reserves (HPMRs) are a certain type of marine protected area where a high level of protection exists – CCW defines HPMRs as site that are protected from extraction and deposition of living and non-living resources, and all other damaging or disturbing activities. A summary of CCW’s advice on and approach to using HPMRs is contained in the enclosed booklet ‘Highly Protected Marine Reserves: their role in protected Welsh seas’.

It is important that the activities that are considered ‘extractive’, ‘depositional’, ‘damaging’ and ‘disturbing’ are clearly defined in order to provide clarity over the implications of HPMRs for sea users, and to inform site selection.

2. AIMS AND OBJECTIVES

Aim: to provide clarity on the types of activities that are compatible with HPMRs.

The project is split into five discrete work packages, associated with the following five objectives:

1. Review the types of activities excluded and permitted in MPAs that are equivalent to HPMRs around the world.
2. Provide clear definitions of:
 - a. the terms ‘depositional’, ‘extractive’, ‘damaging’ and ‘disturbing’;
 - b. the types of activities that are considered extractive and depositional and hence incompatible with an HPMR, and
 - c. the types of activities that are considered damaging or disturbing at certain levels of activity or in certain types of HPMRs (referred to from here on as ‘potentially damaging activities’ – this term include disturbing activities)
3. Define the circumstances under which potentially damaging activities would be considered damaging or disturbing in HPMRs.
4. Provide suggested conservation objectives that could potentially be used as part of an MCZ designating order to secure a highly protected site, for a variety of types of site.
5. Provide text for public guidance on the above, i.e. activities that are and aren’t compatible with HPMRs.

¹ The current network of marine protected areas in Wales covers 32% of Welsh territorial seas. These include the Marine Nature Reserve at Skomer; a suite of Special Areas of Conservation (SACs) and Special Protection Areas (SPAs), as well as intertidal and coastal Sites of Special Scientific Interest (SSSIs).

3. SCOPE

Work package 1: review of activities in highly protected sites

There are many MPA initiatives around the world that include sites, whether as a network or a one-off site, which are equivalent to highly protected MPAs. (In general HPMRs can be considered equivalent to IUCN protected area management categories 1a and 1b².) A literature search should be carried out to collate information on the types of activities excluded and permitted in MPAs equivalent to HPMRs around the world. This work should be presented as a review that also identifies common themes. Similarities and differences between examples reviewed and the Welsh definition of HPMRs should also be presented.

Work package 2: defining activities for Welsh HPMRs

Definitions provided under this work package should be specifically for Welsh HPMRs and based on CCW's definition of HPMRs.

The first task in this work package (Objective 2a) is defining the terms 'depositional', 'extractive', 'damaging' and 'disturbing'³. This should be worked up and agreed with CCW before progressing with objectives 2b and 2c.

The report to CCW by Sue Gubbay in 2006⁴ makes an initial assessment of the types of activities that are compatible with an HPMR designation, drawing on the MARLIN activity categories. These two sources of information should be used as a starting point to define the types of activities that should be prohibited in HPMRs, and those activities that may be damaging or disturbing at certain levels or for certain HPMRs (objectives 2b and 2c). A rationale for inclusion in each list should also be provided, linked to CCW's definition of HPMRs.

Further information for this work package and work package 3 should be obtained through literatures searches. Research carried commissioned by Defra to support the Marine Bill and the Bill Impact Assessment should also inform the work⁵.

Work package 3: defining circumstances for potentially damaging and disturbing activities

This work package deals exclusively with 'potentially damaging activities', and not 'extractive' or 'depositional' activities. The full list of potentially damaging activities

² IUCN CATEGORY 1a: Strict Nature Reserve: protected area managed mainly for science. Definition: Area of land and/or sea possessing some outstanding or representative ecosystems, geological or physiological features and/or species, available primarily for scientific research and/or environmental monitoring.

IUCN CATEGORY 1b Wilderness Area: protected area managed mainly for wilderness protection. Definition: Large area of unmodified or slightly modified land, and/or sea, retaining its natural character and influence, without permanent or significant habitation, which is protected and managed so as to preserve its natural condition.

³ For example. does 'damaging' and 'disturbing' equate to permanent impact on populations, or temporary impact on individual etc.?

⁴ Gubbay, S. 2006. *Highly Protected Marine Reserves – Evidence of benefits and opportunities for marine biodiversity in Wales* CCW Science Report No: 762.

⁵ In particular the following report and annexes should be referred to - ABP MER (2007) *Cost impact of marine biodiversity policies on business – the Marine Bill*, Defra, Report No. CR0378. This and other relevant reports be found at www.defra.gov.uk/marine/biodiversity/evidence.htm

should be assessed to provide advice on the circumstances in which these activities would be incompatible with an HPMR. Whether an activity is to be considered damaging or disturbing (and hence prohibited) or not will relate to a variety of factors, such as intensity, or the methods used to undertake an activity, and / or the types of habitats or species found within the HPMR. The assessment should also indicate where an activity would only be considered damaging or disturbing on a seasonal basis, and why. Supporting information should be obtained through literatures searches.

It is appreciated that different reserves will have different management approaches depending upon the precise features and the conservation objectives (see work package 4), but nevertheless, given the specific nature of HPMRs, it should be possible and necessary to make some general conclusions in relation to damaging and potentially damaging activities.

Work package 4: conservation objectives

Defra and the Welsh Assembly Government produced a series of guidance notes to accompany the draft Marine Bill. One of the guidance documents covers selection and designation of MCZs, including drafting of conservation objectives⁶ for inclusion in MCZ designating orders. This guidance, and the draft Marine Bill, should form a starting point for delivery of this work package.

The wording of conservation objectives will be critical to securing appropriate management of sites in keeping with the definition of HPMRs as management of sites is largely secured through public body compliance with conservation objectives. Although in general it is anticipated conservation objectives for individual HPMRs will be very similar, there may be local differences depending on the nature of activities that occur in or near a site. A series of suggested conservation objectives should therefore be produced linked to a minimum of 4 theoretical sites, drawing on the different circumstances assessed in work package 3. It is anticipated that this work package will help inform the development of final conservation objectives for HPMRs, once actual sites have been selected.

It should be noted that the emphasis on wording of conservation objectives for MCZs is different to other nature conservation designations; MCZ conservation objectives should be impact focussed rather than status focussed (further details can be discussed with the nominated project officer).

Work package 5: public summary text

Work packages 1 to 4 will be provided as advice to CCW in report format (see outputs below). However, a key audience for this advice will be stakeholders in order to provide greater understanding of the implications of HPMRs. A public summary of the advice should therefore be developed that can be used as accessible guidance. The outputs from

⁶ Defra and Welsh Assembly Government (2008) *Draft guidance on selection and designation of Marine Conservation Zones (Note 1): Draft guidance on the proposed approach to the selection and designation of Marine Conservation Zones under Part 4 of the draft Marine Bill*, Defra, May 2008, draft version 1.1 This and other guidance is available at www.defra.gov.uk/marine/biodiversity/marine-bill/guidance.htm

work packages 1 to 4 will need to be agreed with and signed off by CCW before progressing to the public summary.

4. OUTPUTS

Work package 1: review of activities in highly protected sites

- Interim report*
- Final report*

Work package 2 – defining activities

- Interim report*
- Final report*

Work package 3 – defining circumstances for potentially damaging and disturbing activities

- Interim report*
- Final report*

Work package 4: conservation objectives

- Interim conservation objectives
- Final conservation objectives

Work package 5 – public summary

- First draft text
- Final draft text

*Note: Some of the interim and final reports in the above individual work package outputs may be amalgamated as appropriate, although an interim report on work packages 1 and 2 should be signed off before progressing to 3 and 4.

All work packages:

For all work packages the following further outputs are required:

- **Poster** summarising the work – draft and final
- **Power point slides** (up to 12) summarising the work – draft and final
- **Full final report** incorporating all work pages undertaken from 1 - 4 – draft and final. (N.B. the public summary text is a separate output, and should not be included in the final full report, but provided separately). The final report should include a 1-page executive summary (including Welsh translation though a CCW approved supplier) and be supported by annexes where appropriate. 30 hard copies of the final report should be supplied to the Project Officer. The Project Officer will provide distribution covers for the report bearing the appropriate logos. Electronic copies of the report shall be supplied in Microsoft Word 2000 format and as a pdf, and a reduced pdf suitable for web download. More detail of report style and format to be used is given in Annex 1.

5. PROJECT SCHEDULE

The project is to be completed by 28th February 2009.

N.B. We will be unable to diverge significantly from the timetable set out below.

Milestone	Details	Date
1	Project initiation meeting (Note: Staging on individual work packages and delivery of draft outputs will be agreed with the contractor at the inception meeting)	Mid Dec
2	Delivery of full draft report, draft power point slides and draft poster	By 6 th Feb 09
3	Steering Group meeting	By 13 th Feb 09
4	Delivery of full final report and power point slides, and poster	28 th Feb 09

6. PROJECT MANAGEMENT

The nominated Project Officer is Mary Lewis. CCW's HPMR Working Group will also act as a steering group for the project.

7. OWNERSHIP AND COPYRIGHT

The ownership of all reports, both paper and electronic copies, produced by the Contractor in connection with the project shall be vested with CCW.

8. CONTENTS OF TENDERS

Tenders should be sent in duplicate according to the arrangements specified in the covering letter. The document should include the following:

- a planned schedule for delivering the work based on the timetable described above, including confirmation that you have the available resources to meet the project milestone deadlines;
- a statement of no more than 3000 words setting out how you intend to approach the work including the capability and suitability you have in undertaking this commission (including any previous maritime policy and / or marine protected area contract experience);
- details of the position, background and qualifications of any individual working on the contract, including relevant experience, respective hourly rates and period in employment with practice;
- a separate breakdown of costs for each of the five work packages outlined above including an hourly rate for contractor time and including a reasonable amount for travel and subsistence costs (at a rate not exceeding CCW standard rates), and
- any anticipated additional costs, identified per work package where possible.

9. SELECTION CRITERIA

The contract will be awarded on the basis of a review against the following criteria:

- Capacity to deliver (staff, time, management process)
- Value for money
- Previous relevant experience and related work
- Technical understanding

10. FURTHER INFORMATION

For further information and to discuss this project specification please contact the Project Officer:

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ANNEX 1. GUIDE TO CCW POLICY REPORT FORMAT

Introduction

This guide has two aims:

- to present the main elements of the CCW Policy Report style, so that you can prepare your typescript so that it requires the minimum amount of handling
- to provide technical information about how to supply word processor files, drawings, photographs etc.

Please follow these guidelines: they will reduce the amount of work required by you and the CCW.

Style

General

The report must have a contents list and a list of Tables and Figures where appropriate.

Spelling

Use the *Concise Oxford Dictionary* for spelling, hyphenation, capitalisation etc. of normal English words.

Headings

- Indicate clearly, via bold and/or italic type, the headings and subheadings that you have used. An electronic copy of a proforma document can be supplied by the Project Officer with necessary style types already incorporated.
- Do not number headings.
- Use only essential capital letters in headings (as in this annex).

Illustrations and tables

- Ensure that each illustration and table is numbered and mentioned in the text (e.g. Figure 1.1; Table 2.3).
- Ensure that each illustration and table has a caption.

Lists

Lay out lists as follows:

- (a) List item
 - (b) Sub-list item
 - (c) Sub-list item
 - (1) Sub-sub-list item
 - (2) Sub-sub-list item
- (d) List item

...
or

- List item
 - (e) Sub-list item
 - (f) Sub-list item
 - Sub-sub-list item
 - Sub-sub-list item
- List item

References

- Use the Harvard (name and date) method for citing references:
 - (g) It has been shown (Smith et al. 1997a,b; Jones 1998; Smith and Jones 2000) that...
 - (h) Smith (1997) demonstrated that...

Use 'et al.' if there are three or more authors.

- Use the following basic models for references in the reference list:
 - (i) *Paper in a journal*
 - (j) Smith, R S and Charman, D J (1988) The vegetation of upland mires within conifer plantations in Northumberland, northern England. *Journal of Applied Ecology*, **25**, 579–594
 - (k) *Books and reports*
 - (l) Digby, P G N and Kempton, R A (1987). *Multivariate analysis of ecological communities*. Chapman & Hall, London
 - (m) Howson, C M and Picton, B E (1997) *The species directory of the marine flora and fauna of the British Isles*. Ulster Museum and the Marine Conservation Society, Belfast and Ross-on-Wye. Ulster Museum Publication No. 256. 509pp.
 - (n) *Chapter in book*
 - Smith, R S (1988) Farming and the conservation of meadowland in the Pennine Dales Environmentally Sensitive Area. In *Ecological change in the uplands* (eds M B Usher and D B A Thompson), pp. 183–200. Blackwell Scientific, Oxford
 - (o) *Theses*
 - Hiscock, K (1976) *The effects of water movements on the ecology of sublittoral rocky areas*. PhD Thesis, University College of North Wales

Scientific names

- Use italics for scientific names
- Taxonomy should follow Howson & Picton (1997)

Scientific units

- Use SI units and abbreviations throughout.
- Units should be separated from each other and from the preceding number by a single space, for example:
 - 37 kg m⁻³ or 10 m s⁻¹
- Use positive and negative powers for units, not the solidus (i.e. m s⁻¹, not m/s).

Numbers

- Spell out numbers from one to ten, except in measurements.

- Use commas to separate groups of thousands in large numbers (e.g. 1,000 or 1,000,000).
- Use scientific (or exponential) notation for very large or very small numbers: e.g. 5×10^9 rather than 5,000,000,000; 5×10^{-6} rather than 0.000005

Technical information

Word processing in the digital age

- Type everything using a clear, standard font (preferably Times New Roman) at a size of 12 points. Do not use more than one font unless this is absolutely essential.
- Use the minimum amount of formatting (bold, italic, superscript, subscript). It is time consuming to reflow a document, removing unnecessary
- Type each chapter in a separate file if document is large. Alternatively, Microsoft Word allows documents to be split into sub- and master documents allowing them to be linked together.

Illustrations

- Non-electronic artwork: see instructions under ‘Supplying the finished work to CCW’.
- Electronic artwork: discuss the file formats to be used with CCW if not specified in the contract specification. In general, TIFF files are always acceptable.
- When drawing illustrations, bear in mind that they must be legible when reproduced on an A4 page. The maximum dimensions are 160 mm × 230 mm (or 240 mm × 150 mm for landscape illustrations), including allowances for a short (one line) caption.
- Label the illustrations using Times New Roman.

Supplying the finished work to CCW

- Supply your report to CCW, in Microsoft Word 2000 format (exceptionally, in agreement with the Project Officer you may be permitted to supply in an earlier version of Microsoft Word. Contractors will also supply an Adobe Portable Document Format (PDF) version
- Include a printout of all files to act as a reference in case of problems with the files.
- Supply non-electronic artwork only if absolutely necessary, in which case it should be as good quality prints or clear line drawings. Provide clear full-size illustrations and ensure that each illustration is clearly labelled.
- Supply electronic artwork both as separate files (TIFF format) and embedded into Microsoft Word documents (the contractor may choose to compress or change the file for embedding purposes if required for optimising performance).
- Files will be accepted on archival quality CD-Rom. If you use a Macintosh or Unix computer, ensure that the disks you supply are formatted for MS-DOS.