



## PROJECT SPECIFICATION

### HIGHLY PROTECTED MARINE RESERVES:

#### DEFINING A PROCESS FOR IDENTIFICATION OF HPMRs IN WALES

##### 1. BACKGROUND

The Countryside Council for Wales (CCW) is the statutory advisor to government on sustaining natural beauty, wildlife and the opportunity for outdoor enjoyment throughout Wales and its inshore waters. We provide expert advice to Government on issues in relation to the nature conservation and natural heritage of the marine and coastal environment.

The Welsh Assembly and UK Government have signed up to the Ecosystem Approach under the Convention on Biological Diversity. CCW recently provided advice to the Welsh Assembly Government on implementing the ecosystem approach in Welsh waters<sup>1</sup>. One element of this advice was the need for Highly Protected Marine Areas (or Reserves - HPMRs) to secure recovery of the Welsh marine environment and to ensure resilience of the marine environment to current and future pressures. Dernie *et al.* (2006)<sup>1</sup> define the term 'Highly Protected Marine Areas' as areas 'where there is a presumption against human activities, unless it can be demonstrated they will not have a negative impact'.

Further work commissioned by CCW investigated the potential benefits of HPMRs in Wales<sup>2</sup> and the options for their delivery<sup>3</sup>. Gubbay (2006)<sup>2</sup> shows that clear marine biodiversity benefits can be expected from establishing HPMRs around Wales including enabling recovery and resilience of Welsh marine ecosystems. A companion report by Andrews (2006)<sup>3</sup> concludes that it is not possible to create HPMRs with existing legislation and that a new Marine Protected Area (MPA) mechanism would be needed to deliver such sites.

The 2007 Marine Bill White Paper<sup>4</sup> proposes the creation of a new flexible Marine Conservation Zone (MCZ) designation that will enable the creation of HPMRs by setting site objectives that exclude all damaging or potentially damaging activities. The White Paper also contains details on site objectives, site selection, consultation and designation, and

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<sup>1</sup> Dernie, K.M., Ramsay, K., Jones, R. E., Hill, A. S., Wyn, G. C., and Hamer, J. P. (2006) *Implementing the Ecosystem Approach in Wales: current status of the maritime environment and recommendations for management* CCW Policy Report 06/9.

<sup>2</sup> Gubbay, S. 2006. *Highly Protected Marine Reserves – Evidence of benefits and opportunities for marine biodiversity in Wales* CCW Science Report No: 762.

<sup>3</sup> Andrews, J. W. (2006) *Analysis of options for delivering Highly Protected Marine Reserves in Wales* CCW Policy Research Report No: 06/42.

<sup>4</sup> Defra (2007) *A Sea Change: A Marine Bill White Paper* Defra March 2007

subsequent site management. CCW stated in its response to the White Paper that the priority in Wales is to ensure that existing marine sites (primarily SACs) are properly managed, that a new system of marine spatial planning allows for the sustainable management of the wider environment and that a mechanism is available for securing HPMRs. In Wales, we anticipate that the principle use of the new Marine Conservation Zone mechanism would be to secure sites with this level of protection. These sites will provide a useful contribution to securing the resilience of existing designated sites and protected species by enabling the recovery of ecosystem structure and function for the long term.

CCW have been asked by the Welsh Assembly Government (WAG) to provide further advice in relation to HPMRs. This work will contribute to CCW's thinking on what process would be most appropriate for establishing HPMRs in Welsh waters.

### **The purpose of HPMRs in Wales**

CCW's overall objective for HPMRs in Wales is to facilitate recovery and enhance the resilience of the wider marine ecosystem (including marine SACs) to current and future pressures and changes. In our advice to WAG (i.e. Dernie *et al.* (2006)<sup>1</sup>) we state that HPMRs would provide the following:

- Protection and recovery of large and long-lived species;
- Protection and recovery of sensitive habitats;
- Increased resilience of European Marine Sites (and the wider environment), and
- Better understanding of what a 'natural' maritime ecosystem would look like.

Additional benefits of HPMRs could include:

- Engaging communities in protecting sites with high levels of public interest and support;
- Maximising potential benefits to other sectors, e.g. tourism, fisheries, and
- Maximising potential for research and education.

The above will be achieved by designating HPMRs that together represent the diversity of marine habitats, species and ecological functioning in the Welsh maritime environment. We have already stated that because of the extensive marine SAC network and in order to maximise synergies and benefits from such sites, any new sites are likely to be situated primarily within existing protected sites.

### **The next steps towards establishing HPMRs in Wales**

Whilst provision of the appropriate legislative tools is vital to securing HPMRs in Wales, it is also important to understand what would be the most appropriate *process* for identifying and agreeing sites.

This project seeks to identify a suitable process (within the broad framework established by the White Paper) for identifying potential HPMR sites in Wales and final site selection, including optimum consultation requirements. This project will not identify actual sites but will map out a clear, workable and inclusive process based upon best practice and lessons learnt from elsewhere.

## 2. AIMS AND OBJECTIVES

### Aim

To define a process for the identification of HPMRs, and recommend a policy approach to establishing HPMRs in Welsh waters.

### Objectives

1. To recommend a suite of ecological criteria for identifying representative HPMRs in Welsh waters and parameters for their application<sup>5</sup>
2. To examine and recommend a process for specific site selection, including:
  - a. Potential secondary criteria that could help to refine site selection.  
Criteria could include, for example: socio-economic considerations; public support; mutually beneficial objectives with other sectors (such as fishing); access opportunities, and research and education opportunities.
  - b. Process for incorporating secondary criteria into final decision-making, for example, how would secondary criteria be prioritised such that decisions could be made between potential sites with different social impacts.
3. Set out the recommended steps for the whole process of site identification, designation and review, including stakeholder consultation process and requirements, and roles and responsibilities of organisations in the designation process.
4. Recommend a policy approach to establishing HPMRs in Wales.
5. Clearly define next steps for Wales towards establishing HPMRs (e.g. testing of criteria and parameters against different scenarios, further advice needed from CCW, guidance required from Government etc).

## 3. SCOPE

This work will consider the process for identifying sites for a new conservation designation for Wales, owned by WAG as the likely confirming body for MCZs. It is therefore important that other key stakeholders are involved in, and aware of, this project.

The work should draw on examples of existing HPMR (or equivalent) identification processes from elsewhere. Useful examples include:

- The Finding Sanctuary Project in South West England
- Great Barrier Reef Marine Park
- New Zealand MPA network
- Channel Islands National Marine Sanctuary, USA

In addition, the work should draw on the UK SAC process, the OSPAR MPA process, the Irish Sea pilot and experience with Marine Nature Reserves. The work should also consider various available tools and information to assist site selection, such as the UKSEAMAP project's marine landscapes data<sup>6</sup>.

The work should follow on from previous relevant CCW policy and research reports<sup>1,2,3</sup> as well as the Marine Bill White Paper and CCW's response.

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<sup>5</sup> In this context, ecological criteria refers to aspects such as rarity, representivity, etc., whilst parameters refers to physical issues such as scale, minimum / maximum size of a site, or total sites, minimum / maximum amount of a feature etc..

<sup>6</sup> Further information on the UKSEAMAP project can be found at [www.jncc.gov.uk/UKSeaMap](http://www.jncc.gov.uk/UKSeaMap)

It is important that the process and criteria (ecological and non-ecological) recommended are capable of effective application now, with existing data availability, and in the future, as new data becomes available, understanding of issues improves or priorities change. The process and criteria therefore need to be workable both now and as circumstances change, without needing to redesign the process.

Terminology, such as ecosystem approach, recovery etc. should follow the definitions set out in Dernie *et al.* (2006)<sup>1</sup>.

### **Objective 1: Ecological Criteria to underpin selection of HPMRs**

Identification of ecological criteria is the first step in identifying potential representative HPMRs. These must encompass the primary purpose of HPMRs, i.e. to secure recovery and enhance resilience of the Welsh marine environment.

A comprehensive review of the literature, existing approaches, and available tools and information should form the basis of a recommended suite of ecological criteria to underpin selection of HPMRs. Ecological criteria should include nature conservation considerations such as sensitivity. Identification of ecological criteria should be accompanied by investigation of parameters for their application. Parameters refer to physical issues of scale, size, boundaries etc. of sites and features both individually and collectively. Different options should be assessed and a preferred approach recommended, with alternatives.

Steering Group agreement on this primary suite of criteria and parameters will be critical to continuing with the rest of the project.

It is anticipated that application of the ecological criteria and parameters would generate options for some sites, which would be refined by applying socio-economic issues for final site selection.

### **Objective 2: Process for site selection**

The site selection process will require the development of further ‘secondary’ criteria to assist in site selection, to maximise non-environmental benefits of individual sites and to avoid unacceptable negative effects of proposed sites. These criteria may include: socio-economic considerations; public support and local interest; mutually beneficial objectives with other sectors (such as fishing); access opportunities, and research opportunities. The criteria would be used to make individual site selection from the full range of potential sites identified through application of the primary ecological criteria. The use of various available tools to assist with site selection should also be examined.

In addition to the site selection criteria, a process for final decision-making also needs to be defined to assist in selecting between choices for sites with different social and or economic impacts and opportunities. Eventually this part of the process will require advice from Government before the process of HPMR identification can proceed, as the responsibility of providing socio-economic advice and identifying relative priorities of activities will be the responsibility of Government. Links will also need to be made to the UK Marine Policy Statement and associated Marine Objectives.

Due to the potential mutual benefits, or restrictions of HPMRs, a variety of marine stakeholders will have an interest in this stage of the site identification process. To reflect this, the project should include a workshop with the Wales Coastal and Maritime Partnership (WCMP). The workshop will be used to:

- present the purpose of HPMRs in Wales;

- present the purpose of this study;
- present draft ecological criteria, and
- provide the opportunity for stakeholders to help define the site selection process using the secondary criteria (Project Objective 2).

### **Objective 3: Steps in the whole site identification, designation and review process**

Following the detailed work in defining a site identification process (above), this will then need to be set within a wider process for site identification, designation and review. Critical to this wider process will be the incorporation of stakeholder consultation at the appropriate stages and in an appropriate manner, with the right audiences at each stage.

In addition to existing HPMR / MPA examples, consultation processes from other designations or other fields may be useful for comparison, as well as views of stakeholders at the WCMP workshop.

The whole process should be summarised in an annotated diagram.

### **Objective 4: A recommended policy approach for establishing HPMRs in Wales**

A policy approach to establishing HPMRs in Wales should be recommended, based on the ecological criteria and parameters identified.

### **Objective 5: Define next steps for Wales towards HPMRs**

The final requirement for the project is to recommend specific next steps for CCW and for Wales and the Welsh Assembly (as the likely designating body for HPMRs) to take forward development of HPMRs in Wales.

## **4. OUTPUTS**

As part of this work the contractor will be expected to produce:

- draft and final criteria (primary and secondary);
- a PowerPoint presentation for the WCMP workshop;
- a draft report and presentation;
- a final report, and
- a final PowerPoint presentation and poster.

### **Ecological criteria**

Following a Steering Group meeting the contractor will be required to produce draft ecological criteria for selection of all potential HPMR sites and options for parameters to apply to the ecological criteria. This should be sent to the Project Officer in electronic format (Microsoft Word 2000). The Project Officer will then collate comments from the Steering Group. Following receipt of comments, the contractor should provide the Project Officer with final draft criteria in the same format, prior to the WCMP workshop (below).

### **Presentation for WCMP workshop**

Part way through the project there will be a workshop with the WCMP to contribute to the development of Project Objectives 2 and 3. The workshop will be facilitated by the Project Officer and Steering Group. The contractor will be required to provide a presentation introducing the project, its background, aims and objectives, as well as draft ecological criteria (Project Objective 1). The presentation should be a PowerPoint presentation, on a standard CCW template (which the Project officer can provide), which may be used at subsequent events by CCW.

### **Draft report and poster and presentation**

The draft report should address all four Project Objectives, be concise, and represent a synthesis of information (supported by annexes where appropriate) highlighting the key points, clearly addressing each individual objective of the project. The whole recommended process for site identification, designation and review should be summarised in a diagram. The draft report should be in electronic format (Microsoft Word 2000) and sent by email to the Project Officer. A draft poster, summarising the work should also be produced. The draft report will be presented to CCW staff at a meeting.

### **Final report**

In addition to the above requirements for the draft report, the final report should also include a 1 page executive summary (including Welsh translation though a CCW approved supplier) and be supported by annexes where appropriate. 40 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.

### **Final workshop presentation and poster**

The contractor will be required to provide a final presentation summarising the work and final recommendations, to be presented to CCW and WAG representatives and other key stakeholders. The presentation should be a PowerPoint presentation (using standard CCW template), which may be used at subsequent events by CCW. The contractor will also provide a poster for the meeting summarising the work that can be used to promote the work and recommendations at meetings and events.

## **5. PROJECT SCHEDULE**

N.B. We will be unable to diverge significantly from the timetable set out below. Please note that the date of the first Steering Group meeting is already confirmed.

Milestone	Details	Date
1	Initial project meeting to discuss scope of the work. Contractors to produce a planned schedule for delivery of project outputs, incorporating any amendments identified at the project meeting, within 1 week of the meeting.	2.00 pm 20 <sup>th</sup> Sep 07
2	Meeting with Steering Group to discuss ecological criteria and parameters for HPMRs (Project Objective 1).	Oct 07
3	Production of draft ecological criteria and parameters for consideration by the Steering Group and other stakeholders. Project officer to collect feedback and return to contractors.	Nov 07
4	WCMP workshop to provide input to project on Project Objectives 2 and 3. This should also include reporting on draft ecological criteria. A Steering Group meeting will be combined with the workshop to discuss the remaining stages.	Jan 08
5	Production of draft report, and poster, and presentation of draft to CCW staff.. A Steering Group meeting will follow the presentation.	Mar 08
6	Amended draft report and poster to be copied to Project Officer (for return of final comment within 1 week of receipt)	Apr 08
7	Submission of final report (40 copies) and poster and draft presentation.	Early May 08
8	Final presentation to WAG and production of poster.	May 08

## **5. PROJECT MANAGEMENT**

### **Project Steering Group**

The nominated Project Officer is Mary Lewis. A Project Steering Group will be appointed to liaise with the Project Officer and contractor to ensure appropriate development and implementation of the project. The Steering Group will include CCW and WAG officers.

A minimum of four Steering Group meetings are anticipated, at milestones 1, 2, 4 and 6.

### **Resources to be provided**

The successful contractor will be provided with copies of key CCW commissioned reports within this specification.

Identification, collation and purchase of all other information required to meet the objectives of this study will be the responsibility of the contractor.

## **6. 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.

## **7. TENDERING**

Tenders should be sent in duplicate according to the arrangements specified in the covering letter. They should be structured as follows:

- a planned schedule for delivering 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 1000 words setting out the capability and suitability you have in undertaking this commission, with particular reference to the specific matters set out in the preceding paragraphs;
- 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 breakdown of costs (including an hourly rate) for contractor time for each of the levels of work outlined above, including a reasonable amount for travel and subsistence costs (at a rate not exceeding CCW standard rates), and
- any anticipated additional costs.

Due to the mix of expertise and outputs required, tenders that include additional subcontracted consultants are welcome.

### **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

## **8. FURTHER INFORMATION**

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

Mary Lewis  
Maritime Policy 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

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#### *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:

(1) List item

(a) Sub-list item

(b) Sub-list item

(i) Sub-sub-list item

(ii) Sub-sub-list item

(2) List item

...

or

• List item

– Sub-list item

– Sub-list item

○ Sub-sub-list item

○ Sub-sub-list item

- List item

### References

- Use the Harvard (name and date) method for citing references:
  - It has been shown (Smith et al. 1997a,b; Jones 1998; Smith and Jones 2000) that...
  - 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:
  - *Paper in a journal*
    - 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
  - *Books and reports*
    - Digby, P G N and Kempton, R A (1987). *Multivariate analysis of ecological communities*. Chapman & Hall, London
    - 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.
  - *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
  - *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<sup>-3</sup> or 10 m s<sup>-1</sup>
- Use positive and negative powers for units, not the solidus (i.e. m s<sup>-1</sup>, 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<sup>9</sup> rather than 5,000,000,000; 5×10<sup>-6</sup> rather than 0.000005

## Technical information

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### *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.