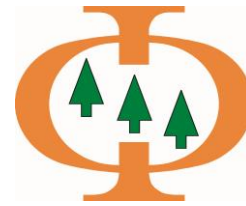




Project Partners



Deliverable: Project Progress Monitoring Protocol

Action F1: Project coordination, management and monitoring

LIFE13/NAT/CY/000176 "Improving lowland forest habitats for Birds in Cyprus"

Konstantinos Dimitrakopoulos, Haris Nikolaou & Takis Tsintides

Nicosia, February 2015

ACTION F.1

Project coordination, management and monitoring

DELIVERABLE: Project Progress Monitoring Protocol

LIFE-FORBIRDS: Improving lowland forest habitats for Birds in Cyprus

Project Data

Project location	Kavo Gkreko (CY3000005), Koshi - Pallourokampos (CY6000009), Stavrovouni – Potamos Panagias Stazousas (CY6000007)
Project start date:	01/10/2014
Project end date:	31/12/2017
Total budget	978.718 €
EC contribution:	489.359 € (50%)
(%) of eligible costs	100%

Beneficiary Data

Name of Beneficiary	Department of Forests, Ministry of Agriculture, Natural Resources and Environment
Contact person	Mr Takis Tsintides
Postal address	Louki Akrita 26, 1414, Nicosia, Cyprus
Telephone	+357 22805501, +357 99 432686
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E-mail	ttsintides@fd.moa.gov.cy
Project Website	http://www.lifeforbirds.eu

Beneficiary responsible for implementation:
Department of Forests



with the support of all consortium members

Project Monitoring Protocol – Action F.1

Action F.1 of the project **LIFE-FORBIRDS: Improving lowland forest habitats for Birds in Cyprus** (LIFE13 NAT\CY\000176) focuses on the effective and continuous monitoring of the project implementation. The **Project Monitoring Protocol** was elaborated within the framework of this action. The Protocol includes the methodology for monitoring the project's actions and presents:

- The monitoring indicators of the project, as these have been defined in the project proposal
- The project Action, which is related to each Indicator
- The deliverable/s and milestones that is/are relevant to each Indicator
- The beneficiary that is responsible for monitoring each Indicator
- The sources of information used for monitoring each Indicator
- Progress checks that address if the required levels/values for each Indicator have been reached
- The target numbers (where applicable) for the required values of each Indicator
- The deadline for achieving the necessary values for each Indicator
- The evaluation date of each Indicator by the Project Management Team
- Divergences from the required values, as these had been initially set; justification for these divergences and proposed changes

The Project Management Team is responsible for the overall monitoring of the project. The Team consists of:

- Mr. Takis Tsintides - Project Management Team Leader, Project Manager (Department of Forests, Ministry of Agriculture, Natural Resources and Environment)
- Mr. Konstantinos Dimitrakopoulos - Assistant Project Manager (Professional Forester under contract)
- Mr. Alexis Onoufriou - Accounting Officer (Frederick University)
- Mr. Kyriacos Pierides - Communication Expert (Opinion & Action Services Ltd)
- Mr. Haris Nicolaou (Department of Forests, Ministry of Agriculture, Natural Resources and Environment)
- Mr. Takis Papachristoforou (Department of Forests, Ministry of Agriculture, Natural Resources and Environment)
- Mr. Constantinos Pericleous (Secretary of Cyprus Forest Association)
- Dr. George Demosthenous (Frederick University)
- Mr. Nicolaos Kassinis (Game & Fauna Service)

The Project Manager Team Leader will evaluate the Project Monitoring Protocol in a regular basis and may suggest any changes to the Project Management Team in order to achieve the desired outcomes.

The present Monitoring Protocol was discussed and agreed by all project partners.



List of Abbreviations

CFA: Cyprus Forest Association

CC: Consultation Committee

DF: Department of Forests

FU: Frederick University

GFS: Game & Fauna Service

PM: Project Manager

PMT: Project Management Team

PMTL: Project Management Team Leader

SCo: Scientific Committee

Project Progress Monitoring Protocol

Indicator	Action	Relevant Deliverable/s	Responsible Beneficiary*	Sources of Information	Progress Checks	Target Numbers	Date of Evaluation	Responsibility for evaluation	Divergences, justification, proposed changes
Quality of the inventory and mapping of the habitat type	A1	Maps with the locations of Actions C	CFA	Recent inventories from the project partners, on site visits	Delivery of detailed maps representing the exact locations of Actions C, along with boundaries of ecological fields	Three color maps (one for each project site) of a suitable scale, possibly of 1:2000	31/03/2015	PMT	
	A1	Maps with the distribution of invasive/ alien species for Kavo Gkreko (CY3000005) and Koshi (CY6000009) sites	DF	Recent inventories from the project partners, on site visits	Delivery of detailed maps representing the distribution of invasive and other alien species, with suitable stratification of density classes and species	Two color maps (one for each site) with a scale of 1:5000	31/03/2015	PMT	
Preparation level for the proper implementation of the concrete conservation actions	A1	Composite technical report with the specifications of Actions C	CFA	Recent inventories from the project partners, on site visits	Composition of a composite technical report	One technical report	31/03/2015	PMT	
	A1	Technical study for a weir construction related to C2	CFA	Recent inventories from the project partners, on site visits	Composition of a detail technical study for the construction of a weir	One technical study for a weir	30/06/2015	PMT	
	A1	Three Environmental Impact Assessments (EIA)	FU	Recent inventories from the project partners, on site visits	Elaboration of three EIAs. One full EIA for the construction of the weir, two preliminary EIAs for Actions C1, C2	One full EIA, two preliminaries EIAs	30/06/2015	PMT, Department of Environment	



Indicator	Action	Relevant Deliverable/s	Responsible Beneficiary*	Sources of Information	Progress Checks	Target Numbers	Date of Evaluation	Responsibility for evaluation	Divergences, justification, proposed changes
	A3	One technical report on the population sizes assessment	GFS	Inventories of project partners, on site visits	Completion of a technical report with a description of the project sites, of the targeted birds their favorable reference value for each species and their conservation status	A technical report in electronic and printed format	31/10/2015	PM	
Approval of CY6000009 (Koshi) site Management Plan	A2	One draft Management Plan for CY6000009 site, One approved Management Plan for CY6000009 site	FU	Inventories of project partners, guidelines for the preparation of management plans for Natura 2000 sites in Cyprus	Submission of the management plan for approval, Approval of the management plan by the Scientific Committee of the Department of Environment	One draft Management Plan, One final Management Plan with texts, maps and photos, about 150-200 pages in 20 printed copies and in electronic format	31/05/2015 31/10/2015	DF, GFS, SCo of the Department of Environment	
Effective conservation and enhancement of targeted SPA sites (CY3000005, CY6000009, CY6000007)	C1	Not applicable	DF	On site visits, deliverables of A1	Establishment of five traditional agricultural fields (2 at Kavo Gkreko, 2 at Koshi, 1 at Stavrovouni forest), Ground preparation works, infrastructure installation, plantations of selected trees, shrubs and herbaceous plants	Five fields covering a total area of 10.000 – 12.000 m ² . Each field will be fenced and will contain 1 water tank, 1 pond, 1 watering point, 40 fruit and other trees and shrubs, 40 herbaceous plants, 1 bird feeder	30/06/2016	GFS	
	C2	Not applicable	DF	Deliverables of A1	Installation of 12 watering points at the targeted SPA areas	Installation of 12 watering points (5 at Kavo Gkreko, 5 at Koshi, 2 at Stavrovouni)	31/12/2015	GFS	



Indicator	Action	Relevant Deliverable/s	Responsible Beneficiary*	Sources of Information	Progress Checks	Target Numbers	Date of Evaluation	Responsibility for evaluation	Divergences, justification, proposed changes
	C2	Not applicable	DF	Deliverables of A1	Establishment of rain water collecting aprons	Erection of two rain water collecting aprons	30/06/2016	GFS	
	C2	Not applicable	DF	Deliverables of A1	Sowing of cereals/legumes on private owned land (Koshi site)	Sowing 1-2 fields of a total 10.000 m ² area on private owned land at Koshi site	30/11/2015 30/11/2016 30/11/2017	GFS	
	C2	Not applicable	DF	Deliverables of A1	Sowing of cereals/legumes on state forest land	Sowing 8-10 locations of a total 20.000 m ² area, on state forest land	30/11/2015 30/11/2016 30/11/2017	GFS	
	C2	Not applicable	DF	Deliverables of A1	Installation of 200 artificial nests	Installation of 200 artificial nests	31/12/2015	GFS	
	C2	Not applicable	DF	Deliverables of A1	Weir construction along the main stream of Koshi site	Construction of one weir at Koshi site	31/11/2016	GFS	
	C3	Not applicable	DF	Deliverables of A1	Removal of alien and invasive species from Koshi site and Kavro Gkreko	3000 trees/shrubs at each site, covering a total area of 6 ha	31/10/2015 31/10/2016	DF	
	C3	Not applicable	DF	Deliverables of A1, A2	Restoration of the native habitat types (5210, 5220*, 5330, 9320, 5420) through reforestations realization	5000 plantlets will be planted covering a total area of 4 ha	30/11/2015 30/11/2016	DF	
Limiting bird crime within the project sites by 30%	C4	Reporting minutes of the Consultation Committee meetings	GFS	NA	Evaluation of progress regarding bird crime during project implementation	Minutes from the 7 Consultation Committee meetings	December 2014, 2015, 2016, 2017 June 2015, 2016, 2017	DF	
	C4	Two reports on bird crime	GFS	Field data, results of E1	Delivery of two reports (initial on current situation, final regarding success rates and future measures /	Two reports on bird crime; an initial regarding the current situation, a final	31/12/2014 31/10/2017	DF	



Indicator	Action	Relevant Deliverable/s	Responsible Beneficiary*	Sources of Information	Progress Checks	Target Numbers	Date of Evaluation	Responsibility for evaluation	Divergences, justification, proposed changes
					recommendations)	regarding success rates and future measures/recommendations			
	C4	Action plan on bird crime	GFS	Field data	Delivery of an action plan with suggestions and/or modifications and improvements to foreseen measures	One action plan with modifications and/or adjustments to project activities towards combating bird crime	30/06/2016	DF	
	C4	Patrolling schedule	GFS	Results of A3	Delivery of a patrol schedule	One patrol program detailing the schedule for each year and site	31/12/2014	DF, CC	
	C4	Communication strategy plan	GFS	NA	Delivery of a report regarding the communication strategy to be followed	One report on the communication strategy of the project	31/05/2015	DF	
	C4	Not applicable	DF	Deliverables of A1	Effective control of vehicular access on a forest road network of 20km length	4 heavy type restriction barriers will be installed in forest roads or their sections	31/12/2015	DF	
	C4	Not applicable	DF	Deliverables of A1	Installation of warning signs regarding illegal bird trapping	Installation of 25 warning signs regarding illegal bird trapping	31/12/2015	DF	
	C4	Not applicable	GFS	On site visits	Installation of infrared motion-sensor cameras	Installation of 10 infrared motion-sensor cameras will take place at the three project sites	31/05/2015	DF	
Number of hits in the project's website	E2	Not applicable	DF	According to LIFE Project manual:	Website operation	100 hits/month	Every month from 31/03/2015 until the	PMTL	



Indicator	Action	Relevant Deliverable/s	Responsible Beneficiary*	Sources of Information	Progress Checks	Target Numbers	Date of Evaluation	Responsibility for evaluation	Divergences, justification, proposed changes
				Designing a LIFE Project Website (a contractor's application)			end of the project		
Sustainability of the project's achievements	F4	After-LIFE Conservation Plan	DF	-	Delivery of after-LIFE Conservation Plan	After-LIFE Conservation Plan in Greek and English, in paper and electronic format	31/12/2017	PMTL	
No. of recipients of information material produced	E1	Preparation of 2000 leaflets (1000 regarding the project, 1000 on the birds of Mesaoria)	CFA	Deliverables of Actions A1-A3 and C1-C4, project results, inventories of project partners	Production of leaflets	Distribution of 2000 color leaflets (1000 in Greek and 1000 in English)	31/12/2015	PM, CC	
	E1	Preparation of 2000 posters (1000 regarding resident birds, 1000 on migratory birds)	CFA	Inventories of project partners	Production of posters	Distribution of 2000 posters (in Greek and English)	31/12/2015	PM, CC	
	E1	Production of a documentary on birds	GFS	Inventories of project partners, deliverables of Action C4	Production of a 15' documentary in Greek and in English, presented at schools, Visitor Centers of DF, Municipalities etc.	Production of 500 DVDs for distribution	31/10/2016	PM, CC	
	E1	Two newsletters	CFA	Project results, inventories of project partners	Distribution of two newsletters (8 pages each, A5 size, colored) to Local Authorities, competent Government Authorities, NGOs near the project sites etc	Distribution of two newsletters to 1500 recipients (3000 total printings)	31/03/2016 30/06/2017	PM, CC	



Indicator	Action	Relevant Deliverable/s	Responsible Beneficiary*	Sources of Information	Progress Checks	Target Numbers	Date of Evaluation	Responsibility for evaluation	Divergences, justification, proposed changes
Number of Presentations in the media	E1	Three articles in newspapers / magazines	CFA	Deliverables of Actions A1-A3 and C1-C4, project results	Project presentation in the media	Three articles in newspapers / magazines for the general public of Cyprus	30/04/2015 30/04/2016 30/04/2017	PM	
	E1	Production of a TV spot on birds	GFS	Inventories of project partners, deliverables of Action C4, project results	Production of an advertisement spot on birds for the TV	Production of a 10" advertisement spot on birds for the TV	31/10/2015	PM, CC	
Impact of the promotional campaign on the local communities. Participation and awareness level	D2	Study on the assessment of the impact of the project on socio-economic aspects and ecosystem services near the project areas	FU	On site visits, questionnaires and/or interviews, deliverables of Actions E, literature	Number of visitors and bird watching activities at the project sites, public participation at local workshops, questionnaires and/or interviews	-	Preliminary study: 31/03/2015 Final study: 31/12/2017	PMTL	
	E1	Power point presentation in schools close to the project areas	GFS	Inventories of project partners	Lecturing in schools close to the project areas	Six power point presentations to elementary schools	31/03/2016 31/03/2017	PM	
	E1	Not applicable	GFS	-	Realization of four bird-watching competitions among schools near the project sites (two at each date)	Four competitions of 20-30 children each	31/03/2016 30/11/2017	PM	
	E1	Not applicable	GFS	Project results	Six educational excursions of schools located at communities near the project sites	Six excursions of 60 children each	Excursions: 31/05/2016 31/05/2017	PMTL	
	E1	Not applicable	CFA	Project results	Three exhibitions at Agia Napa's nature festival. Leaflet and poster promotion regarding bird crime	Participation in three local festivals. Distribution of leaflets and posters	30/11/2015 30/11/2016 30/11/2017	PMTL	

Indicator	Action	Relevant Deliverable/s	Responsible Beneficiary*	Sources of Information	Progress Checks	Target Numbers	Date of Evaluation	Responsibility for evaluation	Divergences, justification, proposed changes
						to people of Agia Napa, tourists, native visitors			
	E1	Not applicable	DF	Inventory of DF, project results	Two 3hour training events on forest firefighting	Participation of local hunter's associations and voluntary groups of the area (total of 30 participants)	31/05/2016 31/05/2017		
Public awareness level	E3	Production of a Layman's report	CFA	Deliverables of all Actions	Preparation of a Layman's report	Publication of a Layman's report in printed (1000 copies in color, 20-30 pp., A4 size) and in electronic format, in English and Greek	30/11/2017	PMTL	
	E1	Not applicable	DF	Inventories of project partners, deliverables of Action C4, project results	Erection of four information kiosks and provision of updated information	Four kiosks	30/06/2015	PM	
	E1	Not applicable	DF	Deliverables of Actions C	Installation of 30 information signs targeting visitors, schools, and locals	30 signs	30/11/2016	PMTL	
Effective operation of SCo	F2	Minutes of the SCo meetings	DF	-	Realization of SCo meetings	Minutes from the 4 SCo meetings	30/04/2015 30/06/2015 30/11/2015 30/04/2016	PMTL	
Increased awareness of stakeholders	E1	Not applicable	GFS	-	Realization of two 2-day workshops for stakeholders	Workshop participation of 20 foresters of DF, other government officials, representatives from local authorities and from the Cyprus	31/03/2016 31/03/2017	PMTL	



Indicator	Action	Relevant Deliverable/s	Responsible Beneficiary*	Sources of Information	Progress Checks	Target Numbers	Date of Evaluation	Responsibility for evaluation	Divergences, justification, proposed changes
						Hunting Federation			
Networking with other similar projects	F3	Two reports from the visits to other areas where similar projects have been implemented	FU	-	Two visits to similar projects	One report for each visit	Delivery of the 1 st report: 30/06/2016, Delivery of the 2 nd report: 30/06/2017	PMTL	
	F3	Proceedings of the expert's workshop	FU	-	Organization of 1 expert's workshop	30 participants approx. & Proceedings of workshop	30/11/2017	PMTL	
Success of the Final Info Day	E1	Organization of Final Info Day	CFA	-	Number of participants	70 Participants	30/11/2017	PMTL	
On-time implementation of the project	F1	All	DF	-	On time implementation of the project activities (including deliverables and milestones) according to the timeframe set in this protocol	-	In accordance to each deliverable's deadline	PMTL	



Acknowledgments

This Monitoring Progress Protocol has been prepared based on the relative outputs of two former LIFE+ projects; i.e. **LIFE10 NAT/CY/000717 (JUNIPERCY)** and **LIFE12 NAT/CY/000758 (LIFE-RIZOELIA)**.