



Annual Plan 2018 - 2019

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Executive Summary

For 2018-2019 Devon and Severn Inshore Fisheries and Conservation Authority (D&S IFCA) has taken a different approach in the production of this Annual Plan. With the range and breadth of work that is being currently undertaken and which lies ahead of the D&S IFCA, it seems appropriate to outline those drivers, objectives and workstreams that will direct its focus, resources and decision making for 2018-2019. The four core work areas, described in this 2018-2019 Annual Plan are:

1. Management of Fishing Activities
2. Compliance
3. Evidence
4. Internal Process

Details of all associated tasks are outlined in the tables contained within this Plan. This structure will lay the foundation for D&S IFCA's 2018-2019 Annual Report, which will document and promote the high standards and achievements of the D&S IFCA and its officers.

1. Introduction

This is the seventh Annual Plan for the Devon & Severn Inshore Fisheries and Conservation Authority (D&S IFCA). This Plan sets out what actions the D&S IFCA intends to take, during the financial year between 1st April 2018 and 31st March 2019, to continue the delivery of high standards in the development of fisheries and conservation management and identifies the range of activities it will undertake to fulfil its primary duties under Ss.153 and 154 Marine and Coastal Access Act 2009 (MaCAA). The 'Overview and Policy Drivers' section of this Plan provides further details on how other legislative drivers help shape the work delivered by the D&S IFCA.

D&S IFCA, whilst managing the exploitation of sea fisheries resources in its District, must

- *Seek to ensure that the exploitation of sea fisheries resources is carried out in a sustainable way,*
- *Seek to balance the social and economic benefits of exploiting the sea fisheries resources of the District with the need to protect the marine environment from, or promote the recovery from, the effects of such exploitation,*
- *Take any other steps which in the D&S IFCA's opinion are necessary or expedient for the purpose of making a contribution to the achievement of sustainable development,*
- *Seek to balance the different needs of persons engaged in the exploitation of sea fisheries resources in the District, and*
- *Seek to ensure that the conservation objectives of any Marine Conservation Zone in the District are furthered (s.154 Marine & Coastal Access Act 2009).*

This will be the last plan before the United Kingdom (UK) exits the European Union (EU). However, it is unlikely that the duties and expectations of the D&S IFCA will change in the short-term and the D&S IFCA will continue to deliver the highest standard of work against known expectations.

However, the UK's exit from the European Union has already affected the work of D&S IFCA. The funding opportunities from the European Maritime and Fisheries Fund will cease with the UK's withdrawal in March 2019. Contributions of over £500,000 from this fund will be utilised to support three key projects undertaken by D&S IFCA in the current planning year. With continued pressures on Government spending the challenge to D&S IFCA will be to identify other sources of funding to support the levy received from the constituent Local Authorities. The D&S IFCA's budget for 2018/2019 is £733,600, which is the lowest among mainland IFCAs.

D&S IFCA's Chief Officer moved to Defra at the beginning of April 2018 on secondment, for up to two years, to help with the transition of fisheries and conservation management after the UK exits the European Union. This change in staff structure presents challenges to the D&S IFCA and coincides with a period of consolidation of resources and workload. It is important that the D&S IFCA ensures that it has all the necessary internal practices and resources in place to secure delivery of its work in line with the nationally agreed High-Level Objectives and Success Criteria. This plan will assist the D&S IFCA in determining whether it has the necessary resources to engage in further projects.

2. Overview and Policy Drivers

In order to fulfil its duties under the Marine and Coastal Access Act (MaCAA) 2009, the D&S IFCA's work must also be responsive to developments in other legislation, Government and external policy drivers, which could directly or indirectly impact fisheries or the status of the fish stocks or ecosystems upon which they depend.

D&S IFCA needs to be able to respond to changing marine policy, especially the increasing focus on local management, using the best available evidence at the appropriate scale, and flexible and adaptive management measures.

2.1 Management of Fishing Activities

Under Ss.5 & 6 Marine and Coastal Access Act 2009 (MaCAA) Order 2011, the D&S IFCA inherited byelaws from Devon Sea Fisheries Committee and the Environment Agency and was required to review these byelaws to determine whether the byelaws were fit for purpose. D&S IFCA aims to replace the forty-six inherited byelaws with eight byelaws including six permit-based byelaws. S.156 MaCAA provides the opportunity for the D&S IFCA to create permit-based byelaws. Permitting byelaws provide the D&S IFCA with a flexible, adaptive approach to management and have become the chosen model when legislation is required.

Permit-based byelaws provide scope for both fixed and flexible management measures via the conditions of use within the permits issued to fishers. The scope of the flexible conditions is limited to catch, gear, spatial and time restrictions. The review procedure of flexible conditions is detailed within the main Byelaw(s). D&S IFCA has a duty to review all of the flexible conditions (per byelaw) at least every three years but can review conditions within a shorter time period as considered necessary. Any new permit byelaw (the whole byelaw) needs to be reviewed every five years. D&S IFCA has developed a guide to all aspects of byelaw review work that sets out the approach to management in more detail.

In 2014, the D&S IFCA published its first Recreational Sea Angling (RSA) Strategy. This was driven by the duty of the IFCA under S. 153(d) MaCAA to seek to balance the different needs of people exploiting sea fisheries resources. D&S IFCA will review monitoring data from two Pilot Angling Zones during 2018-2019 and publish an analysis of the findings within a report, to inform the future direction of RSA work.

2.2 Compliance Management

Full compliance with EU, UK and in particular local fisheries and environmental legislation is the overall aim of the D&S IFCA. This aim is best achieved through the adoption of an adaptive co-management approach to fisheries management. The key to achieving high compliance is ensuring that those users who are potentially affected have a real opportunity to engage with the D&S IFCA over the local management approach to be taken, so that they can understand why this approach has been adopted. The D&S IFCA's Communication Plan and use of Permitting Byelaws are designed to support better engagement.

D&S IFCA is fully engaged with the National Intelligence Model. The Model is designed to encourage the adoption of an intelligence led, targeted approach to enforcement. By taking this approach the D&S IFCA complies with the Hampton Principles of Better Regulation as set out in the Regulators' Compliance Code and the Legislative and Regulatory Reform Act

2006 (as amended). In support of another Principle of Regulation created by the Legislative and Regulatory Reform Act 2006, the D&S IFCA has created a robust decision-making process that is used to consider the appropriate disposal of all its investigations. The process involves the D&S IFCA's prosecuting Solicitor using the Code of Crown Prosecutors to determine whether the evidential test and public interest tests have been satisfied. If these tests are passed the Solicitor provides independent advice on the most appropriate action to take to dispose of the case. More detail on how the D&S IFCA conducts its work and what sanctions are available when offending is detected is set out in the D&S IFCA's Compliance and Enforcement Strategy.

D&S IFCA's practical approach to enforcement has always included searching for alternative ways of working and exploring the use of technologies. This is best represented by the D&S IFCA's decision to use remote sensing as a key part of the D&S IFCA's approach to spatial enforcement. This has been particularly important during the period when the D&S IFCA's officers have had no powers to enforce EU legislation. D&S IFCA has identified other ways of increasing its enforcement cover by using external contractors and the Environment Agency.

2.3 The Ecosystem Approach and Local Fisheries Management

The Ecosystem Approach underpins much of EU marine and maritime policy including the Common Fisheries Policy (CFP), Marine Strategy Framework Directive (MSFD) and Integrated Maritime Policy (IMP). In 2009, Defra made it clear within its publication 'Safeguarding our Seas', that the Ecosystem Approach should be adopted in UK marine policy. The same paper paved the way for the MaCAA and hence the formation of IFCAs and the development of the UK's network of Marine Conservation Zones (MCZs). In 2018 the Government published its 25 Year Environment Plan (25YEP) which confirms the UK's commitment to the Ecosystem Approach in relation to marine and fisheries management. Natural Capital is a recurring theme throughout the 25YEP and is likely to become increasingly relevant to environmental policy (see Annex 6 for definition of Natural Capital).

One of the core principles of the Ecosystem Approach is that management should be decentralised to the lowest appropriate level in order to involve all stakeholders and balance local interests with the wider public interest with the understanding that, the closer management is to the ecosystem, the greater the responsibility, sense of ownership, accountability, public participation, and use of local knowledge. This clearly resonates strongly with the IFCAs' vision:

'To lead, champion and manage a sustainable marine environment and inshore fisheries by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry.'

Whilst the Ecosystem Approach is still being defined and contextualised in relation to fisheries management the current definition under the reformed Common Fisheries Policy (CFP) is given in Box 1, below. Ecosystem Based Fisheries Management (EBFM) is therefore becoming a more specific application of the Ecosystem Approach.

This broader consideration of the potential human impacts on fish stocks brings several other policy areas, such as marine planning and UK energy policy under the umbrella of policy areas which D&S IFCA must be aware of and input into where appropriate.

Box 1. Definition of the Ecosystem-Based Approach to Fisheries Management,

'An integrated approach to managing fisheries within ecologically meaningful boundaries which seeks to manage the use of natural resources, taking account of fishing and other human activities, while preserving both the biological wealth and the biological processes necessary to safeguard the composition, structure and functioning of the habitats of the ecosystem affected, by taking into account the knowledge and uncertainties regarding biotic, abiotic and human components of ecosystems.' *The Common Fisheries Policy (Article 4)*

D&S IFCA has been involved in discussions and has input into formal consultations for developments such as tidal power, nuclear power, flood defences and aggregate dredging in recent years and the potential impacts of huge volumes of water being taken from estuaries to cool nuclear power stations is likely to remain a large focus for 2018-2019. Much of this work, like other aspects of D&S IFCA's work requires data about local fish stocks and ecology, which is often lacking.

2.4 Improving Evidence to Species Knowledge and Management

Whilst the management of inshore fisheries has been increasingly devolved to a local level, many fish stocks have distributions which span the 6nm IFCA District seaward limits and multiple national State jurisdictions. Therefore, the management of many fish stocks is governed by the EU CFP, which is administrated and enforced in the UK primarily by Defra and the Marine Management Organisation (MMO). As a result, the major evidence collection frameworks for fish still operate at an EU or national level (such as ICES data series, WFD TrAC sampling). However, for many species the current management unit may not acknowledge finer population structure which is significant in managing viable local stocks. Even for species with genuinely wide geographic ranges, key life-history stages may be closely linked to inshore habitats and EU management may not offer protection evenly over the species range. New inshore fisheries have also emerged for finfish (such as the Live Wrasse Fishery), which are not covered by any EU or National legislation. Data collected to inform EU or national management are often not appropriate for informing management at a local level. Whilst short-term project-based work helps to build on this evidence base, these projects are often short lived and are not necessarily focussed on providing evidence at the appropriate spatial scale for IFCA management.

D&S IFCA is therefore increasingly involved in the management of, or research into, finfish stocks. Development of the IFCA-level evidence frame work to direct research to inform local management is required. Several of the projects outlined within this plan are to continue building the structure of this framework (e.g. research and management plans) whilst others are designed to start providing this evidence. Such work often requires working as part of larger partnerships involving different regulatory, research, industry and NGO bodies. This work also feeds into improving the evidence base for Ecosystem Based Fisheries Management and for feeding into responses to consultations on developments.

2.5 Marine Protected Area Management

D&S IFCA has nine European Marine Sites (EMSs) and six Tranche 1 and 2 Marine Conservation Zones (MCZs). These sites were designated under the EU Birds and Habitats Directives and the MaCAA respectively and many of these sites co-locate and some have shared boundaries with other IFCAs, the MMO and Welsh Government. The IFCA is the

appropriate and relevant D&S IFCA to manage these MPAs or parts thereof within the 6nm seaward limit of its District and officers undertake evidence gathering, monitoring and enforcement relevant to this duty. This year work will focus on the completion of assessments of fishing activities in designated MPAs. A consultation started on 8th June 2018 on the third Tranche of MCZs and if all these sites are designated, D&S IFCA will be required to manage an additional six sites within the next two years, which will impose a significant resource challenge.

2.6 Development of a Mariculture Strategy

Aquaculture is the overarching term for the cultivation of aquatic animals and plants, especially fish, shellfish and seaweed, in natural or controlled marine or freshwater environments, to provide a source of food. When it occurs in the marine environment it is called Mariculture. In Europe aquaculture accounts for 20% of total EU fish production and directly employs 85,000 people and is worth 3.6 billion Euros. The sector is mainly composed of small and medium-sized enterprises in coastal and rural areas. The UK's multi-annual national plan for sustainable aquaculture identifies the stagnation of the aquaculture industry and details how the UK government will encourage growth in the aquaculture sector. However, limits on the development of aquaculture are often location specific and are better addressed at a local level. By developing a Mariculture Strategy the IFCA will provide a basis for future opportunities within this sector. Site location, displacement, seed production, hatchery options, water quality, harmful algal blooms, potential diseases, invasive non-native species and conflict with other fishing sectors are all areas which D&S IFCA can review in the strategy. D&S IFCA will work in collaboration with appropriate stakeholders and organisations in the development of the Mariculture Strategy including Defra, Cefas, MMO, Natural England, Environmental Health, SeaFish, and the fishing industry.

2.7 Information Management System

The development of an Information Management System is vital to provide the D&S IFCA and its staff operating on a day to day basis with the correct framework to comply with legislative requirements.

Key drivers of the development of the system are:

- General Data Protection Regulations (and multiple standards adopted) through the Data Protection Act 2018;
- Freedom of Information Act 2000;
- Environment Information Regulations 2004;
- Accounts and Audit Regulations 1996;
- Local Government Act 1972
- Health & Safety

The introduction of GDPR provided the catalyst for change and prompted officers to consider and review how to organise information to be compliant (in practice) with new requirements. In order to adopt a range of standards that accompany the D&S IFCA Data Protection Policy, change has been needed and further action must be considered in 2018/19.

D&S IFCA needs to be transparent and accountable in the management of information and data that it holds. The mixed nature of information that D&S IFCA utilises is often linked to decision making and the processes that are followed when taking those decisions. D&S

IFCA is committed to continuing initiatives such as detailed reporting to fully describe decision making and the evidence bases that are used in any such process. It is envisaged that these efforts will reduce the staff time needed to process requests in regard to Freedom of Information Act 2000 (FOI) and the Environment Information Regulations 2004 (EIA).

3. Core Work Areas

3.1 Management of Fishing Activity

S.153 MaCCA clearly defines D&S IFCA's duties to manage inshore fisheries and the exploitation of sea fisheries resources in its District. D&S IFCA is committed to an activity-based approach when reviewing the management of different fishing activities. This review has potential to include the development of new permit byelaws and also includes the review of existing permit conditions already introduced. Table 3.1 details the specific tasks that will be undertaken in 2018-2019.

A significant portion of the work in 2018/19 will be to review and, where needed, amend existing permit conditions for the Mobile Fishing, Potting and Diving Permit Byelaws. A new element of work will be to begin a review of the management of identified hand working fishing activities, which due to its expected complexity, will almost certainly extend into 2019/20. Another key workstream will be to introduce a new Application Byelaw to replace an Emergency Application Byelaw. Significant levels of consultation are required to conduct a review, amend permit conditions or introduce any new byelaw. This is where there is a direct link to other aspects of D&S IFCA's work including research and communications initiatives.

Documenting the work being undertaken is of particular importance for D&S IFCA. The Byelaw consultation reference reports have been developed with this in mind. These reports have multiple aims including providing all stakeholders with key information so they can effectively engage in the consultation process and assist decision making. Throughout the process the reports will be expanded and further editions created. On completion of all phases of consultation, these reports will act as the overarching reference documents and will be posted, with all other relevant information, on the D&S IFCA's website.

A Mariculture Strategy will be a component of this year's work. It is envisaged that this strategy will direct those interested in developing mariculture in the District to all the relevant information that is available as well as supporting exiting mariculture fishery in the District and help facilitate new opportunities. The Strategy will be iterative, supplemented by new research outputs and highlight funding streams for further development. Relevant engagement and consultation with members of the shellfish industry in the District will help inform the Strategy.

Voluntary Codes of Conduct were introduced for three sites in the D&S IFCA's District, which aim to manage current commercial netting and longlining effort to preserve the importance of the area to anglers. Monitoring programmes were developed for two of these Angling Zones to assess the level, location and timing of fisheries activities within these zones. These data will be analysed to assess the impacts of implementing small-scale spatial management to benefit the Recreational Sea Angling (RSA) sector and to aid in the development of management measures at the sites.

Where MPA assessments have highlighted some uncertainty in the evidence available, further work must be undertaken. These uncertainties form the basis of Monitoring and Control Plans, where additional evidence is gathered to ensure the management of fishing

occurring in the sites is sufficient to prevent degradation of the designated habitats and features of the sites.

Table 1- Management of Fishing Activities Workstreams

Category	Task	Action	Why?	When?
Management of Fishing activity	To introduce further management measures under the Mobile Fishing Permit Byelaw	To introduce the requirement for all Mobile Fishing Vessels between 6.99 & 15.25 metres to have fitted a fully functional IVMS fitted.	To have a fully monitored Mobile Fishing fleet within the D&S IFCA's District improve monitoring and management of these fisheries, in particular in relation to the protection of MPA habitats.	New permits to be issued by 17 th August 2018.
		To work with Common Seas to install 84 IVMS units on Mobile Fishing Vessels between 6.99 and 11.99m.	To meet the conditions of the EMFF grant for the installation of the IVMS units	All units to be installed by 2 nd August 2018.
		To create new permit Annexes (charts).	To reflect restrictions in spatial access to mobile gear vessels. in particularly in MPAs	New permits to be issued by 17 th August 2018.
		To finalise new application forms and other associated policy documentation.	To update existing form to capture the necessary information and be GDPR compliant	By 17 th August 2018.
	To introduce further management measures under the Potting Permit Byelaw	To introduce restrictions on the removal of spiny lobsters.	This restriction is to support the required recovery of spiny lobsters in the Bideford to Foreland Point MCZ	New permits to be issued by 1 st July 2018.
		To introduce an increase size in Minimum Conservation Reference Size (MCRS) of whelks.	To reflect the D&S IFCA's scientific research into the sexual maturity of whelk and to action the findings of the consultation.	
		To create new permit Annexes (charts).	To reflect new spatial restrictions on the use of certain types of pots to protect otters and catch restrictions for spiny lobster.	
	To introduce further management measures for the Live Wrasse Fishery under the Potting Permit Byelaw	To introduce a revised slot size for Corkwing wrasse.	To reflect the D&S IFCA's scientific research into the catches of Corkwing and to protect a larger proportion of the mature population.	New permits to be issued by 1 st July 2018.
		To change the period of closure for the fishery.	To reflect the D&S IFCA's scientific research exploring the spawning season for wrasse and to prevent fishing during	

Category	Task	Action	Why?	When?
			the peak spawning periods.	
Management of Fishing activity		Introduce new voluntary measures.	To restrict the extent of the fishery to assess, through on-going research, if the management measures introduced are effective, and whether the fishery is having a negative impact on the stock. The new areas closed better align to the existing wrasse fishery.	Notification of new voluntary measure by 1 st July 2018.
	To continue with the consultation on new permit conditions for the Diving Permit Byelaw	D&S IFCA Byelaw & Permitting Sub-committee will review findings of the Phase 1 consultation and identify potential items for a Phase 2 consultation.	To fulfil the mandatory 3-year review of Diving Permit conditions, as stated in the Diving Permit Byelaw.	Sub-committee meeting 17 th August 2018 Consultation period will be decided at this meeting.
	To implement new permit conditions for the Diving Permit Byelaw	D&S IFCA Byelaw Sub-committee to consider new management measures following formal consultation.	To introduce required management in a timely manner.	Possible introduction of new permit conditions January 2019.
	To implement a permanent Application Byelaw	To undertake formal consultation to develop the scope of the Application Byelaw.	The emergency Application Byelaw must be replaced by a permanent byelaw within twelve months of the in-force date of 9 th May 2018.	Introduce by 9 th May 2019.
	To review management of Hand Working Fishing Activities (hand gathering, crab tiling and bait collection)	To produce the review of Hand Working planning document for D&S IFCA's Byelaw & Permit Sub-committee.	Hand Working in the District needs to be reviewed along with the legacy byelaws, as part of the Byelaw review process.	17 th August 2018.
		To produce three summary reports, on hand gathering, crab tiling and bait collection, for the D&S IFCA's Byelaw & Permitting Sub-committee.	To inform the Byelaw and Permitting Sub-committee's initial consideration of future management of Hand Working activities carried out in the District.	Initial consideration of crab-tiling report 17 th August 2018.
	To publish Byelaw development reports for Mobile Fishing, Potting and Potting for Live Wrasse.	To produce final Byelaw Development Reports that document the complete process associated with the amended permit conditions for Mobile Fishing, Potting and Potting for Live Wrasse.	D&S IFCA must be accountable and transparent in its decision-making process.	31 st August 2018.

Category	Task	Action	Why?	When?
Management of Fishing activity	To publish a development report for the new Application Byelaw	To produce a Byelaw Development Report to document the progress and findings of consultation in regard to a new Application Byelaw.	D&S IFCA must be accountable and transparent in its decision-making process.	September 2018, with other editions following.
	To publish detailed minutes	To compile and publish detailed minutes from all Sub-Committee meetings.	D&S IFCA must be accountable and transparent in its decision-making process.	Draft minutes circulated 1 month after each meeting.
	To investigate the possibility of a S.167 Agreement with Cornwall IFCA	To Identify evidence that the current joint management approach in the Plymouth Sound is not effective. The ACO will hold discussions with Cornwall IFCA regarding the development of a 167 Agreement in relation to the Plymouth Sound & IFCA boundaries and inform the D&S IFCA of the outcome of such discussions.	To explore whether the harmonisation of management in this area of the District would be more effective and appropriate than the status quo.	D&S IFCA members to decide if this should be progressed at the June 2018 AGM. If so, a feasibility report will be produced by September 2018 for consideration at the November Byelaw and Permitting Sub-committee.
	To review the effectiveness of Skerries Bank and Berrow, Burnham and Brean Angling Zones	Analysis of the data collected will be undertaken and activity will be mapped using GIS. A report will be produced and results will be disseminated to the different sectors.	D&S IFCA introduced angling zones as part of its Angling Strategy. The results will determine if the voluntary measures were sufficient to promote the development of the RSA sector or whether any more formal measures should be considered.	Report by September 2018.
	To develop Monitoring and Control Plans (M&CPs) for certain activities taking place with Marine Protected Areas (MPAs)	M&CPs will be produced for specific activities in four MPAs and will be sent to Natural England for formal advice. Monitoring programmes will be set up and results will inform any potential changes in management of the fishing activity assessed.	To ensure the best available evidence is being used in the IFCA's management decisions and fulfil the IFCA's duty to protect the marine environment from or promote its recovery from the effects of the exploitation of sea fisheries resources.	Implementation by December 2018.

Category	Task	Action	Why?	When?
Mariculture Strategy	Development of a Mariculture Strategy	A Mariculture Strategy will be developed throughout 2018, and in part be informed by consultation with the mariculture Industry and interested parties.	The strategy will highlight core areas where the IFCA may have the opportunity to work with the mariculture sector to evaluate and advance mariculture opportunities and provide information to those interested in entering this sector.	Draft Strategy presented at March 2019 Quarterly meeting.
	Partner Organisation to EU Interreg Project - EUROHAB	The IFCA will engage with the mariculture sector in the Western Channel and Celtic sea. Officers will attend project meetings and organise workshops with industry members to enable discussions and development of a web alert system.	D&S IFCA is a partner in the EUROHAB project. The project will use satellite imagery to identify harmful algal blooms and develop a web alert system, which industry members can use to help manage their harvesting strategy and protect their markets.	Stakeholder meeting May 2018. Project steering group meetings May and November 2018. Reporting to Interreg August 2018 & February 2019.

3.2 Compliance

An effective and fair approach to enforcement is essential to support the management that the D&S IFCA has introduced and to encourage compliance. D&S IFCA has a targeted, intelligence led approach to enforcement and is fully committed to the successful delivery of the National Intelligence Model. Partnership working and identifying innovative solutions are also strong themes in the D&S IFCA's delivery of compliance and enforcement.

D&S IFCA reviews its Enforcement and Compliance Strategy annually to ensure that it has the framework to deliver the Success Criterion 2 and comply with wider regulatory requirements such as the Legislative and Regulatory Reform Act 2006 and the Code for Crown Prosecutors. This compliance section of the 2018-2019 Annual Plan highlights the key projects that the D&S IFCA will undertake to support its enforcement work.

The two most significant projects during the year will see the completion of the D&S IFCA's IVMS project and the commissioning of a new 7.8 metre RIB.

The completion of the IVMS project will mean that a fully monitored towed gear fishery will exist in the UK for the first time. The project, visualised over six years ago, has had many challenges to overcome but will, it is hoped, pave the way for the national roll out of vessel monitoring equipment on all UK registered vessels, less than 12 metres in length, operating in English waters.

D&S IFCA expects to take delivery of a new 7.8 metre RIB in September 2018. The patrol vessel will replace the D&S IFCA's 6.4m RIB which is nearly 15 years old. The vessel will provide a more reliable platform to undertake enforcement work. The design will improve crew safety and comfort and new technologies will improve the likelihood of detecting illegal activities. Once the RIB is delivered a naming ceremony will take place. The vessel will be named after the late David Rowe, former D&S IFCA Byelaw and Permitting Sub-committee Chair and Member of the full D&S IFCA.

Table 2 Compliance Workstreams

Category	Task	Action	Why?	When?
Effective Enforcement	To monitor Mobile Fishing Vessels using IVMS	To interrogate IVMS to assess compliance with Permit conditions as an integral part of intelligence led enforcement work.	To provide the better evidence when investigating infringements to permit conditions. To seek to ensure the effective enforcement of legislation.	84 vessels fitted by 15th August 2018.
	To support the roll out of the National IVMS Project	To prepare a submission to EMFF for 487 IVMS units to be installed on all licensed fishing vessel with an administration port within the District.	To gather more information on the activity of the inshore fleet and support the aim of sustainable exploitation of the UK's commercial fisheries.	Staged roll out 2019. Submit EMFF bid June 2018.
	To use lobster scrubbing test kit to identify infringements to local and National Legislation	To identify a certified laboratory to undertake the testing of lobsters suspected of being scrubbed of their eggs. To inspect lobster and crawfish catches on fishing vessels and where scrubbing is suspected samples will be taken for testing.	Lobster scrubbing testing has been identified as a key factor to ensure the success of the investigations that the enforcement team undertake. By outsourcing the testing this will alleviate issues such as chemical storage.	Identify certified laboratory by June 2018. Intelligence led catch inspections throughout the year.
	To take delivery of a new Patrol Vessel	To oversee the build of the new patrol vessel by attending presentations on completion of the hull and wheelhouse configuration. The IFCA, in conjunction with the manufacturer, will conduct sea trials.	This will ensure that the build meets the delivery timescale and build meets the agreed design and quality specifications.	New vessel handover September 2018.
	To submit an EMFF funding bid to purchase a Forward Looking Infra-Red (FLIR) camera	A bid will be submitted to EMFF. Once the bid is granted an infra-red camera will be purchased and the installation will take place during the build of the new patrol vessel.	The FLIR cameras will increase the capability of detecting illegal activity at low light intensity and increase officer safety.	Bid application submission May 2018. Installation by September 2018.

D&S IFCA Documentation

Category	Task	Action	Why?	When?
Working Together	To secure agreement to use other vessels for enforcement	To develop a contract with Yealm Harbour D&S IFCA for IFCA officers to use the harbour launch for enforcement activities.	Reduces time to react to reported illegal activity by not towing enforcement RIB to location, reduces number of officers required.	Contract in place June 2018.
	To second officers and equipment	To develop a service agreement with Dewnan Advisory Group, a security company, to use the company's vessel and second their officers for enforcement purposes.	This will increase enforcement coverage and monitor compliance of fisheries legislation within Salcombe Estuary.	Contract in place September 2018.
	To warrant Environment Agency Officers	Warrants will be issued to four Environment Agency officers and training will be given where necessary on D&S IFCA permit conditions.	Maintain existing enforcement coverage by issuing warrants to qualified enforcement officer based around the District.	On-going.
	To follow National Compliance Directives	to ensure IFCA Officers comply with and conduct their enforcement activities within the national frameworks.	This ensures consistent approach in areas of enforcement where both MMO and IFCAs have powers to enforce.	On-going.
	To Produce a Compliance and Enforcement Strategy	To identify and document the key components of the enforcement work the IFCA undertakes and the future delivery requirements, whilst developing joint working opportunities.	This strategy fulfils the IFCA's success criteria and provides guidance to fishers and officers on how the D&S IFCA will undertake its enforcement work.	Published annually - July 2018.
	Member of Tactical Co-ordination Group	To attend meetings held at IFCA enforcement team and regional level.	This allows the sharing of illegal activity intelligence reports and co-ordination enforcement action.	IFCA meetings 3 weekly. Regional every 4 weeks.
	To maintain a Duty Phone	To ensure the duty phone is carried by officers at out of office times. To document all reports of suspected illegal activity in intelligence reports.	Provide a communication option to report suspicious activity out of office hours and increases knowledge of suspected illegal activity in the District.	On-going.

3.3 Evidence

Evidence gathering is at the core of management decisions for D&S IFCA. The very best available evidence is needed to fulfil the IFCA's duties under Ss.153 and 154 MaCCA. D&S IFCA produces an Annual Research Plan, which sets out the research projects and survey work for the forthcoming year to deliver Success Criteria 3 and 5 and ensure the IFCA manages the sustainable exploitation of sea fisheries resources and delivers marine environmental protection within its District. This evidence section and table 3.3 of the 2018-2019 Annual Plan highlight the key components of the research plan.

Whilst some projects are short term 'one stab' at the evidence gathering, others are part a long-term evidence gathering strategy, for example the Bass PhD is a four-year research programme to answer several questions relating to bass and how they use the coastal and estuarine ecosystems. Other evidence gathering activities are one-off projects for 2018-2019, such as the habitat mapping project to survey the seabed habitats of the two Tranche 2 MCZs in North Devon. There are also surveys undertaken on an annual basis, by the Environment Team, such as intertidal mussel bed surveys.

Partnership working is at the core of the evidence gathering that D&S IFCA undertakes. Much of the research could not be achieved without working with stakeholders, industry members, NGO bodies and agencies such as Cefas, Natural England and the Environment Agency. Collaboration with academic institutes is also key to fulfilling the evidence gathering function of the IFCA. The IFCA is increasingly involved in finfish research and working with a range of respected specialists in this field, which has increased the knowledge of the IFCA and the development of robust research projects.

To fulfil D&S IFCA's High Level Objectives the Environment Team undertakes reactive work such as Data Information Act requests, MPA reporting, issuing dispensation/authorisations, attending conferences and events, and giving presentations not only on research topics but on the overall management strategies and achievements of the IFCA. Many coastal and estuary fora meetings, and fishing association meetings are attended where IFCA officers give regular updates on IFCA workstreams. The Environment Team members sit on Defra initiated national groups - Marine Protected Area Group and Impact Evidence Group - as well as the IFCA Technical Advisory Group and the Hinkley C Marine Technical Forum.

Table 3 – Evidence Workstreams

Category	Task	Action	Why?	When?
Ecosystem Based Fisheries Management	Pot Saturation Study - Wrasse Fishery	Officers will provide technical and practical support to a Master project by: supervising the MSc student from Plymouth University; training in survey methods and fish identification; assisting with survey planning, providing SV Black Jack as a supporting vessel for the initial survey; chartering a commercial fishing vessel involved in the fishery for the student to undertake 6 on-board surveys and loaning go-pro cameras to be placed on the pots, to film the use of the pots by wrasse.	In-order to provide a good indication on the health of the fishery and population of wrasse within the fishery area, a pot saturation study will determine when and at what point the pots stop catching fish. The catchability/efficiency of the pots, in terms of fish entering and exiting the pot, will be assessed. This will inform catch per unit effort calculations, which will help measure the sustainability of the fishery and the effectiveness of IFCA management measures.	End of June 2018 for the experimental work. 20th September 2018 for completed dissertation.
	Wrasse On-board Surveys	Officers will undertake all on-board data gathering and collect fishermen's' data, transport documents and sales. Officers will analyse data, compare results with previous year's data and report to the D&S IFCA in November 2018.	To fulfil the D&S IFCA's objective to have a fully-monitored sustainable Live Wrasse Fishery in its District.	Surveys: May - Oct 2018. Report: November 2017.
	To investigate and understand the nursery Function and Role of the Severn Estuary	IFCA officers will assist Plymouth University in the collection of monthly samples of fish, using a push net, at various locations in the Bristol Channel.	This will help the IFCA understand impacts to fish populations, which may prevent the function and use of the Severn's ecosystem by juvenile fish.	Monthly surveys undertaken between June 2018 and March 2019.
	To identify the herring stock and spawning areas within the Bristol Channel	IFCA officers will work with researchers to design the project and survey work. Officers will liaise with fishing industry and stakeholders by arranging and attending meetings and steer the project once a lead partner is identified.	This project is part of the North Devon Pioneer Programme, as described in UK's 25 YEP. D&S IFCA will get a better understanding of the use of the Bristol Channel by herring and this will inform its management of this heritage fishery.	Attend four steering group meetings in 2018, and project development meetings when required.

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Category	Task	Action	Why?	When?
Ecosystem Approach to Fisheries Management (EBFM)	To complete Bristol Channel Fisheries Research and Management Plans	IFCA officers will design the project and aid the submission and implementation of funding bid for the short-term employment of an officer to draft the plans. The IFCA will steer the project and host and supervise the employee delivering the plans.	This project aims to describe the current situation and identify future research requirements, which would enable a move towards regional, EBFM in the Bristol Channel. The resulting Fisheries Research and Management (FR&M) plans will form an important baseline for the North Devon Marine Pioneer Programme and will set the direction for future Pioneer project work, and steer D&S IFCA's future research work in the Bristol Channel.	Project design completed- July 2018. Five species plans to be completed by March 2019.
	Sea Bass Conservation UK Project	IFCA Officers will help to engage local stakeholders in the project, participate in regional workshop, assist with survey design and take part in survey work.	New EMFF funded project on Sea Bass conservation led by Cefas, which will co-ordinate a series of regional workshops to inform stakeholder-led data surveys using a variety of fishing vessels and gears. The results will provide information on local bass spawning areas and stock status and will help determine the regional and seasonal movements of bass. The project will establish local bass mark-ID tagging schemes, where anglers and commercial fishers will be trained in mark-recapture methodology, enhancing stakeholder involvement and improving our understanding of fish behaviour.	Project runs between 2018 and 2020. Project report 2020.
	Use of <i>Sabellaria</i> by finfish and mapping the extent of <i>Sabellaria</i> in the Severn Estuary	The project will cover two areas of work: 1. The D&S IFCA will source and purchased fyke, seine and tangle nets, to be deployed from the shore and from a vessel to collect the fish species where <i>Sabellaria</i> is present. Officers will be involved in this survey work. 2. Officers will be on board the survey vessel engaged in the mapping of <i>Sabellaria</i> reefs with Swansea University and Ocean Ecology Ltd, using a Defra-funded jointly owned IFCA ARIS sonar camera.	This will increase the evidence base for the function of the Severn Estuary as a fish nursery area and also identify the adult finfish use of essential fish habitats.	Project area 1 - June 2018 - March 2019. Project area 2 - June 2018 - December 2018.

Category	Task	Action	Why?	When?
Ecosystem Based Fisheries Management	Severn Estuary Ecological Research Forum (SEERF)	Officers will set up, lead and co-ordinate a new forum for active researchers on the Severn Estuary, known as SEERF.	SEERF will enable partnership working towards shared goals, which will support sustainable development and nature conservation and improve our understanding of the ecosystem of the Severn Estuary. SEERF is a group of stakeholders that meet on a non-commercial basis to discuss current or proposed research and monitoring to better understand the ecology of the Severn Estuary area.	2018 onward. Two meetings planned - Summer and Autumn 2018.
	Development of Position Statement on Direct Cooling for Nuclear Power at Hinkley point C	Officer will input into the Marine Technical Forum of Hinkley Point C and relevant consultations (closed and public). Responses will be submitted to appropriate national consultations and discussions. Develop a stand-alone position statement on Direct Cooling Nuclear Power Stations and Hinkley Point C.	The D&S IFCA has a non-statutory role on Hinkley C Marine Technical Forum. Using this position, the D&S IFCA believes that it can highlight its concerns over the development of such a significant project and the impact of on the Severn Estuary MPA.	Position statement by September 2018.
MPA Management	Bait Digging in Seagrass Area of Exe Estuary SPA	Officers will undertake surveys on the effort and location of the bait digging activity, along with quantities of bait removed in areas of seagrass. Data will be analysed data and a report produced.	Monitoring of this activity will assess the compliance with the Exe Estuary Voluntary Code and inform potential future management and development of the Hand Working Permit Byelaw. Seagrass is a feature of the SPA and these data will inform HRA assessment.	Surveys -May 2018 to November 2018 Report to the Byelaw & Permitting Sub-committee in February 2019.
	Bait Digging in Plymouth Sound EMS and Exe Estuary SPA	Officers will analyse the data from Bait digging surveys conducted in the Exe Estuary SPA and Plymouth Sound and Estuaries EMS in 2017	This forms part of the duty to manage fishing activities under Defra's revised approach. The data from this survey will inform the HRA assessment in these MPAs and will also be used in D&S IFCA's consideration of the management of this activity.	Report October 2018. Submitted to Byelaw & Permitting Sub-committee.
	Cuttlefish Pot Interactions with Seagrass in Torbay MCZ	Officers will undertake survey work, which will include fitting of camera equipment, hauling pots and analysing data and reporting.	Filming of the interaction of pots on the designated sea grass habitat of the Torbay MCZ will help reduce the uncertainty and determine the impact of the activity on the feature, Seagrass has a recover to favourable condition conservation objective and the D&S IFCA has a statutory duty	Survey work May 2018 to July 2018. Report to Natural England to support previous MCZ. assessment

Category	Task	Action	Why?	When?
			to further the conservation objectives of the MCZ.	September 2018.
MPA Management	Habitat Mapping T2 MCZ	Officers will undertake up to ten days of grab and filming survey work within the MCZs, on-board the EA survey vessel.	As part of the MPA evidence-gathering programme, both Trance 2 MCZs in North Devon will be resurveyed in 2018 to gather further evidence of the location, extent and character of the designated habitats and features of the site. D&S IFCA and CIFCA have raised concerns over the incomplete evidence available on which to base MCZ assessments and future management.	Survey work to be undertaken July / August 2018. Data will be analysed by Cefas by March 2019.
	Monitoring and Control Plans (M&CP) for Shad in the Severn Estuary and Plymouth Sound and Estuaries EMS	Officers will design and implement Monitoring and Control Plans (M&CP) for shad, which will involve undertaking survey work, monitoring of catches and landings, and reporting.	Following D&S IFCA's Appropriate Assessments that found no 'Likely Significant Effect' for bycatch of Twaite shad (Severn Estuary) and Allis shad (Plymouth Sound) it was agreed with Natural England that netting efforts should be closely monitored and more information should be collected on bycatch levels, where possible, as part of a M&CP for both EMSs.	M&CP in place by December 2018.
	To create Monitoring & Control Plan from results of the BACI surveys in Torbay MCZ/	Officers will design and plan sediment grab surveys to be undertaken by Ocean Ecology Consultants. Officer will monitor fishing activity through sightings and vessel track data supplied by fishers. Officers will collate all findings of this survey and those from the October 2017 initial survey, to produce a report and a M&CP.	A Defra and Natural England funded survey was undertaken in October 2017 to investigate the impact of otter trawling used for catching cuttlefish on the sub-tidal mud designated feature of the Torbay MCZ. This planned survey, will investigate further the impact of otter trawling and will determine if the recovery of the mud habitat has taken place after six months. The findings may lead to changes in management of trawling within the site.	Report produced by August 2018. M&CP submitted to Natural England August 2018.
	To analyse data collected from Hand-gathering surveys in the Torbay MCZ	Officers will analyse data gathered during the 2017 inter-tidal hand gathering activity survey conducted at various location in the Torbay MCZ. Officers will produce a report and MCZ assessment.	A survey of hand gathering activity was completed in 2017 for the Intertidal area of the Torbay MCZ to gather evidence to inform the MCZ assessment for this gear/feature interaction. The analysis of these data will inform the MCZ assessment and the Byelaw & Permitting Sub-Committee's review of Hand Working activities.	Report by October 2018.

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Category	Task	Action	Why?	When?
MPA Management	To complete EMS/MCZ Assessments	Officers will undertake literature reviews, survey work and complete MPA assessments using evidence gathered from activity and habitat surveys. Officers will complete twenty Habitat Regulation Assessments and fifteen MCZ assessments, and a further eighteen require checking before being sent to Natural England for formal advice.	All fishing activities that take place within MPAs need to be assessed for any likely significant effect, to fulfil the D&S IFCA's environmental duties and Defra's revised approach to managing commercial fishing activity. Those outstanding assessments for bait collection activities are awaiting the results of survey data analysis. The deadline for these has been extend by Defra to end of 2018.	The work will be completed by December 2018. The only limiting factor, which may postpone this, is awaiting survey results from other agencies.
	To produce a Lundy SAC M&CP	Officers will monitor the trawling activity in the Lundy SAC by gathering information and data from the fishing industry and VMS. This together with past evidence will be used to develop a M&CP.	Advice from Natural England suggested that the trawling for squid in the Lundy SAC needs to be monitored to reduce uncertainties about the frequency, level of effort and the location of the trawling activity within the area where access to this activity is allowed under the Mobile Fishing Permit Byelaw. A M&CP will hold this information and any changes in activity can be monitored by setting activity level trigger points, exceedance of which may initiate a review of management measures.	M&CP produced by October 2018.
	To monitor Potting in Plymouth Sound in or close to Seagrass beds	Officers will conduct six patrols and data will be mapped and feed into amendments to HRA	As part of the on-going monitoring of fishing activity, information on the location of pots close to or located within the seagrass beds within the Plymouth Sound and Estuaries EMS will be gathered.	Patrols completed by November 2018. Findings reported to natural England by December 2018.
	To monitor Spiny Lobster abundance in T1 & T2 MCZ / District wide	Officers will send out surveys forms to fishing industry and liaise with divers to collect data. Data from catches and sightings will be analysed and reported on. Officers will collect landings data from the MMO and investigate trends in the landings for the fishery.	Spiny lobster is a feature of three MCZs in the District and has a recover conservation objective. Spiny lobster fisheries existed in the past and were of significant value to the fishing industry. There appears to be a recovery of the populations across the District and there are increased landings into ports in the District. Monitoring of the fishery is important to provide vital information for future management considerations.	Data collection June 2018 -March 2019. Report by April 2019.

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Category	Task	Action	Why?	When?
Species Knowledge & Management	To assist the Bass PhD - Tagging & Acoustic Monitoring & Steart Sampling	Officers have a formal supervisory role on the PhD panel, giving advice and input on survey design and management needs. Officers will help introduce the PhD student to relevant stakeholders, thereby supporting the PhD bass workplan. Officer will also be involved in the tagging of bass and fish surveys at Steart.	There are three key areas of work within the D&S IFCA funded Bass PhD, which will be undertaken this year and continue until 2020: 1. Small fish surveys of Steart Managed Realignment in Somerset; 2. The Immature Bass Acoustic Stock Surveillance (I-BASS) project' which involves acoustic tagging of bass in estuaries and deployment of arrays of acoustic receivers to investigate movement within and in and out of estuaries. 3. An investigation into bycatch rates of salmonids in coastal nets.	2018-2020 Survey work completed July to October 2018. PhD July 2020.
	To undertake a Cuttlefish Recruitment Trial	Officers will undertake all survey work, including chartering of a fishing vessel, setting and hauling pots. Officer will compile all the findings together with a detailed literature review and produce a report. Outputs will be shared with the members of the fishing industry.	Static pots appear to have become one of the preferred media for egg laying as well as natural habitats. The trial will test the plausibility of attaching detachable media (ropes and netting) to the inshore cuttlefish pots so the cuttlefish can lay their eggs on this media rather than directly on the pots. The media can then be removed from the pots at the end of the fishery season and left in the sea to allow eggs to hatch and aid recruitment of juveniles into the fishery.	Surveys May and July 2018. A report will be complete by October 2018.
	To trial the flying array camera system to undertake Scallop Stock assessment	Officers will supply the equipment, oversee its use for the trial, participate in eight days of survey work on board the SV Endeavour and increase knowledge for future IFCA research.	D&S IFCA's flying array will be trialled from the Cefas SV Endeavour. Cefas currently use a drop-down video and stills camera to undertake research, so this survey is trialling the flying array as an alternative method. This trial will determine whether the array can be used in scallop stock assessment surveys.	Survey planned for June 2018.

Category	Task	Action	Why?	When?
Species Research and Management	To undertake Salcombe Scallop Fishery Stock Assessment	Officers will plan the survey work, liaise with fishermen, undertake on-board surveys before during and after the fishery opening to collect data on all catches and location of the tows. Officers will report their findings.	A highly restricted scallop fishery exists with the Salcombe Estuary between mid-December and mid-March each year. Fishermen submit landings data. For the 2012/2013 fishery pre-, during and post-fishery on-board scallop stock surveys were undertaken to assess the stock levels. This was the baseline study and for 2018/2019 fishery a repeat of this survey will take place to compare the stock between this period and before and after this year's fishery.	December 2018 to April 2019. Report End by May 2019.
	To assess bycatch from the SW Crab and Lobster Fisheries - Fisheries Improvement Plan (FIP)	Officers will continue to sit on the steering group of the FIP. Officer will supervise the MSc and provide links to data access and the industry.	To assess the bycatch from the SW lobster and Celtic Sea and Western Channel Brown Crab Fisheries as part of the Marine Stewardship Council's Project UK FIP. This work is being undertaken by a MSc student from Plymouth University who is using fisheries data from the SW and comparing it to Irish Sea data.	Three meetings with project team April 2018 to September 2018. Monthly meetings with student. Thesis written up by September 2018.
	To assess mussel and cockle stocks in the Teign Estuary, Exe Estuary and Taw Torridge Estuary	Officers will plan and undertake all survey work, analyse data and report findings to the Byelaw and Permitting Sub-committee. Results will be used to amend MPA assessments where appropriate.	Mussel surveys on the Exe and Taw Torridge Estuaries, and cockle surveys on the Exe Estuary take place on annually to assess the stock levels. The data collected will be analysed to investigate the food availability to the bird populations that use the estuaries. Surveys of the mussel beds and cockle beds in the public fishery part of the Teign Estuary will be undertaken for the first time since 2012 to assess density and distribution of these shellfish resources. Results will inform the development of the Hand Working byelaw, as hand gathering of shellfish is known to taken place in these estuaries.	Surveys will take May to November 2018. Report by February 2019.

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Category	Task	Action	Why?	When?
	To determine the Spawning Season for Whelks	Officer will carry out laboratory work to gather spawning and size of sexual maturity data, analyse results and submit a report to the Byelaw and Permitting Sub-Committee.	On request of the Byelaw and Permit sub-committee, further whelk samples were taken in December 2017 and January 2018 to fill a data gap to determine the whelk spawning season for the North and South coast fisheries.	Analysis to be completed by August 2018. Report will be available October 2018.

3.4. Internal Process

Internal Process is an often overlooked but an increasingly important workstream for D&S IFCA. This umbrella term incorporates a number of key areas of work in 2018-2019:

- **Development of internal Systems (Information Management Plan)**
- **Communications**
- **Policy**
- **Staff**
- **Finance**

The previously adopted approach by D&S IFCA has needed an overhaul and throughout 2017/18, the work needed to review, develop and improve internal systems has been on-going and time consuming. Along with internal efforts and initiatives, the use of specialist advice and the services they provide will also be required for the further refinement that is needed throughout 2018/19 to meet the expectations of staff, D&S IFCA members and stakeholders.

The underpinning information, management and internal systems, and how staff (and members) adapt to these changes, are all key elements for the successful delivery of the overall aims.

Recent developments and on-going workstreams include rebuilding of internal electronic files (shared server) with secure access to personal data; robust cataloguing of information; GDPR (refinement of Policy, multiple standards, privacy notices, file security, data registers) and developing a stable website library concept for increased transparency and publishing /communication initiatives (Publication Scheme)

Effective communication is essential for a wide range of tasks including consultation but is just as important in demonstrating what the D&S IFCA has achieved and what it wants to achieve. D&S IFCA will publish its communication strategy this year.

Developed policy work to date has been utilised in different aspects of D&S IFCA's working and although Data Protection is an obvious example, this type of working can also extend, but not be limited to, the tasks highlighted in Table 3.4.

Although not always highlighted in Annual Planning, the refinement of existing policy is important and takes considerable time. Development of new policy documentation or possibly a move towards a Frequently Asked Questions format to clarify aspects of Permitting Byelaw permit conditions are likely in 2018/19, as permit conditions change for a range of fishing activities.

Table 4 – Internal Process Workstreams

Category	Task	Action	Why?	When?
Information Management System	To populate the information management system	Officers will finalise the new filing system by checking the relevance of the existing folders and files and moving the appropriate documents into the new system.	The D&S IFCA needs to ensure it has a modern system for data handling to deal with GDPR, FOI, EIR and publications and to ensure it is used effectively for the IFCA's needs.	End of June 2018.
Communication	To review and update the D&S IFCA's Communications Plan 2018/19	Officers will update the existing Communications plans.	On request of the Full D&S IFCA, the Communications Plan will be reviewed so that timely announcements are made to publicise the project and work set out in the Annual plan.	Present review to the Full D&S IFCA September 2018.
	To launch a new website	Officers will finalise the structure of the new website before launching it.	D&S IFCA's primary communication tool is the website.	Launch by August 2018.
	Staff to contribute to the delivery of the Communications Plan	All officers to provide summaries of their day to day activities to be used to publicise the work of the D&S IFCA.	Due to the complexity of the work carried out by the D&S IFCA and the in-depth knowledge of the subject matter, the responsibility for drafting articles fall on staff members. There is a reliance on officers, to identify stories draft information and produce articles that can be posted on the website and social media.	On-going.
	To review the content and display of website	Officers will maintain and update the Information Management System as this is reflected in the resource library of the website.	The content and display of the website must be reviewed every month to encourage greater use of the website as a resource.	Each month.
Policy	To refine and publish all Data Protection Policy (and Standards)	Officers will collate contact lists and utilise these for communications. Officers will work with DP Assist to finalise a selection of data protection documentation in preparation for publication and importantly also the monitoring of compliance associated with the new requirements. D&S IFCA will need to appoint a Data Protection Officer (DPO).	The D&S IFCA has a legal duty to comply with the introduction of GDPR and other regulatory requirements relating to data.	DPO appointed April 2018 Data related policies reviewed by September 2018.

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Category	Task	Action	Why?	When?
	To review Health & Safety Policy	Officers will review Health & Safety policies and draft new Standard Operating Procedures (SOP). Officers will identify suitably trained external consultants to review the D&S IFCA's documentation and practices.	The D&S IFCA must comply with regulatory requirements including making the working environment and practices as safe as possible for all members of staff	Officers to produce new draft SOP by June 2018 and external consultant identified by August 2018.
	To produce comprehensive minutes of D&S IFCA meetings	Officers to take comprehensive notes and produce the initial draft minutes for circulation among the D&S IFCA's members as soon as possible.	Minutes are taken at both Full D&S IFCA and Sub-Committee Meetings. Content to be expanded in the interests of transparency to better demonstrate all decision-making.	Draft minutes produced within 2 weeks of each meeting.
	Production of an Annual Report	Officers will produce an Annual Report	S.178 Marine and Coastal Act 2009 states that D&S IFCA must complete an Annual Report.	Draft Annual Report by March 2019 Annual Report by November 2019.

4. Annexes

<u>Annex 1</u>	D&S IFCA Metrics
<u>Annex 2</u>	Budget Summary
<u>Annex 3</u>	Success Criteria
<u>Annex 4</u>	SWOT Analysis
<u>Annex 5</u>	Risk Assessment Matrix
<u>Annex 6</u>	Abbreviations and Definitions