



Annual Plan 2018 - 2019

Six Month Progress Review

Version 1.1: December 2018

Version	Date	Reviewer (s)	Change
1.0	November 2018	Sarah Clark	
1.1	27 th November 2018	Neil Townsend	Amendment to format

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Executive Summary

On the 14th June 2018, the draft 2018-2019 Annual Plan for Devon and Severn Inshore Fisheries and Conservation Authority (D&S IFCA) was presented to members of the Authority. It was explained that comments and suggested amendments had been received from the Chair and Vice Chairs and as a result a finalised version would be created.

A recommendation was formulated that a finalised version of the Annual Plan 2018-19 be adopted with all members in favour.

Version 1.0 was completed on 19th July 2018 and, due to a formatting error, was amended on 21st August 2018. Version 1.1 has since been published on the D&S IFCA website where it remains today located in Section A of the Resource Library.

Six Month Review

Members requested that a six-month progress report be prepared and presented to members with a traffic light system used to demonstrate progress made as compared to the key targets and objectives as set out in the tables.

Key for the Progress Status Tables

		
Task/Action completed	Task/Action on-going	Task/Action not completed / achieved

For each task outlined in the tables within the 2018-19 Annual Plan, where applicable, an explanation has been given to the status of the action and reasoning behind any changes to the time frame for achieving that action.

Table 1- Management of Fishing Activities Workstreams

Category	Task	Action	Why?	When?	Progress Status
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	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		

Category	Task	Action	Why?	When?	Progress Status
	Potting Permit Byelaw		season for wrasse and to prevent fishing during 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.	 Sub - committee to consider at 20 th November 2018 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.	 Delay in Sub-committee meeting. New date for introduction of measures March 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	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	17 th August 2018.	

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Category	Task	Action	Why?	When?	Progress Status
	Fishing Activities (hand gathering, crab tiling and bait collection)		byelaws, as part of the Byelaw review process.		Completed at Sub-committee meeting 11 th October 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.	 Delayed due to changes dates of sub-committee meeting. New date for completion February 2019.
	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.	
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.	 B&PSC meeting delayed. Working group established October 2018. Full Authority to consider the byelaw. Consult on

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					byelaw in January 2019.
	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.	 Authority decided not to take any further action in investigating this matter in the June 2018 meeting.
	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.	 Analysis on-going. Report to be finalised in January 2019.

Category	Task	Action	Why?	When?	Progress Status
	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.	 M&CP being developed with communication with NE and industry. To be finalised by January 2019.
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.	 On-going.
	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.	 Meetings have been attended to schedule and reporting to Interreg has taken place.

Table 2 Compliance Workstreams

Category	Task	Action	Why?	When?	Progress Status
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.	 79 vessels fitted by October 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.	 IFCA funding model not pursued.
	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.	 Cefas could not support the project. Alternative laboratory being sought.

Category	Task	Action	Why?	When?	Progress Status
	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.	 Expected delivery December 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.	 Installation during build of patrol vessel.
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.	 Administration delay.
	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.	

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Category	Task	Action	Why?	When?	Progress Status
	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.	 Meetings attended.
	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.	

Table 3 – Evidence Workstreams

Category	Task	Action	Why?	When?	Progress Status
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.	  Work completed.
	To investigate and understand the nursery Function and Role of the	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.	

Category	Task	Action	Why?	When?	Progress Status
	Severn Estuary				
	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.	 All steering group meetings attended so far.
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.	 Project designed completed.  Funding and officer employment process on-going.
	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 coordinate 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	Project runs between 2018 and 2020. Project report 2020.	 Workshop attended and stakeholders engaged.

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			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.		 Survey design and work progressing.
	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.	 Project 1 on-going.  Project 2 completed.
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	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	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.	 IFCA continues to input in the

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	Hinkley point C	Cooling Nuclear Power Stations and Hinkley Point C.			MTR and will respond to forthcoming consultations in January and February 2019.
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.	 Survey work completed.  Report to Sub-committee for May 2019 meeting.
	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.	 Analysis and report on-going but not completed by October 2018. Sub-committee meeting moved to May 2019 where report will be submitted.
	Cuttlefish Pot Interactions	Officers will undertake survey work, which will include fitting of camera equipment,	Filming of the interaction of pots on the designated sea grass habitat of the Torbay	Survey work May 2018 to July	

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	with Seagrass in Torbay MCZ	hauling pots and analysing data and reporting.	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 to further the conservation objectives of the MCZ.	2018. Report to Natural England to support previous MCZ. assessment September 2018.	<p>Survey work completed.</p>  <p>Report not completed by September - on-going. Stand-alone report including methodology will be submitted with M&CP in January 2019.</p>
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.	 <p>Cefas Survey has not taken. Unknown new timeframe.</p>
	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.	 <p>Survey work not yet undertaken - awaiting start of fishery for survey work and monitoring</p>

Category	Task	Action	Why?	When?	Progress Status
					in Plymouth Sound. Severn M&CP on-going. Completion January 2019.
	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.	 Report from Ocean Ecology completed August 2018. IFCA report and M&CP on-going to be completed January 2019.
	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.	 MCZ assessment sent to NE in 2017 and formal advice received.  Report for Sub-committee to

Category	Task	Action	Why?	When?	Progress Status
					inform the review of Hand working activities on-going.
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 extended 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.	 Assessments continue to be completed and sent to NE for formal advice.
	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.	 Work on-going. To be completed by January 2019.
	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.	 Patrols to continue until March 2019.

Category	Task	Action	Why?	When?	Progress Status
	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.	
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.	 Survey work completed.
	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.	 Survey work completed.  Report writing on-going - to be completed December 2018.

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	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.	 Survey work completed and trial was very successful.
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.	 Survey not yet undertaken.
	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.	 Meetings attended. MSc Thesis completed and submitted September 2018.

Category	Task	Action	Why?	When?	Progress Status
	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.	 <p>Most survey work has been completed. Report on mussel stocks was produced by 15th November 2018 for submission to sub-committee.</p>
	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.	 <p>Report being prepared. Completion Expected January 2019.</p>

Table 4 – Internal Process Workstreams

Category	Task	Action	Why?	When?	Progress Status
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.	 On-going.
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 be completed by December 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	On-going.	

D&S IFCA Documentation

Category	Task	Action	Why?	When?	Progress Status
			information and produce articles that can be posted on the website and social media.		
	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.	
	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.	 All risk assessments and SOPs completed.  Generic Health & safety Policy being developed.
	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	Draft minutes produced within 2 weeks of each meeting.	

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Category	Task	Action	Why?	When?	Progress Status
			expanded in the interests of transparency to better demonstrate all decision-making.		
	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.	