

Devon & Severn



Inshore Fisheries and
Conservation Authority

Annual Plan 2018 - 2019

For Members and Stakeholders
June 2018

Contents

Executive Summary	3
1. Introduction	4
2. Overview and Policy Drivers	5
2.1 Management of Fishing Activities.....	5
2.2 Compliance Management.....	5
2.3 The Ecosystem Approach and Local Fisheries Management.....	6
2.4 Improving Evidence to Species Knowledge and Management.....	7
2.5 Marine Protected Area Management.....	7
2.6 Development of a Mariculture Strategy	8
2.7 Information Management System.....	8
3. Core Works Areas	9
3.1 Management of Fishing Activity	9
Table 1- Management of Fishing Activities Workstreams.....	10
3.2 Compliance.....	13
Table 2 Compliance Workstreams	14
3.3 Evidence	16
Table 3 – Evidence Workstreams.....	17
3.4. Internal Process.....	24
Table 4 – Internal Process Workstreams	25
4. Annexes	27

Executive Summary

For 2018-2019 Devon and Severn Inshore Fisheries and Conservation Authority has taken a different approach in the production of its Annual Plan. With the range and breadth of work that is being currently undertaken and lies ahead of the Authority, it seems appropriate to outline those drivers, objectives and workstreams that will be direct our focus, resources and decision making for this year. The four core work areas, that are described in the 2018-2019 Annual Plan, are Management of Fishing Activities, Compliance, Evidence and Internal Process, and detail of all associated tasks are outlined in the tables contained within the plan. This structure will lay the foundation for the 2018-2019 Annual Report, which will document and promote the high standards and achievements of the Authority 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 will set out what actions the Authority intends to take during the financial year 2018/2019 to continue to set the standards in the development of fisheries and conservation management and will recognise the range of activities it undertakes to fulfil its primary duties under sections 153 and 154 of the Marine and Coastal Access Act 2009 (MaCAA). The Overview section of this Plan will provide further details on how other legislative drivers help shape the work delivered by the Authority.

The Authority whilst managing the exploitation of sea fisheries resources in its District must seek to achieve the following;

- *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 Authority'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.*

This will be the last plan before the UK exits the European Union. However, it is unlikely that the duties and expectations of the Authority will change in the short-term. With such uncertainty the Authority's approach will be to concern itself with continuing to deliver the highest standard of work against the known expectations.

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

The Authority'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 back to the UK. This change in staff structure will present challenges to the Authority. The timing of the restructuring coincides with a period of consolidation for the Authority. It is important that the Authority ensures that it has all the necessary internal practices in place to ensure that the work that is delivered is in line with the nationally agreed High-Level Objectives and Success Criteria. This plan will assist the Authority 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, D&S IFCA's work must also be responsive to developments in other legislation, government steer and external policy drivers which could directly or indirectly impact fisheries or the status of the fish stocks or ecosystems upon which they depend.

For D&S IFCA to be able to respond to changing marine policy, especially the increasing focus on local management, the appropriate evidence at the appropriate scale must exist or be obtained, and a flexible and adaptive management mechanism, which can respond to the evidence in the context of the new policy, must exist. These two areas underpin or direct much of D&S IFCA's work for 2018-2019.

2.1 Management of Fishing Activities

Under sections 5 & 6 of The Marine and Coastal Access Act 2009 (MaCAA) Order 2011, the Authority 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. The Authority aims to replace the forty-six inherited byelaws with eight byelaws including six permit-based byelaws. Section 156 of MaCAA provides the opportunity for D&S IFCA to create permit-based byelaws. Permitting byelaws provide the Authority with a flexible, adaptive approach to management and has 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 within five years. The Authority has developed a guide to all aspect of byelaw review work that sets out the approach to management in more detail.

In 2014, D&S IFCA published its first Recreational Sea Angling Strategy. This was driven by the duty of the IFCA under Section 153(d) of the MaCAA to seek to balance the different needs of people exploiting sea fisheries resources. Pilot Angling Zones Under the Annual Plan 2018-2019, this work will be renewed with reporting on the findings of the directing 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 Authority. 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 Authority over the local management approach to be taken. The Authority's Communication Plan and use of Permitting Byelaws are designed to support better engagement.

The Authority 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 Authority 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 Authority has created a robust decision-making process that is used to consider the appropriate disposal of all its investigations. The process involves the Authority's prosecuting agent using the Code of Crown Prosecutors to determine whether the evidential test and public interest tests have been satisfied. If these tests are passed he provides independent advice on the most appropriate action to take to dispose of the case. More detail on how the Authority conducts its work and what sanctions are available when offending is detected is set out in the Authority's Compliance and Enforcement Strategy.

The Authority'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 Authority's decision to use remote sensing as a key part of the Authority's approach to spatial enforcement. This has been particularly important during the period when the Authority's officers have had no powers to enforce EU legislation. The Authority 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.

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, ownership, accountability, participation, and use of local knowledge. This clearly resonates strongly with the IFCA vision. Whilst the Ecosystem Approach is still being defined and contextualised in relation to fisheries management the current definition under the reformed CFP is given in Box 1, below.

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)*

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. 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 focus on 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 local information about 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 limits and multiple national 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 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 wrasse) 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 build 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 bas 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 Authority to manage these MPAs and officers undertake evidence gathering and monitoring to relevant to this duty; this has been a large focus of work for the IFCA in the preceding six years in terms of evidence gathering, development of management and enforcement. This year work will focus on the completion of assessments of fishing activities in designated MPAs. A consultation is likely to start shortly on the third Tranche of

MCZ sites and this will potentially provide D&S IFCA with an additional eleven sites which will require management within the next two years.

2.6 Development of a Mariculture Strategy

Aquaculture is the cultivation of aquatic animals and plants, especially fish, shellfish and seaweed, in natural or controlled marine for 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 United Kingdom multiannual 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 very locally 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 many 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 Authority and the staff operating on a day to day basis with the correct framework to comply with legislative requirements.

Key drivers:

- 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

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.

The Authority 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. Officers are 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 Works Areas

3.1 Management of Fishing Activity

S153 of MaCCA clearly defines Authority'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 model 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. Specific tasks that represent on-going (business as usual) or new objectives are set out in table 3.1.

A significant portion of the work in 2018/19 will be to review, consider 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 will be 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 working including research and also 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 will act as the overarching reference documents. These reports and other information will be posted on the D&S IFCA website.

A Mariculture Strategy will be a component of this year's work. It is envisaged that the strategy will signpost 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 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 the 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

Section 3.1 - Management of Fishing Activities					
Category	Task	Rationale	Timeframe	Partners	Success Criteria
Management of Fishing activity	To implement new permit conditions for the Mobile Fishing Permit Byelaw	<ul style="list-style-type: none"> To create new permit Annexes (charts) to reflect further restrictions in spatial access to mobile gear vessels. in particularly in MPAs To finalise new application forms and other associated policy documentation To introduce I-VMS for all Mobile Fishing Vessels between 6.99 & 15.25 metres. 	Introduce Permit Conditions August 2018	Common Seas,	SC2
	To implement new permit conditions for the Potting Permit Byelaw	<ul style="list-style-type: none"> To introduce restrictions on the capture of spiny lobsters To introduce an increase size in MCRS of whelk To create new permit Annexes. (charts). 	introduce Permit Conditions August 2018		SC2
	To implement new permit conditions for the Potting Permit Byelaw (Specific to the Live Wrasse Fishery)	<ul style="list-style-type: none"> To create of new permit Annexes (charts). To introduce a revised slot size Corkwing wrasse To change the period of closure for the fishery review of the voluntary measures. 	introduce Permit Conditions August 2018 Review management November 2018		SC2
	To consult on new permit conditions for the Diving Permit Byelaw	A two-phase consultation process is underway. Items will be identified for further focus with a view to potential change during 2018.	Consultation starts September 2018	Permit Holders, Interested parties	SC2
	To implement new permit conditions for the Diving Permit Byelaw	Following consultation and decision making, there is potential that new permit conditions will be drafted and implemented. In addition, new application forms will be created and possibly other supporting information.	Possible introduction December 2018		SC2

Section 3.1 - Management of Fishing Activities

Category	Task	Rationale	Timeframe	Partners	Success Criteria
	To implement a permanent Application Byelaw	The emergency Application Byelaw must be replaced. Consultation will be needed to identify the scope of the Application Byelaw.	Introduce by April 2019		SC2
Management of Fishing activity Management of Fishing Activity	To review management of Hand Working Fishing Activities	This task will use evidence gathered from IFCA research to decide possible management decisions for Hand Working (Hand gathering, bait collection and Crab tiling).	Decision making report by May 2019		SC2
	Reporting	To complete & publish a final Byelaw Development Reports that document the complete process associated with the amended permit conditions for Mobile Fishing, Potting and Potting for Live Wrasse.	August 2018		SC1
	Reporting	To complete & publish a plan to review Hand Working Fishing Activities.	September 2018		SC1
	Reporting	To develop and publish a Byelaw Development Report to document the progress and findings of consultation in regard to a new Application Byelaw	September 2018, with other editions following		SC1
	Reporting	To compile and publish detailed minutes from all Sub-Committee meetings.	Draft minutes circulated 1 month after each meeting		SC1/SC4
	Reporting	To inform members about discussions with Cornwall IFCA in regard to a 167 agreement (boundary discussion).	Initial feasibility report September 2018	CIFCA	SC2/SC3
	Analysis of data collected from the 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, and the introduction of any potential formal management will be consulted on.	Report by September 2018		SC3

Section 3.1 - Management of Fishing Activities

Category	Task	Rationale	Timeframe	Partners	Success Criteria
	Monitoring and Control Plans (M&CPs)	The evidence gathering work for the development of M&CPs are highlighted under Section 3.3 but the results of the plans will be used to inform any changes in management of the fishing activity assessed.	December 2018		SC3
Mariculture Strategy	Development of a Mariculture Strategy	A Mariculture Strategy will be developed through 2018 to evaluate and advance mariculture opportunities and provide information to those interested in entering this sector. The strategy will highlight core areas where the IFCA will work with the mariculture sector.	Draft Strategy March 2019		SC1, SC3, SC5
	Consultation Mariculture Industry	Key to the remit of the IFCA to develop fisheries is the dialogue with members of the industry. For the development of a Mariculture Strategy communication and consultation with interested parties will ensure that the delivery of the strategy will be successful and be of benefit to those involved in mariculture.	Throughout 2018 and 2019	Mariculture Industry, Buyers, Processors, EHOs, Cefas, FSA	SC1, SC3
	EU Interreg Project - EUROHAB	D&S IFCA is a partner in the EUROHAB project which is engaging with the mariculture sector in the Western Channel and Celtic sea. 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. The development of a Mariculture strategy will be a vessel to share results of the project with the sector. <i>IFCA Role: Partner in Project, attending meetings, engaging with stakeholders, trailing the outputs with stakeholders.</i>	2018 -2020	PML, Ifremer EA, all EUROHAB partners, Mariculture Industry	SC1, SC3, SC5

3.2 Compliance

An effective and fair approach to enforcement is essential to support the management that the Authority has introduced and to encourage compliance. The Authority has a targeted, intelligence led approach to enforcement and is fully committed to the successful delivery of the national intelligence model.

The Authority reviews its Enforcement and Compliance Strategy annually to ensure that it has the framework to deliver the Success Criterion 2, but also wider regulatory requirements such as the Legislative and Regulatory Reform Act 2006 and the Code for Crown Prosecutors.

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

The completion of the IVMS project will mean that fully monitored towed gear fisheries 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.

The Authority expect to take delivery of a new 7.8 metre RIB in September 2018. The patrol vessel will replace the Authority'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.

This compliance section of the 2018-2019 Annual Plan highlights the key projects that the Authority will undertake to support its enforcement work. Partnership working and identifying innovative solutions are strong themes in the Authority's delivery of compliance and enforcement.

Table 2 Compliance Workstreams

Section 3.2 - Compliance					
Category	Task	Rationale	Timeframe	Partners	Success Criteria
Effective Enforcement Regime	Pilot IVMS Project	All vessels between 6.99m and 15.25m, with a valid mobile gear fishing permit, will require to have fully operational IVMS unit on board.	84 vessels fitted by 15th August 2018	MMO, Common Seas, TecMarine	SC2
	National IVMS Project	Consultation on the national rollout of IVMS on all licensed vessels below 12m in overall length. All IFCA's are to prepare for roll out by submitting EMFF bids and assist with planning for roll out.	Staged roll out 2019. Submit EMFF bid June 2018	MMO	SC2
	Lobster Scrubbing	The Lobsters and Crawfish (Prohibition of Fishing and Landing) (Amendment) (England) Order 2017 introduced national legislation to protect berried lobster and crawfish. Lobster scrubbing testing has been identified as a key factor to ensure the success of the investigations that the enforcement team undertake. It is intended that CEFAS will undertake the testing on behalf of the IFCA's and MMO.	D&S IFCA is developing an SLA with Cefas in place 2018	CEFAS, MMO	SC2
	New Patrol Vessel	The build of a new vessel has potential to increase current patrol capabilities whilst also offering added protection and safety to enforcement officers with the provision of a three-sided wheelhouse and improved surveillance with the advanced technologies on board.	New vessel commissioned September 2018	Ribcraft	SC2
	FLIR	An infra-red camera will be installed during the build of the new vessel. This will increase the capability of detecting illegal activity at low light intensity and increase officer safety.	New vessel commissioned September 2018	Ribcraft, FLIR	SC2

Section 3.2 - Compliance

Category	Task	Rationale	Timeframe	Partners	Success Criteria
Working Together	Secondments	Increase enforcement coverage by using Yealm Harbour Authority's harbour launch. Reduces time to react to reported illegal activity by not towing enforcement RIB to location, reduces no. of officers required.	Contract in place June 2018	Yealm Harbour Authority	SC2
	Secondments	Increase enforcement coverage by using company's vessel and officers to patrol Salcombe Harbour.	Contract in place September 2018	Dewnan Advisory Group	SC2
	Secondments	Maintain enforcement coverage by warranting Environment Agency enforcement officers.	On going	Environment Agency	SC2
	National Compliance Directives	Ensures consistent approach in areas of enforcement where both MMO and IFCA's have powers to enforce.	On going	MMO	SC2
	Compliance and Enforcement Strategy	Provides guidance to fishers and officers on how the Authority will undertake its enforcement work.	Published annually		SC2
	Tactical Co-ordination Group	Meeting held at Authority and regional level to share illegal activity intelligence reports and co-ordinate enforcement action.	Internal meeting held every three weeks. Regional meeting held every four weeks	MMO, Environment Agency, other relevant enforcement agencies	SC2
	167 Agreement	To consider entering into a s.167 of MaCAA agreement with CIFCA to manage the area of Plymouth Sound and rivers.	Report on the feasibility of a s.167 agreement to be produced by October 2018	CIFCA	SC2
	Duty Phone	Provide a communication option to report suspicious activity out of core hours.	On going		SC2

3.3 Evidence

Evidence gathering is at the core of management decisions for D& S IFCA. To fulfil the IFCA's duties under Sections 153 and 154 of MaCCA the very best available evidence is needed. The IFCA's Success Criteria 3 and 5 describe how evidence will be used to deliver the IFCA's objectives and ensure the IFCA manages the sustainable exploitation of sea fisheries resources and delivers marine environmental protection within its districts.

To provide the right level of evidence, research and management planning, as well as project-based work, are needed. An Annual Research Programme is produced by D&S IFCA which sets out the research projects and survey work for the forthcoming year. This evidence section and table 3.3 of the 2018-2019 Annual Plan highlights the key components of the research programme

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 the 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 attending where IFCA officers give regular updates on IFCA workstreams. The Environment Team members sit on national Defra initiated groups - Marine Protected Area Group and Impact Evidence Group -as well as the IFCA Technical Advisory Group and Hinkley C Marine Technical Forum.

Table 3 – Evidence Workstreams

Section 3.3 - Evidence					
Category	Task	Rationale	Timeframe	Partners	Success Criteria
Ecosystem Based Fisheries Management	Pot Saturation Study - Wrasse Fishery	The study will: 1. Determine whether pot saturation occurs in the wrasse fishery and the timing of gear saturation 2. Investigate the possible causes of pot saturation. 3. Consider the impacts of pot saturation on interpretation of CPUE data. Results will be used in management of the fishery. <i>IFCA Role: Supervising MSc student by providing fishing boat charter, boat assistance, equipment, training and survey planning.</i>	End of June 2018 for the experimental work. 20th September 2018 for completed dissertation	MSc Student, Fishing Industry, University of Plymouth	SC3, SC5
	Wrasse On-board Surveys	As part of the management of the Live Wrasse Fishery in the district there is a requirement to have a fully documented fishery and gather data from on-board surveys. <i>IFCA Role: Officers undertaking all survey work, collection of fishermen's' data, transport documents and sales, analysing data and reporting.</i>	Surveys: May - Oct 2018. Report: November 2017	Fishing Industry	SC3, SC5
	Nursery Function and Role of the Severn Estuary	To investigate and understand the role of the Severn Estuary as a nursery for different species of fish e.g. sole. This will help the IFCA understand impacts to fish populations which may prevent the function of the Severn's ecosystem for juvenile fish. <i>IFCA Role: Officers will collect monthly samples for analysis using a push net alongside Plymouth University, at various locations in the Bristol Channel.</i>	Surveys - between May 2018 and March 2019.	Dr Ben Ciotti University of Plymouth	SC5
	Bristol Channel Herring Project	This project is part of the North Devon Pioneer Programme. It will look to identify the herring stock and spawning areas within the Bristol Channel. It will involve research into genetics, otoliths, morphometrics, habitat mapping, and investigation into improving market opportunities, and creating facilities to allow this. <i>IFCA Role: Project design and initial implementation. Co-ordination of relevant stakeholders. Steer project once lead partner identified.</i>	July 2018 to December 2019	Fishing Industry, University of Plymouth, Cefas, Blue Marine,	SC5

Section 3.3 - Evidence

Category	Task	Rationale	Timeframe	Partners	Success Criteria
Ecosystem Approach to Fisheries Management	Bristol Channel Fisheries Research and Management Plans	<p>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 future research work for the Bristol Channel.</p> <p>IFCA Role: <i>Project design and initial implementation of funding bid. Steer project and supervise employee or contractor to deliver FR&M plans.</i></p>	Five species plans to be completed by March 2019	North Devon Pioneer Steering Group, EMFF funded short-term contract	SC3, SC5
	Sea Bass Conservation UK Project	<p>New EMFF funded project on sea bass conservation led by Cefas. Cefas 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 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.</p> <p>IFCA Role: <i>Help to engage local stakeholders, participate in regional workshop, assist with survey design and take part in survey work.</i></p>	Project runs between 2018 and 2020	Cefas, other IFCAs, Fishing Industry, other relevant stakeholders	SC5
	Use of Sabellaria by finfish and mapping the extent of Sabellaria in the Severn Estuary	<p>The project will cover two areas of work which are:</p> <ol style="list-style-type: none"> 1. to increase the evidence base for the function of the Severn Estuary as a fish nursery area and also identify the adult use of essential fish habitats. IFCA purchased fyke, seine and tangle nets will be deployed from the shore and from a vessel to collect the fish species where <i>Sabellaria</i> is present. 2. to map the location of Sabellaria reefs and record their extent using a Defra-funded joint owned IFCA ARIS sonar camera. <p>IFCA Role: <i>Funding of survey nets to encourage inclusion of fish aspects in project. Potential involvement in surveys. Ad-hoc input into reporting and informal supervision of PhD.</i></p>	<p>Project area 1 - June 2018 - March 2019.</p> <p>Project area 2 - June 2018 - December 2018.</p>	University of Swansea, PhD student, Ocean Ecology Ltd, Natural England	SC5

Section 3.3 - Evidence

Category	Task	Rationale	Timeframe	Partners	Success Criteria
Ecosystem Approach to Fisheries Management	Improving knowledge of Elasmobranchs in Bristol Channel	Following on from D&S IFCA ray tagging work undertaken as part of the North Devon Ray Pilot Project, there is potential for further research to survey, using sidescan sonar, elasmobranch habitats and to investigate habitats preferences and life-cycle stages within the Bristol Channel. This project will engage and involve fishermen in self-sampling to further improve our knowledge of elasmobranchs. <i>IFCA Role: Encouraging consideration of relevance of any research undertaken to inform local management. Survey planning and participation as appropriate.</i>	September 2018 to March 2019	Cefas, Blue Marine	SC5
	Severn Estuary Ecological Research Forum (SEERF)	D&S IFCA is setting up and co-ordinating 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. It 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. <i>IFCA Role: Concept design of forum, leading and co-ordinating.</i>	2018 onward. No specific end dates.	NE, NRW, Swansea University, Plymouth University, Ocean Ecology	SC5
Ecosystem Based Fisheries Management	Hinkley Point C and development of Position Statement on direct cooling nuclear power	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. <i>IFCA Role: Non-statutory role on Hinkley C Marine Technical Forum, lead on D&S IFCA position and work with IFCA Technical Advisory Group on developing co-ordinated IFCA response if appropriate.</i>	September 2018	Nuclear power IFCA working group	SC3, SC5
MPA Management	Bait Digging in Seagrass Area of Exe Estuary SPA	Bait digging effort and location data, along with quantities of bait removed, will be collected from an area of the Exe Estuary, where seagrass has been recorded. 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. <i>IFCA Role: Officers will undertake surveys of the fishing activity and analyse data and produce a report for the Handworking Permit Byelaw development</i>	Surveys - May 2018 to November 2018 Report- December 2018	Exe Estuary Habitat Mitigation Officers	SC3, SC5

Section 3.3 - Evidence

Category	Task	Rationale	Timeframe	Partners	Success Criteria
MPA Management	Bait Digging in Plymouth Sound EMS and Exe Estuary SPA	Bait digging surveys were conducted in the Exe Estuary SPA and Plymouth Sound and Estuaries EMS in 2017. Data from these surveys are currently being analysed and will inform an HRA assessment. The results will also be used to inform the development of a Hardworking Permit Byelaw should one be considered. <i>IFCA Role: Officers have already collected the data. Analysis is currently being undertaken and a report will be finalised in October.</i>	October 2018		SC3, SC5
	Cuttlefish Pot Interactions with Seagrass in Torbay MCZ	Go-Pro cameras will be fitted to two cuttlefish pots provided by a fisherman, which will allow filming of the pots on the sea bed to see how they interact with the seagrass habitat. The result will help reduce the uncertainty about the impact of cuttlefish pots on seagrass. <i>IFCA Role: Officers to undertake all aspects of this survey including fitting of equipment, hauling pots and analysing data and reporting.</i>	May 2018 to July 2018	Fishing Industry	SC3, SC5
	Habitat Mapping T2 MCZ	As part of the MPA evidence gathering programme, both of the 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 concern over the incomplete evidence available to base MCZ assessments and future management on. This survey programme has been organised by NE and JNCC to fill those gaps and involves IFCA staff resources. <i>IFCA Role: Officers will undertake up to 10 days of grab and filming survey work on-board the EA survey vessel</i>	August 2018 for survey work	NE, EA, CIFCA	SC3, SC5
	Monitoring and Control Plans (M&CP) for Shad in the Severn Estuary and Plymouth Sound and Estuaries EMS	Following Appropriate Assessments that found no 'Likely Significant Effect' for bycatch of Twaite shad (Severn Estuary) and Allis shad (Plymouth Sound) it was agreed that netting efforts should be closely monitored and more information should be collected on bycatch levels where possible as part of a Monitoring and Control Plans for both EMSs. <i>IFCA Role: Design and implement Monitoring and Control Plan, including survey work, monitoring of catches and landings and reporting.</i>	December 2018	Natural England, Fishing Industry	SC3, SC5

Section 3.3 - Evidence

Category	Task	Rationale	Timeframe	Partners	Success Criteria
MPA Management	BACI Survey Torbay / Torbay Monitoring & Control Plan	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. A further survey was undertaken in April 2018 to investigate the recovery of the mud habitat and determine the impact of the winter easterlies storm on the habitat. Once the results are available the findings will be used to inform a M&CP for trawling in the Torbay MCZ together with information on the level of effort during the open season the fishery. The findings may lead to changes in management of trawling within the site. <i>IFCA Role: Officers designed and planned surveys, took part in survey work with Ocean Ecology taking grab samples, monitored fishing activity and will collate all findings and produce M&CP.</i>	July 2018	Fishing Industry, Ocean Ecology Ltd, Natural England	SC3, SC5
	Hand-gathering Torbay MCZ	A survey of hand gathering activity was completed in 2017 for the Intertidal area of the Torbay MCZ to gather evident to inform the MCZ assessment this gear feature interaction. The data are being analysed and will be used to inform the development of a potential hand working Permit Byelaw. <i>IFCA Role: Officer undertook surveys and are analysing data to inform the MCZ assessment and potential Handworking Permit Byelaw.</i>	October 2018		SC3, SC5
	EMS/MCZ Assessments	All fishing activities that take place within MPA need to have an MPA assessment of likely significant effect Those outstanding 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. A number of assessments for other activities have not been sent to Natural England for its formal advice as M&CPs are being developed to reduce any uncertainties. For some sites the habitat and feature extent is still be surveyed e.g. Hartland Point to Tintagel MCZ and therefore the assessments will be complete once this evidence is available. <i>IFCA Role: Officers undertake literature review, survey work, completion of MPA assessments using evidence gathered.</i>	The work will be completed by December 2018.	Natural England, Environment Agency, Fishing Industry, Recreational fishers	SC3, SC5
	Lundy SAC M&CP	Trawling for the 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 open area of the site. Information is being gathered from the fishing industry. <i>IFCA Role: Officers are monitoring the fishing activity in the site and has gathered past evidence to develop a M&CP.</i>	August 2018	Fishing Industry, Natural England	SC3, SC5

Section 3.3 - Evidence

Category	Task	Rationale	Timeframe	Partners	Success Criteria
	Monitoring Potting in Plymouth Sound in or close to Seagrass beds	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 from six enforcement patrols taking place in that area. <i>IFCA Role: Officers will conduct patrols and data will be mapped and feed into amendments to HRA</i>	throughout 2018		SC3, SC5
	Spiny Lobster in T1 & T2 MCZ / district wide	Information will be gathered from the fishing industry, recreational divers and Sea Search on the catches and sightings of spiny lobsters within the MCZs where this species has been designated. <i>IFCA Role: 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.</i>	June 2018 - March 2019	Fishing Industry, Divers, Sea Search	SC3, SC5
Species Knowledge & Management	Bass PhD - Tagging & Acoustic Monitoring & Steart Sampling	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. <i>IFCA Role: Formal supervisory role on PhD panel, giving advice and input on survey design and management needs, linking student to stakeholders, ensuring PhD delivers Bass workplan. Helping with survey work.</i>	2018 -2020	Plymouth University, EMFF funding	SC5
	Cuttlefish Recruitment Trial	Officer trial will test the plausibility of attaching detachable media 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. <i>IFCA Role: Officers undertaking all survey work, including chartering of fishing vessel, and reporting.</i>	Surveys May and July 2018. A report will be complete by October 2018.	Fishing Industry	SC5
	Scallop Stock assessment trial using flying array.	D&S IFCA 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. <i>IFCA Role: To supply the equipment, oversee its use for the trial, participate in eight days of survey work and increase knowledge for future IFCA research.</i>	June 2018	Cefas	SC5

Section 3.3 - Evidence

Category	Task	Rationale	Timeframe	Partners	Success Criteria
Species Research and Management	Salcombe Scallop Fishery Stock Assessment	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 fishery. <i>IFCA Role: Survey planning for all parts of the assessment research. liaison with fishermen, report writing.</i>	December 2018 to April 2019. Report End by May 2019	Fishing industry, Salcombe Harbour Authority	SC5
	Assessing bycatch from the SW Crab and Lobster Fisheries - Project UK FIP	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 Fisheries Improvement Plan (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. D&S IFCA sits on the steering group of the FIPS. <i>IFCA Role: MSc supervisory role, provision of data and links with industry</i>	April 2018 to September 2018	MSC, Plymouth & Bangor universities, MSc student, GAP Project, Adam Rees	SC5
	Mussel and Cockle Surveys Teign Estuary, Exe Estuary and Taw Torridge Estuary	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 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. <i>IFCA Role: Plan and undertake al surveys work, analyse data and report findings</i>	May to November 2018	Volunteers, Natural England, Estuary Officers	SC3, SC5
	Determination of Spawning Season for Whelks	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. <i>IFCA Role: Laboratory work to gather data, analyse results and report writing</i>	Analysis to be completed by August 2018.	Fishing Industry	SC3, SC5

3.4. Internal Process

Internal Process is an often overlooked but an increasingly important workstream. 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, Authority members and stakeholders.

The underpinning systems in terms of management of information, 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 a rebuild 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 Authority has achieved and what it wants to achieve D&S IFCA will be publish its communication strategy this year.

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

Although not always highlighted in Annual Planning, refinement of existing policy is important and does take 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

Section 3.4 - Internal Process					
Category	Task	Rationale	timeframe	Partners	Success Criteria
Information Management System	To populate the information management system	The Authority 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 IFCA needs.	End of June 2018	DP Assist, Friends Computers Ltd	SC1
Communication	Review and update Communications Strategy 2018/19	Requirement for the IFCA to implement a Communications Plan. On request of the Full Authority, the Communications Plan will be developed, implemented and published with a clearer link applied between the work highlighted in the Annual Plan and the delivery of communications.	September 2018	Grassroots Communication	SC1
Communication	Launch new website	DIS IFCA's primary communication tool is the website. Work is being undertaken to finalise the structure of the new website before launching it.	August 2018	Cloudberry Digital	SC1
	Staff involvement in communications delivery	Due to the complexity of the work carried out by the Authority and the in-depth knowledge of the subject matter, the responsibility for drafting articles fall on staff members. Therefore, a significant amount of staff time is allocated to producing activity reports to be published in line with the Authority's Communication Plan. 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	Grassroots Communications	SC1
	To review the content and display of website	The content and display of the website must be reviewed every month. The Information Management System allows for this task to be managed. The content needs to be reviewed as it is often the website links to other communication outlets.	Each month		SC1
Communication / Policy	Manage Personal Data	New contacts lists collated and utilised for communications. Consents gained as required by GDPR and then managed indefinitely.	June 2018 and on-going		SC1

Section 3.4 - Internal Process

Category	Task	Rationale	timeframe	Partners	Success Criteria
Policy	To refine and publish all Data Protection Policy (and Standards)	There is a requirement to continually review many aspects of policy documentation as and when needed. D&S IFCA has recently refined several related policy documents (and standards) to comply with the introduction of GDPR. Specialist assistance will be required in 2018/19 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 which can be out-sourced. Other data protection related tasks will include further refinement of the D&S IFCA Data Protection Register, amendments to Privacy Notices and also the completion of a Retention Schedule for a range of information.	On-going throughout 2018/19	DP Assist	SC1
	Review Health & Safety Policy	Requirements change as work has developed. Considerations include the addition of new equipment such as a new patrol vessel. Multiple Standard Operating Procedures also subject to review as work develops or changes.	On-going		SC4
	Production of Comprehensive Minutes	Minutes are taken at both Full Authority and Sub-Committee Meetings. Content to be expanded in the interests of transparency to better demonstrate all decision making.	Within 2 weeks of each meeting		SC1
	Production of an Annual Report	Section 178 of the Marine and Coastal Act 2009 states that D&S IFCA must complete an Annual Report. Although D&S IFCA produces Quarterly Reports, it is envisaged that an Annual Report will be completed at the end of the 2018/19 Financial year.	Annual Report by November 2019		SC2
Staff	Appoint a data Protection Officer	Under GDPR D&S IFCA must appoint a Data Protection Officer.	2018/19		SC4
	Staff Appraisals	D&S IFCA will have annual performance management plans in place. Both Annual appraisals and mid-term reviews will be conducted.	April 2018 & October 2018		SC4
Finance	Reporting	A summary of audited financial information from the period 2018/19 will be published and a copy sent to the Secretary of State.	November 2019		SC4

4. Annexes

Annex1	D&S IFCA Metrics
Annex 2	Budget Summary
Annex 3	Success Criteria
Annex 4	SWOT Analysis
Annex 5	Risk Assessment Matrix
Annex 6	Abbreviations and Definitions