The Isle of May Bird Observatory

Strategic Plan

2022-2027

The Isle of May Bird Observatory and Field Station Trust

Version: Final_approved_08 March 2022

Contents

1. Background

This is our second Strategic Plan. The previous plan ran from 2016-2021. The plan provides a structure and focus for the ongoing activities of the Trust.

This new plan has been prepared by The Isle of May Bird Observatory and Field Station Trust Management Committee following annual reviews throughout the life of the previous plan and through specific discussions held at several committee meetings and at an on island strategic workshop held on 5th September 2021.

This new strategy represents the findings of this process and plots a route for delivering the Trust objectives for the next five years.

2. Some Definitions and Terms

Throughout this plan there are a range of common terms and abbreviations used, these include:

BOC	Bird Observatories Council
BTO	British Trust for Ornithology
GDPR	General Data Protection Regulations
IOM	Isle of May
IOMBO	Isle of May Bird Observatory and Field Station
IOMBOT	Isle of May Bird Observatory and Field Station Trust
NS	NatureScot (formerly Scottish Natural Heritage)
SCIO	Scottish Charitable Incorporated Organisation
SOC	Scottish Ornithologists' Club
SRUC	Scottish Rural College
UK-CEH	United Kingdom Centre for Ecology and Hydrology
YBTC	Young Birders' Training Course

The IOMBO is operated by IOMBOT. The IOMBOT is a SCIO with a constitution which includes a 'purpose' and various powers defined. 'Members' are members of the IOMBOT, 'visitors' are residential visitors at the IOMBO. The 'Observatory', 'Bird Observatory' or 'Isle of May Bird Observatory' all refer to the Isle of May Bird Observatory and Field Station.

3. Purpose and Use of this Plan

The plan aims to be succinct and targeted, with its primary roles being:

- Helping to set and guide the IOMBO work programme;
- Promoting a common understanding of priorities and approaches amongst the IOMBOT Committee and others who work with the Observatory; and,
- Helping to monitor and chart the progress of actions to further the aims of Observatory.

4. A Mission Statement for the Observatory

The Observatory, as an organisation and community, needs a clear understanding of its overarching purpose and fundamental principles. The purposes of the IOMBOT are defined in its constitution (see Annex 1) and these encompass the work of the Observatory in accordance with the criteria laid down by the Bird Observatories Council for accredited bird observatories within its network.

The Observatory's mission statement, clearly sets out its purpose and function along with its values and 'brand'. Instilling an understanding of the Observatory's mission in visitors, volunteers, officers and IOMBOT management and making partners, stakeholders and prospective funders aware of it, will help the Observatory achieve its aims and objectives.

> ***The Mission Statement of the Isle of May Bird Observatory***
> *The Isle of May Bird Observatory facilitates the monitoring and study of bird migration and other aspects of ornithology and natural history, by anyone with an interest in the natural world. In conjunction with partners, it contributes to bird conservation and science through its activities, it provides opportunities for ornithological training and education for all, in safe and welcoming facilities, at events and through the media. It enables enjoyment of, and participation in, the study of the natural world.*

In summary, the Strategic Plan aims to 'capture' each of the following:

- ***What do we do?***
- ***How do we do it?***
- ***Who do we do it for?*** **and,**
- ***What value do we bring?***

The following section describes how these functions will be delivered over the next five year period.

5. Aims

The purpose of the IOMBOT is laid down in its constitution and the aims of the Observatory itself are encompassed by that purpose. The Observatory has three main aims and to achieve these they require activity under three broad areas of operation of the Observatory. Each aim has at least one objective identified. These are also necessarily consistent with the aims of the BOC.

Aim	Area of Operation
1	**ORNITHOLOGY** To monitor bird migration by operating a programme of migration monitoring and associated ornithological activities to the highest standards, and to facilitate the study of other aspects of natural heritage including providing information to approved schemes, research studies and programmes, consistent with the mission of the Observatory.
2	**EDUCATION, PARTICIPATION AND ENJOYMENT** To offer opportunities for education and training and promote awareness of ornithology and bird conservation through the Observatory activities.
3	**INFRASTRUCTURE, OPERATIONS, ADMINISTRATION AND GOVERNANCE** To operate a safe, accessible and comfortable facility with sound administration and governance and in co-operation with partners and stakeholders on and off the island.

6. Action Plan

In order to make progress to fulfil the Observatory's aims a range of short to medium term _Objectives_ have been identified, along with associated _Key Actions_ for delivery over the next five years.

A _Rationale_ is provided to outline the approach and justification for each. The objectives form part of this strategic, time-bound plan with attainable and relevant targets to allow progress to be measured by the IOMBO management committee.

For the plan to be effective, it must be achievable but include a level of reasonable ambition or stretch in order to see significant developmental progress, where this is required, to enable the Observatory to continue and enhance its status, funding, projects, _etc_.

A prime purpose of the Action Plan is to enable the scale of resource required to undertake each key action to be identified and allowed for.

The following tables syntheses all of the aims, objectives and targets in one place and indicates the level of priority, the sub-group / lead responsible and the indicative timescale for action / completion.

Priority levels are denoted in the tables, and defined as indicated below:

H – Essential / High: Actions are those that are required of the Observatory to maintain its core functioning, status as an entity or by relevant agreements or legislation such as maintaining sound governance or safety standards.

M – Highly Desirable / Medium: Actions to ensure the functioning of core operations which fall below legal or contractual requirements but are required to meet the needs of other agreements, guidance or best practice, _e.g._, ringing standards or bookings procedures.

L – Discretionary / Low: Actions that would enhance the operation of the Observatory but are not essential or subject to agreed best practice, _e.g._, fundraising development or attendance at educational events.

Sub-groups allocated as being responsible for delivery in the tables are abbreviated as follows:

FG	Finance and Governance
IT	Infrastructure and Transport
BM	Bookings and Membership
RMC	Report, Media and Communications
OR	Ornithology and Recording
R	Ringing
PC	Partnerships and Cooperation

1. Ornithology

Rationale: The primary purpose of the Bird Observatory is to maintain and develop its programme of ornithological activities. The requirements of accredited bird observatories as defined by the BOC, focuses primarily on migration monitoring, particularly the maintenance of a daily census with 75% coverage during key migration periods. The IOMBO already exceeds this and aspires to achieve at the very minimum 75% coverage, at a high standard, at all seasons. Work during the previous five years has seen progress and this is now considered adequate to meet the minimum requirements but further improvement would be highly desirable. In particular, census protocols and ringing standards can continually be improved while developing research projects and facilitating better use of our data along with encouraging study of non-avian taxa would be of value. IOMBO has had a signific ant place in ornithological studies in Scotland and our aim is to continue and to enhance this, in particular to develop renewed interest in migration data.

Continued efforts to improve core activities will be important, particularly ensuring coverage and consistency of daily census and high standards of ringing. This can be supported by the encouragement of additional monitoring activities, such as sea-watching and visible migration.

Regarding ringing, while we have made significant progress over the previous period, further activity will be needed such as continuing to update protocols in line with the BTO Ringing Scheme standards, enhancing ringing equipment and trapping areas and the collection, coordination and storage of project data.

Digitisation of daily census and ringing data is now standard practice. It would be useful in the achievement of other objectives if data was also more easily retrievable and useable. Non-avian taxa are also important on the Isle of May and the Observatory can assist with data collection and other studies on flora, cetaceans, pinnipeds, lepidoptera and other groups and recording protocols for these may need to be further developed.

Objective	Key Action	Priority	Sub-group / lead	Timescale
1.1 To continue and further improve bird migration monitoring	a. Undertake periodic review of ornithological monitoring protocols, guidance and standards, including 'annual check-up'.	H	OR	Annual
	b. Encourage enhanced sea watching and visible migration monitoring including the use of appropriate technology or systems for recording, *e.g.*, *Trektellen*.	M	OR	Improve by end 2023
	c. Encourage the use of new technologies such as MOTUS, *etc.*, to augment the above.	L	OR	Ongoing
1.2 To continue and further improve ringing operations to support migration monitoring and research	a. Undertake periodic review of ringing standards, including 'annual check-up'.	H	R	Annual
	b. Complete the traps renewal programme and devise a traps maintenance programme.	H	R	By end of 2023
	c. Complete a review of ringing equipment.	H	R	Annual

Objective	Key Action	Priority	Sub-group / lead	Timescale
	d. Improve ride and cover management.	M	R	Annual
	e. Explore the replacement / improvement of the ringing hut.	L	R / IT	Have plan by end of 2024
	f. Identify the need and potential for additional traps and other catching equipment.	L	R / IT	Review and plan by end of 2024
1.3 To continue and enhance contribution to breeding and wintering bird monitoring and research	a. Ensure recording protocols take account of breeding status of key species and agree reporting protocols to key bodies (*e.g.*, RBBP).	M	OR	By end of 2023
	b. Enhance standardised counts of non-migratory populations (*e.g.*, waders) in conjunction with NS.	M	OR	By end of 2023
1.4 To continue and further improve data management	a. Improve data management, digitisation, storage and access / undertake review and devise a plan for the same – including ringing data.	M	OR / R	Annual / by end of 2023
	b. Improve protocols and policies on data availability and usage.	M	OR / R	By end of 2023
1.5 To enhance recording of non-avian taxa	a. Encourage and devise enhanced methods for non-avian taxa recording by holding a workshop and planning the implementation of the findings.	L	OR	By end of 2025
	b. Create a full island species list.	L	OR	By end of 2024
	c. Organise an island BioBlitz event.	L	PC	During 2024
1.6 To encourage Observatory-based research and disseminate results from ornithological activities	a. Continue to produce and improve our annual bird report.	H	RMC	Annual
	b. Continue to issue bird news to bird news services as appropriate.	M	RMC	Ongoing
	c. Encourage and devise research programmes or projects in conjunction with NS or other partners with the aim of disseminating results which further the knowledge of the island's ornithology - in particular a contribution to increasing migration studies.	M	OR / PC	Ongoing
	d. Organise a seminar / webinar series on Isle of May ornithology and studies on other topics.	M	OR / PC	By end 2023

2. Education, participation and enjoyment

Rationale: Over the past five years we have seen significant enhancement of the profile of the Observatory amongst the ornithological community. This has been through events such as the young birders training course, increased social media activity and direct dissemination of bird news, island stories and enhancement of our publications. Our ongoing challenge lies within the area of engaging new and more diverse audiences and ensuring that we grow our supporter base and our participation rates. In changing and challenging times for nature and public engagement our observatory offer needs to continue to adapt and develop. This may require further improvement of our facilities and infrastructure, our education and training opportunities or our communications and engagement efforts.

An important aspect of our future work will be to maintain and further improve our membership and fundraising capacity. Membership and donative support will be a continuing area of focus to ensure we increase our supporter community, engage members through voluntary activity, communications and fundraising. This should include a review and further development of our membership system, keeping it simple while ensuring it is effective and flexible.

Telling people about our work through media and training will also improve occupancy, skill levels and funding in the longer term. We may at times seek partnerships with others to best reach a wider and more diverse audience. This may include co-operation or partnership with other observatories, with academic institutions, NGOs and not least with our on-island partners, NatureScot.

Objective	Key Action	Priority	Sub-group / lead	Timescale
2.1 To encourage and facilitate enjoyment of the natural world through the work of the IOMBO	a. Ensure high levels of occupancy through the year by effective promotion of available weeks and utilise quieter periods of the season for bespoke events (*e.g.*, training courses in April and August).	H	BM / PC	Ongoing
	b. Ensure the work of the Observatory is promoted through the media.	M	RMC	Ongoing
	c. Through consultation and cooperative working, consider an enhanced approach to develop a flexible and simple membership system.	H	BM / FG	By mid-2023
2.2 To enhance the Observatory's communications in terms of content, flow, utility and appearance	a. Enhance and promote our publications and web media, ensuring timely and cost-effective production and distribution as appropriate.	M	RMC	Ongoing
	b. Enhance member engagement opportunities and communications through publications, events and other media.	L	RMC / BM	Ongoing
	c. Ensure branding and identity on all communications is consistent.	M	RMC / BM / PR / FG	By mid-2023.
	d. Engage with ringing groups, birders and other stakeholders through appropriate contributions to the ornithological media (*e.g.*, Scottish Birds).	L	BM / PC	By end of 2024

Objective	Key Action	Priority	Sub-group / lead	Timescale
2.3 To explore and initiate educational and training initiatives	a. Provide specific opportunities for training and engagement of a diverse audience through development of courses and events on the island, including the furtherance of the formerly successful YBTC and development of new opportunities for adults.	M	PC	Annual
	b. Ensure training is delivered to professional standards and with content agreed with any partners.	M	PC	By end of 2023
	c. Devise an annual events programme (on and off island) including where possible, involvement in NS open days, and if resources permit, SOC and BTO conferences, Scottish Ringers Conference, *etc*..	L	PC	By end of 2025
	d. Explore opportunities for online resources which may enhance the Observatory's aims, *e.g.*, online history archive, data access and mobile accessible media.	L	RMC	By end of 2025
	e. Create and promote an Isle of May Bird Observatory presentation that can be hosted online.	L	RMC	By end of 2025
	f. Organise an Isle of May Nature Conference or talks programme online (*c.f.*, action 1.6d).	M	PC / OR	By end of 2023

3. Infrastructure, operations, administration and governance

Rationale: In order to operate as a bird Observatory, the Observatory must maintain vital systems, processes, infrastructure and adequate funding, supported by the Trust, a management committee, volunteers and partners. Workshop discussions identified a range of areas for continued development including:

- Further development of infrastructure – including a sound building, improved water supply, communications options, power and equipment;
- A simple and effective online booking, donation, membership and payment system;
- Clear, safe operating instructions; and,
- Processes which ensure fairness, inclusivity, clarity and sound governance.

All of these will assist the management committee and the visitor and underpin actions in other objectives.

The changing and challenging times and our role as a responsible, nature -based charity, increases the onus upon us to act sustainably in our operations and as such we shall seek to develop procedures and practice to further the aims of reducing our carbon footprint and increase our contribution to a sustainable future.

The role of membership of the Trust has been identified as a priority in under Objective 2.1 and should be reviewed alongside other fundraising mechanisms for specific projects or tasks. Increasing regular donative giving, sales of merchandise or services and encouraging legacies will all be important and help the observatory continue long into the future.

The Trust requires a committee that is able to carry out an effective management role with a broadly common understanding of the aims and approach of the Observatory and which is representative of wider society, ensuring that multiple viewpoints and experiences are brought to our work and to ensure inclusivity of as wide a range of the community as is practicable. The maintenance of a meetings schedule, regular reporting and the use of a plan for guidance will be important. Sub-groups of the committee are charged with areas of specific expertise which assist in the development of specific actions that require particular focus. The se groups will continue to report to the committee making recommendations for committee approval. INpar8icular purchases or programmed financial commitments require suitable scrutiny and approval from the committee in all cases.

Of great significance is the relationship with the primary partner and landlord, NS. Operations on the island must fit into the NS management regime for the island and good communications and agreed protocols are vital.

Objective	Key Action	Priority	Sub-group / lead	Timescale
3.1 To achieve governance and administrate within all legal	a. Ensure all governance and administrative requirements of the IOMBOT continue to be met, including an appropriate management committee and	H	FG	Ongoing

Objective	Key Action	Priority	Sub-group / lead	Timescale
requirements and to high standards	general meeting schedule with adequate attendance and procedures and appropriate financial management.			
	b. Prepare, update and adhere to all Health and Safety procedures and practice including a schedule of regular checks.	H	IT	Ongoing
	c. Prepare, update and adhere to all IOMBOT policies and practice on safeguarding, diversity and inclusion and working with volunteers, *etc.*.	H	FG	Ongoing
	d. Prepare a specific Code of Conduct and standard guidance for Trustees / management committee.	H	FG	By end of 2023
	e. Ensure GDPR is adhered to and regularly reviewed.	H	FG / BM	By end of 2023
	f. Undertake regular review of the composition and skillset of the committee.	H	FG	Annual
3.2 To streamline and improve arrangements for managing membership, visitor bookings, including boat access and visitor instructions	a. Undertake a review of bookings (rates, costs, feedback and system) annually.	M	BM	Annual
	b. Undertake an annual review of visitor guidance and Low Light manual.	M	BM / IT	Annual (by end Dec)
	c. Investigate and instigate improved online payment and donation options.	M	BM / FG	By end of 2024
	d. Consider enhanced membership options (*c.f.*, action 2.1c).	M	BM / FG	By end of 2023
	e. Ensure close liaison with boat operators and regular review of costs and service.	H	IT	Ongoing / Annual
3.3 To undertake appropriate maintenance of, and enhance, accommodation and related infrastructure	a. Undertake agreed inspection and maintenance schedule.	H	IT	Ongoing / Annual
	b. Enhance water supply system.	H	IT	Ongoing / Annual
	c. Undertake regular power supply maintenance.	H	IT	Ongoing / Annual
	d. Investigate / provide Wi-Fi within the Low Light and Ringing Hut.	M	IT / FG	By end of 2023
	e. Make provision for future replacements and improvements.	M	IT	Ongoing / Annual
3.4 To continue and improve suitable liaison with key partners and stakeholders	a. Continue and enhance liaison with NS to ensure smooth operations on the island, to address issues as they arise and to develop a healthy and effective partnership with clear and supportive duties between the organisations.	H	PC	Ongoing
	b. Continue and enhance liaison with UK-CEH, BTO and other organisations as may operate on the island regularly or from time to time.	M	PC	Ongoing
	c. Continue to encourage NS attendance at Trust meetings and involvement in IOMBOT decision-making where appropriate.	H	FG	Ongoing
3.5 To enhance fundraising to ensure sound financial and donor	a. Devise and initiate an enhanced structure for IOMBOT membership and support.	M	BM / FG	By end of 2023

Objective	Key Action	Priority	Sub-group / lead	Timescale
support for the core work of the Observatory and any new initiatives identified	b. Utilise new merchandise as a fundraising and profile development opportunity.	L	FG / RMC	By end of 2023
	c. Investigate and instigate arrangements for online payments and donation platforms.	M	FG / RMC	By end of 2022
	d. Explore and devise new fundraising initiatives to ensure development and maintenance needs are met.	M	FG	As required
3.6 To examine and improve progress against planned objectives and actions	a. Undertake an annual strategic plan progress review.	M	FG / all	Annual

Annexes

Annex 1 – Extracts from the Constitution of IOMBOT

Purposes

The organisation's purposes are to foster and encourage the pursuit of ornithology for the benefit of the public and to advance the education of the public by the study of the natural history of the Isle of May. This will be achieved by:

i.   Manning the Bird Observatory and Field Station on the Isle of May;
ii. Gathering information on the birds, other animals, plants, archaeology and history of the Isle of May;
iii. Publishing reports on the work and progress of the Isle of May Bird Observatory and Field Station;
iv. Assisting with the training of ornithologists and field craft and ringing; and,
v.   Carrying out any other acts or functions consistent with the attainment of the objectives of the Trust.

Annex 2 – Bird Observatories Council accreditation standards

1. Function of Accredited Bird Observatories

1.1 The Observatory must define a recording area which must be notified to the Trust. Any changes in the boundaries of this study area must also be notified.

1.1 Reasonable coverage (records for a minimum of 75% of days) of the study area must be maintained during the migration seasons. Records for other times, particularly the breeding season, should be maintained where possible.

1.2 The Observatories shall participate in such co-operative programmes of research as shall be agreed between the BOC and the Trust.

1.3 The Observatory will maintain a daily census and migration log, ensuring that a secure copy is kept off site. These data will be computerised and submitted to the Trust electronically. They will also co-operate with the Trust by submitting other data requested by the Trust which they may reasonably be expected to supply within a given time-span. The Trust will maintain a national archive of computerised data.

1.4 The Observatory will maintain a programme of bird ringing within their recording area. They will submit data from this ringing programme to the Trust as required under the rules of the Trust's Ringing Scheme. They will also use their best endeavours to supply additional ringing data, which may be requested by the Trust after consultation with the BOC, for specific projects.

1.5 The Observatory will use its best endeavours to provide training for visiting ringers and trainee ringers, subject always to the availability of suitably qualified ringing permit holders.

2. Facilities and Accreditation of Accredited Bird Observatories

2.1 Each Observatory should have an organising committee or responsible individual for ensuring that the Observatory's obligations under this agreement are observed. Throughout this agreement where the Observatory Committee is referred to it should be noted that this may exceptionally be a single individual.

2.2 The Observatory Committee must, via the BOC secretary, inform the Trust of changes in the appointment of staff and in the Committee or responsible individual referred to in 2.1.

2.3 A distinction will be drawn between Accredited Wardened Observatories and Accredited Observatories and the status of each Observatory in this respect will be indicated in all publicity documents produced by the Trust or the BOC.

2.4 Observatories will provide catching and ringing facilities for visiting ringers and ringing trainees helping to man the Observatory, for use by prior arrangement and at the sole discretion of the Warden or ringer in charge.

2.5 Observatories will provide or arrange overnight accommodation with board and/or cooking facilities at an appropriate charge.

3. Procedure to become an Accredited Observatory

3.1 Reasonable cover must have been maintained at a prospective Observatory site for two or more consecutive years immediately prior to the application, with a prospect of continuing activity. The prospective Observatory must be able to show that they are able to fulfil the obligations of an Observatory as outlined in this agreement.

3.2 Accreditation shall require the agreement of both the Trust and the BOC. Accreditation shall formally be given by the BOC.

4. Termination of Accredited Observatory status

4.1 Any accredited Observatory which ceases to be able to fulfil the obligations of an Observatory as outlined in this agreement may cease to be an Accredited Observatory by giving notice in writing to both the BOC and the Trust.

4.2 Any Accredited Observatory which fails to meet criteria laid down by the BOC or fails to meet standards and codes of practice required by the Trust's Ringing Scheme shall be liable to forfeit accredited status subject to consultation with the Trust, BOC and the Observatory concerned.

5. Maintenance of and access to data

5.1 Accredited Observatories shall keep records of their daily census and migration logs, of their ringing data and of other information which they may collect. These records will be kept in good order and secure against accidental loss. All records which the Observatory has gathered shall be kept permanently.

5.2 All observatories seeking accreditation after 1st January 2001 will be required to record daily census and ringing data in computerised form.

5.3 The Trust shall keep copies of the data supplied by the Observatories. These copies will be kept secure against accidental loss or damage.

5.4 Individual Observatories may use and publish the data they have gathered without consultation with other bodies. They are strongly encouraged to make maximum use of their data.

5.5 Bird Observatory data will normally be made available to *bona fide* research workers subject to the appropriate consultation and to the normal conditions for data requests operated by the Trust.

5.6 Requests for data from a single Observatory will be referred to that Observatory. Applications for data from more than one Observatory will be referred to the secretary of the BOC who will consult the Observatories concerned. The Observatories concerned will be given two months to respond to the request after which the data will be released if no reply has been received.

5.7 The Trust may use the information supplied by the Observatories for research purposes. It will inform the BOC and the relevant Observatories of the uses to which the data are put. Analyses based on the data from a single Observatory will not be performed without consultation with that Observatory.

5.8 Any publication using Observatory data shall acknowledge the Observatories and the Trust as having contributed to the data collection. Where the Trust's contribution has been supported by outside funding (for example the Joint Nature Conservation Committee's support for the Ringing Scheme) then the appropriate external sponsor(s) shall also be acknowledged.

5.9 Ringing data gathered as part of the activities of the BTO Ringing Scheme are subject to the rules and procedures operated by the Ringing Scheme and are not covered by this agreement.

6. Privileges provided to Accredited Bird Observatories by the Trust

6.1 Each Accredited Observatory will be provided with one free copy of Bird Study, BTO News, Ringers' Bulletin and Ringing and Migration.

6.2 Accredited Observatories shall be provided with one free ringing permit per year.

6.3 Accredited Observatories will be provided with free supplies of appropriate recording forms (but not binders) on request.

6.4 The Ringing Committee of the Trust may exempt Bird Observatories from certain restrictions on the ringing of particular species.

7. Liaison between the BOC and the Trust

7.1 The Trust will appoint a member of staff who will be responsible for routine liaison with the Bird Observatories and with the BOC. They will advise the BOC if this staff member is changed.

7.2 The Trust will appoint a representative who will attend BOC meetings. They will advise the BOC if this representative is changed.

7.3 The BOC will appoint a secretary who will be responsible for routine liaison with the Trust and will advise the Trust when a new secretary is appointed.

7.4 Where Trust Committees concerned with science or ringing (currently the Ringing Committee) are discussing matters which are of direct relevance to the work of the Observatories the 7.5 Chairperson of the BOC will usually be invited to attend the meeting. Such attendances shall be at the discretion of the relevant Trust Committee. The Chairperson of the BOC may also receive relevant Trust papers so as to ensure that they are fully informed regarding relevant Trust activities.

7.6 Copies of this agreement will be provided to all new members of the BOC and the Ringing Committee of the Trust.

8. Publicity

8.1 The Trust will provide free publicity for the Bird Observatories by publishing a list of Accredited Bird Observatories, as supplied by the BOC, in the BTO News each year and by providing an information sheet for casual enquiries and through other opportunities when they arise.

8.2 The Observatories will publicise the Trust by making Trust membership leaflets and other information available to their visitors. The Trust will arrange for such material to be supplied to the Bird Observatories.

9. Revision of this Agreement

9.1 A revised version of this agreement may be produced at any time by mutual agreement between the Trust and the BOC. When such a revised agreement has been signed by both parties it shall replace the present agreement.

9.2 Either party may give written notice of not less than six months that they intend to withdraw from this agreement. On expiry of such notice the agreement shall be deemed to have terminated.

Annex 3 – Progress Report Pro-forma / Table for use at committee meetings (example extract)

Objective	Key Action	pr'y	Lead	Timescale (in plan)	Timescale (revision)	Action taken
1.1 To maintain & develop bird migration monitoring	a. Review ornithological monitoring protocols, guidance and standards – initial review and annual check up	M	D	Ongoing		
	b. Develop standardised daily migration recording protocol	L	D	Ongoing		
	c. Develop enhanced sea watching and visible migration monitoring	L	D	By 2017 season		
1.2 To maintain & develop ringing operations to support migration monitoring and research	a. Review ringing standards; Initial and regular/annual check up	M	RS	Ongoing		
	b. Review ringing equipment & traps; develop maintenance/renewal program	M	RS	By AGM 2016		
1.3 To maintain and enhance contribution to breeding and wintering bird monitoring and research	a. Ensure recording protocols take account of breeding status of key species & agree reporting protocols to key bodies (e.g. RBBP)	M	D	By Apr 2016		
	b. Enhance standardised counts of non-migratory populations (e.g. waders) in discussion with SNH	M	D	By Aug 2016		
	a. Review data management, digitisation.					