



Project Activity Report

Summary of project activities conducted during the FSC BioLinks project

Version 14 – 31st March 2021

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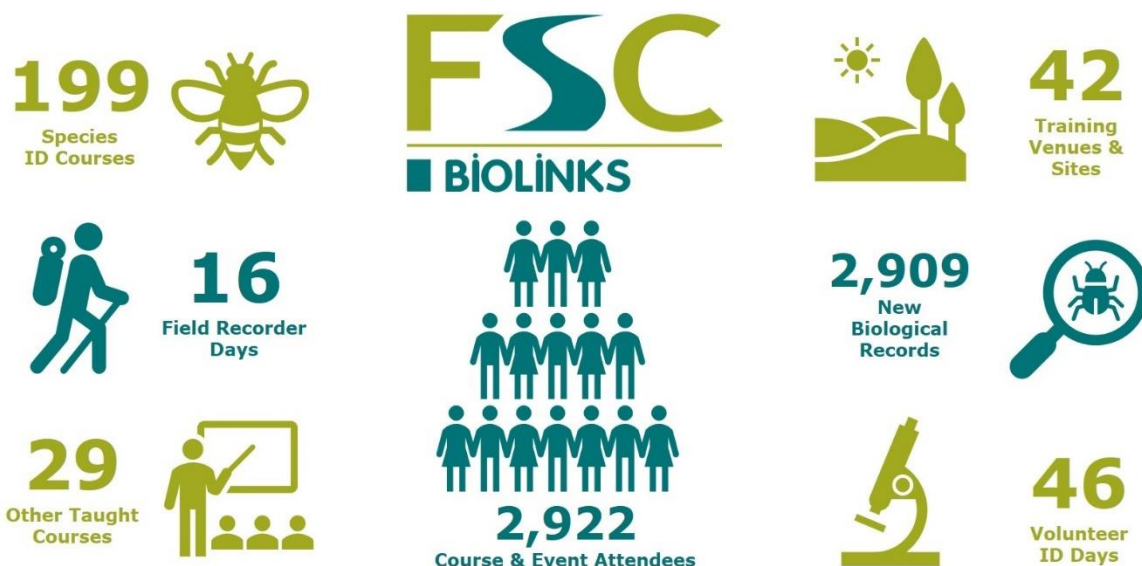
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Key FSC BioLinks project achievements during 2018-2019



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A guide to using the FSC BioLinks Project Activity Report

The contents of this document are ordered by *Workstream* (e.g. 2 South East Training Programme) and then by *Work Package* (e.g. 2.2.3 FSC Juniper Hall ID Training Residential Courses), in the same order that they are listed in the FSC BioLinks Action Plan. Under each Work Package, the details of any associated *Milestones* are listed. The function of this document is to provide the reader with a status update regarding current progress towards these milestones.

Milestones are divided into 3 categories:

- *Tasks* are defined as actions (or groups of actions) that need to be undertaken. They are things that will actually be done, such as creating a document or undertaking a specific activity.
- *Targets* are defined as quantitative goals that the project aims to achieve. Examples include delivering a minimum number of events or engaging a specified number of people.
- *Objectives* are defined as qualitative goals that the project aims to achieve. Examples include volunteer achievements perceived impacts on the resilience of the sector.

Milestones display the following information:

Milestone reference number	Description - explanation of what is to be achieved	Owner – the individual responsible for completing the milestone	Deadline – the date by which the milestone should be completed	Category – task, target or objective	Status – Not started, In progress, Complete or Cancelled
1.1.1.1	Appoint Project Manager	Sue Townsend	31/03/2018	Task	Complete 10/10/2017

Milestones are also colour-coded by status:

Colour	Status	Meaning
Clear	Any status	Work is not due to start with regards to this milestone by the date of the current report.
Clear	Cancelled	The milestone has been cancelled and will no longer be worked on.
Green	Complete	Task/Objective – The project milestone has been completed. Target – The target for the current year or the project has been met.
Yellow	In progress	Progress towards meeting the milestone has been made but the milestone has not yet been completed. The milestone may be behind schedule if the date in the deadline field has passed.
Red	Not started	The milestone is overdue as the deadline has passed and no progress (or insufficient progress) has been made towards completing the milestone.

1 Operations & Administration Systems

The Operations & Administration Systems workstream is managed by Keiron Brown, FSC BioLinks Project Manager, reporting to:

- November 2017 – February 2020: Sue Townsend, FSC Biodiversity Learning Manager
- March 2020 – Present: Philip Turvil, FSC Eco Business Director

1.1 Setting Up the Project

1.1.1 Appoint Project Team

1.1.1.1	Appoint Project Manager	Sue Townsend	31/03/2018	Task	Complete 10/10/2017
1.1.1.2	Appoint Project Officer	Sue Townsend	31/03/2018	Task	Complete 23/11/2017
1.1.1.3	Appoint Digital Development Officer	Sue Townsend	31/03/2018	Task	Complete 22/11/2017
1.1.1.4	Appoint Project Assistant	Charlie Bell	31/03/2019	Task	Complete 18/02/2019

Table 1-1: FSC BioLinks Project Team.

Project Role	Status	Person Appointed	Start Month	End Month
Project Manager	Ongoing	Keiron Brown	Nov 2017	Jan 2023
Project Officer West Midlands	Ongoing	Charlie Bell Holly Dillon Aaron Bhambra	Jan 2018 Mar 2020 Jan 2021	Feb 2020 Dec 2020 Jan 2023
Project Officer South East	Ongoing	Daniel Asaw	Jan 2021	Jan 2023
Project Assistant	Terminated	Holly Dillon	Feb 2019	Feb 2020
Marketing Officer	Vacant	Caroline Howard	Jan 2021	Feb 2021
Digital Development Officer	Ongoing	Richard Burkmar Charles Roper (seconded)	Jan 2018 Mar 2019	Mar 2019 Jan 2023

1.1.2 Set up PMWC Systems

Project Management for Wildlife Conservation (PMWC) systems have been gradually added since September 2019 in order to streamline administration and project management processes.

1.1.2.1	Introduce PMWC meeting roles to weekly and monthly team meetings	Keiron Brown	30/09/2019	Task	Complete 15/08/2019
1.1.2.2	Introduce Meeting Action Tracker	Keiron Brown	15/12/2019	Task	Complete 17/12/2019
1.1.2.3	Introduce PMWC status meeting timetable and revised meeting report documents	Keiron Brown	15/01/2020	Task	Complete 06/01/2020
1.1.2.4	Apply PMWC approach to Action Plan, add in Close Phase to project timetable and add Work Plan to Meeting Action Tracker	Keiron Brown	31/01/2020	Task	Complete 21/01/2020
1.1.2.5	Introduce document tracker/document review trackers and review document naming/filing systems	Keiron Brown	29/02/2020	Task	Complete 31/01/2020
1.1.2.6	Introduce Risks & Issues to Meeting Action Tracker	Keiron Brown	30/04/2020	Task	Complete 24/03/2020

1.2 Staff Training and Procedures

1.2.1 Project Staff Training

1.2.1.1	Team training requirements published	Keiron Brown	30/03/2018	Task	Complete 30/03/2018
1.2.1.2	FSC inductions completed	Sue Townsend	31/04/2018	Task	Complete 09/02/2018
1.2.1.3	Individual Development Plans created	Keiron Brown	31/05/2018	Task	Complete 30/04/2018
1.2.1.4	South East region training hub inductions complete	Keiron Brown	31/05/2018	Task	Complete 31/05/2018
1.2.1.5	West Midlands region training hub inductions complete	Charlie Bell	31/05/2018	Task	Complete 31/05/2018

FSC BioLinks Team Training Requirement Log

Green = Training recently completed, **Yellow** = Training due next 6 months, **Red** = Training currently overdue

Training/ Certification	Keiron Brown		Dan Asaw		Aaron Bhambra	
	Complete	Due	Complete	Due	Complete	Due
Buildings & Hospitality OCoPs	16/09/19	N/A	14/01/21	N/A	15/01/21	N/A
Emergency Response OCoPs	25/04/20	N/A	14/01/21	N/A	15/01/21	N/A
Learning OCoPs	25/04/20	N/A	14/01/21	N/A	15/01/21	N/A
Workforce/Employee OCoPs	17/09/19	N/A	14/01/21	N/A	15/01/21	N/A
Child Protection	13/05/19	12/05/22	15/01/21	14/01/23	15/01/21	14/01/23
Data Protection/GDPR	17/05/18	N/A	15/01/21	N/A	15/03/21	N/A
ITC Level 3 Award in First Aid at Work	17/01/18	Expired	Due	Due	Due	Due
NWSMP – Level 1 Water Safety Awareness	17/01/20	16/01/22	Due	Due	Due	Due
NWSMP – Level 2 River	17/01/20	16/01/22	Due	Due	Due	Due
FSC Risk Management Systems	18/01/18	Expired	Due	Due	Due	Due
Manual Handling	Due	Due	25/02/21	25/02/22	15/01/21	15/01/22
Fire Safety	Due	Due	25/02/21	25/02/22	25/02/21	25/02/22
COSHH Training	13/12/19	N/A	05/03/21	15/03/22	05/03/21	N/A
NNSS training Module 1	03/06/19	03/06/22	Due	Due	Due	Due
NNSS training Module 2a	03/06/19	03/06/22	Due	Due	Due	Due
NNSS training Module 2b	03/06/19	03/06/22	Due	Due	Due	Due
NNSS training Module 2c	16/09/19	16/09/22	Due	Due	Due	Due
NNSS training Module 2d	16/09/19	16/09/22	Due	Due	Due	Due
NNSS training Module 3a	16/09/19	16/09/22	Due	Due	Due	Due
NNSS training Module 3b	16/09/19	16/09/22	Due	Due	Due	Due
Lear Moodle Basics	01/04/20	N/A	N/A	N/A	N/A	N/A
FSC Management Development Programme	10/12/19	N/A	N/A	N/A	N/A	N/A
Project Management for Wildlife Conservation	22/07/19	21/07/24	22/02/21	22/02/26	22/02/21	22/02/26
Strategy & Development for Wildlife Conservation	27/07/20	27/07/25	N/A	N/A	N/A	N/A

1.2.2 FSC H&S Procedures

1.2.2.1	OCCoPs read and signed by project team	Keiron Brown	31/01/2021	Task	Not started
1.2.2.2	SWICs for project sites created (South East region)	Daniel Asaw	30/06/2021	Task	Not started
1.2.2.3	SWICs for project sites created (West Midlands region)	Aaron Bhambra	30/06/2021	Task	Not started
1.2.2.4	Activity-specific Risk Assessments produced	Keiron Brown	30/06/2021	Task	Not started

2020 update: Due to the cancellation of place-based project activities as a result of the COVID-19 pandemic and associated movement and social distancing restrictions, sites were not visited to create Site Working Information Cards at all during 2020. In addition, two new project officers will join the team in 2021. Therefore, the project team will need to undertake this work package again during 2021 so appropriate targets have been set.

1.3 Equipping the Training Hubs

1.3.1 Equipping the South East Region Training Hubs

1.3.1.1	Training hub Memorandums of Understanding signed for South East training hubs	Keiron Brown	30/04/2018	Task	Complete 14/09/2018
1.3.1.2	FSC London: Bushy Park equipped	Keiron Brown	30/06/2018	Task	Complete 31/05/2018
1.3.1.3	BENHS Dinton Pastures equipped	Keiron Brown	30/06/2018	Task	Complete 31/05/2018
1.3.1.4	FSC Juniper Hall equipped	Keiron Brown	30/06/2018	Task	Complete 31/05/2018

1.3.2 Equipping the West Midlands Region Training Hubs

1.3.2.1	Training hub Memorandums of Understanding signed for West Midlands training hubs	Keiron Brown	30/04/2018	Task	Complete 20/12/2017
1.3.2.2	FSC Bishops Wood equipped	Charlie Bell	30/06/2018	Task	Complete 31/05/2018
1.3.2.3	FSC Preston Montford equipped	Charlie Bell	30/06/2018	Task	Complete 31/05/2018

1.4 Closing the Project

1.4.1 Project Close

1.4.1.1	South East equipment legacy plan produced	Daniel Asaw	31/12/2022	Task	Not started
1.4.1.2	West Midlands equipment legacy plan produced	Aaron Bhambra	31/12/2022	Task	Not started
1.4.1.3	End of project staff interviews conducted	Philip Turvil	31/12/2022	Task	Not started
1.4.1.4	Demobilise project team	Philip Turvil	31/01/2023	Task	Not started

2 South East Training Programme

The South East Training Programme workstream is managed by Keiron Brown (FSC BioLinks Project Manager). This section reports on the project activity to date, with an emphasis on the current quarter.

2.1 Engagement Events (South East)

2.1.1 BioBlitz Events (South East)

2.1.1.1	Deliver celebratory launch BioBlitz event at Bushy Park	Keiron Brown	31/07/2018	Task	Complete 25/07/2018
2.1.1.2	Deliver celebratory close BioBlitz event at Bushy Park	Daniel Asaw	30/09/2022	Task	Not started
2.1.1.3	500 BioBlitz participants engaged	Daniel Asaw	30/09/2022	Target = 500	In progress = 216
2.1.1.4	14 volunteers assist in planning and delivery of South East region BioBlitz events	Keiron Brown	30/09/2022	Target = 14	Complete = 18
2.1.1.5	New biological records are produced during South East region BioBlitz events	Daniel Asaw	30/09/2022	Objective	In progress

The focus of the first South East region event *Bushy Park Wildlife Detectives* took place on 25th July 2018 and engaged park-goers with invertebrate-focused citizen science surveys that they would be able to repeat at home or school, alongside other nature-based activities for families. In total, 216 people were engaged (80 adults and 136 children). 146 people participated in 4 or more activities and received a free identification resource (an FSC fold out chart to one of the following groups: insects, Garden Bugs & Beasties, Bees, Ladybirds or Butterflies). In addition to public participation, 5 volunteers and 13 Field Studies Council staff members donated their time to support the project staff on the day of the event. Figure 2-1 illustrates the number of individuals engaged through each of the event activities.

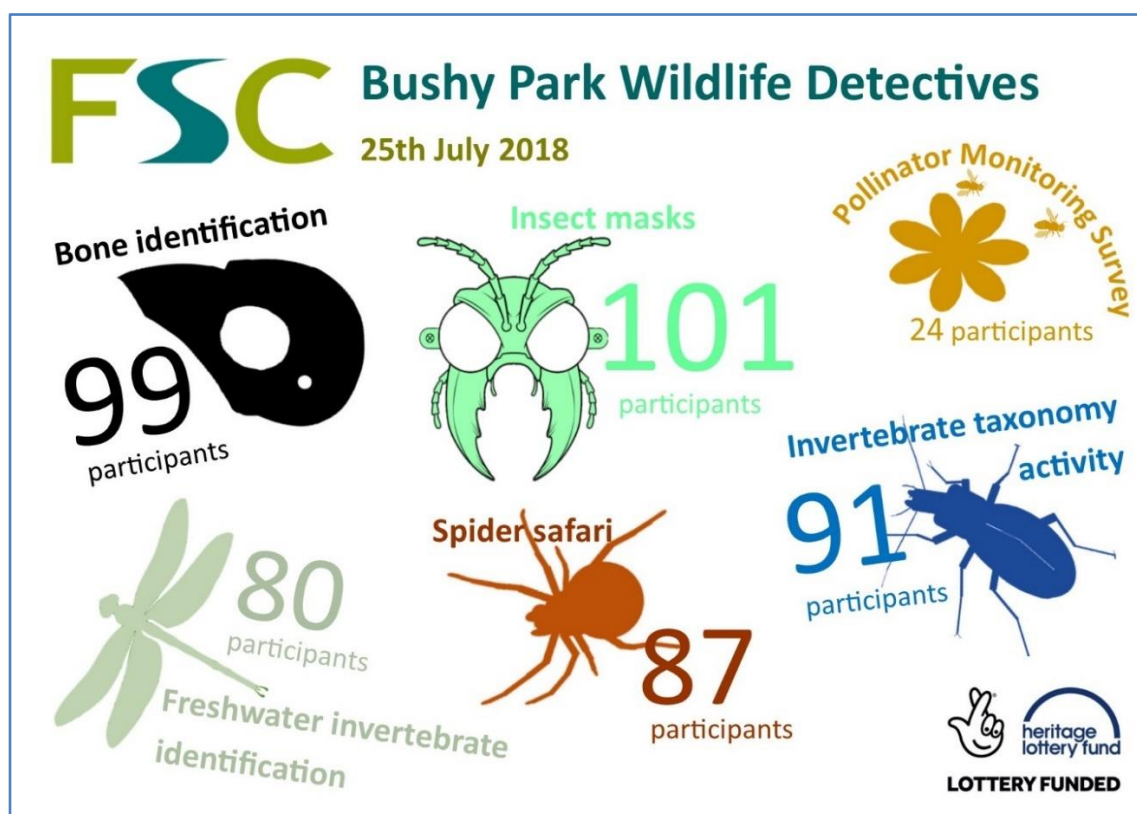


Figure 2-1: Bushy Park Wildlife Detectives Day infographic illustrating how many individuals participated in each of the activities.

2.1.2 Learn To Love Training Courses (South East)

2.1.2.1	25 Learn To Love training courses delivered in the South East region	Daniel Asaw	31/08/2022	Target	In progress = 14 To review target
2.1.2.2	175 attendees at Learn To Love training courses in the South East region	Daniel Asaw	31/08/2022	Target	In progress = 148 Target retained
2.1.2.3	Introductory level volunteers attend Learn To Love training courses in the South East region	Daniel Asaw	31/08/2022	Objective	In progress

Learn To Love training courses are introductory-level courses aimed at engaging new audiences with the FSC BioLinks focus species groups. These introductory-level courses will be delivered at training venues across the region to access new local natural history communities.

Table 2-1: Summary of Learn To Love Training Courses (South East) delivered prior to this quarter.

Date	Course title	Location	Attendees
14/03/2018	Learn To Love Earthworms	Lesnes Lodge	8
20/03/2018	Learn To Love Earthworms	FSC London: Bushy Park	10
18/04/2018	Learn To Love Spiders	Lesnes Lodge	10
21/04/2018	Learn To Love Centipedes, Millipedes & Woodlice	FSC Amersham	7
17/07/2018	Learn To Love Beetles	FSC London: Bushy Park	13
08/08/2018	Learn To Love Bees	Perivale Wood	12
08/09/2018	Learn To Love Beetles	FSC Amersham	9
26/09/2018	Learn to Love Slugs & Snails	Perivale Wood	12
04/10/2018	Learn To Love Slugs & Snails	FSC London: Bushy Park	12
13/03/2019	Learn To Love Earthworms <i>- joint event with Woods Mill at 50 Project</i>	Woods Mill	14
09/04/2019	Learn To Love Earthworms	Holland Park	14
14/08/2019	Learn To Love Bees	Lesnes Lodge	11
18/09/2019	Learn To Love Earthworms	Perivale Wood	10
18/03/2020	Learn To Love Slugs & Snails	Lesnes Abbey Wood	6
27/03/2020	Learn To Love Woodlice	Perivale Wood	Cancelled*
10/06/2020	Learn To Love Bugs	Cassiobury Park Hub	Cancelled*
18/06/2020	Learn To Love Bees	Holland Park	Cancelled*
08/09/2020	Learn To Love Harvestmen	Morden Hall Park	Cancelled*

*Cancelled due to the COVID-19 pandemic.

2.2 Focus Species Group ID Training Courses (South East)

Focus Species Group training courses vary from introductory courses to advanced-level courses for highly skilled volunteer biological recorders.

2.2.1 FSC London: Bushy Park ID Training Day Courses

2.2.1.1	75 non-residential ID training courses delivered at FSC London: Bushy Park	Daniel Asaw	31/08/2022	Target	In progress = 42 To review target
2.2.1.2	525 attendees at non-residential FSC London: Bushy Park ID training courses	Daniel Asaw	31/08/2022	Target	In progress = 404 Target retained
2.2.1.3	Beginner to advanced level volunteers attend non-residential FSC London: Bushy Park ID training courses	Daniel Asaw	31/08/2022	Objective	In progress

FSC London: Bushy Park is the emerging training hub highlighted for development within the South East region. In order to improve the reach of this emerging hub, some courses were initially at other South East region training hubs.

Table 2-2: Summary of FSC Bushy Park ID Training Day Courses delivered prior this quarter.

Date	Course title	Location	Attendees
28/03/2018	Earthworm ID with Microscopes	FSC London: Bushy Park	8
28/04/2018	Looking at Terrestrial Invertebrates with Microscopes	FSC London: Bushy Park	7
18/07/2018	Field ID of Beetles	FSC London: Bushy Park	14
19/07/2018	Beetle Family ID with Microscopes	FSC London: Bushy Park	11
20/07/2018	Field ID of Longhorn Beetles	FSC London: Bushy Park	10
05/09/2018	Field ID of Spiders	FSC London: Bushy Park	11
05/09/2018	Field ID of Spiders - joint event with Oxford Brookes Eco Evo Devo Summer School	Oxford Brookes	12
12/09/2018	Earthworm ID with Microscopes	FSC London: Bushy Park	9
13/09/2018	Field ID of Beetles	FSC London: Bushy Park	12
19/09/2018	Looking at Terrestrial Invertebrates with Microscopes	FSC London: Bushy Park	6
27/09/2018	Beetle Family ID with Microscopes	FSC London: Bushy Park	10
05/10/2018	Field ID of Land Snails	FSC London: Bushy Park	12
10/10/2018	Field ID of Woodlice	FSC London: Bushy Park	10
17/10/2018	Spider ID with Microscopes	FSC London: Bushy Park	9
25/10/2018	Woodlice ID with Microscopes	FSC London: Bushy Park	8
14/11/2018	Spider ID with Microscopes	FSC London: Bushy Park	7
20/03/2019	Looking at Terrestrial Invertebrates with Microscopes	FSC London: Bushy Park	8
23/03/2019 – 24/03/2019	Earthworm ID Weekend - joint event with Woods Mill at 50 Project	Woods Mill	10
03/04/2019	Earthworm ID with Microscopes	FSC London: Bushy Park	6
24/04/2019	Field ID of Spiders	Lesnes Lodge	14
13/06/2019	Field ID of Dragonflies	FSC London: Bushy Park	12
17/06/2019 – 18/06/2019	Beetle Family ID with Microscopes	FSC London: Bushy Park	10
19/06/2019	Longhorn Beetle ID with Microscopes	FSC London: Bushy Park	9
20/06/2019	Dung Beetle ID with Microscopes	FSC London: Bushy Park	9
21/06/2019	Carrion Beetle ID with Microscopes	FSC London: Bushy Park	10
08/07/2019	Field ID of Flies	FSC London: Bushy Park	8
09/07/2019 – 10/07/2019	Fly Family ID with Microscopes	FSC London: Bushy Park	8
11/07/2019	Soldier Fly ID with Microscopes	FSC London: Bushy Park	8
12/07/2019	Blow Fly ID with Microscopes	FSC London: Bushy Park	10
15/07/2019 – 16/07/2019	Bee Genera ID with Microscopes	FSC London: Bushy Park	8
17/07/2019	Field ID of Bumblebees	FSC London: Bushy Park	13

Date	Course title	Location	Attendees
18/07/2019 – 19/07/2019	Mining Bee ID with Microscopes	FSC London: Bushy Park	9
02/08/2019	Field ID of Shieldbugs	Box Moor Trust	13
04/09/2019	Earthworm ID with Microscopes	FSC London: Bushy Park	8
12/09/2019	Dragonfly Larvae ID with Microscopes	FSC London: Bushy Park	10
03/10/2019	Millipede ID With Microscopes	FSC London: Bushy Park	10
10/10/2019	Mayfly Larvae ID with Microscopes	FSC London: Bushy Park	10
16/10/2019	Field ID of Millipedes	Perivale Wood	12
23/10/2019	Spider ID with Microscopes 1: Families	FSC London: Bushy Park	7
06/11/2019	Spider ID with Microscopes 2: Species	FSC London: Bushy Park	10
21/11/2019	Caddis Fly Larvae ID with Microscopes 1: Families	FSC London: Bushy Park	10
14/05/2020	Earthworm ID with Microscopes	FSC London: Bushy Park	Cancelled*
21/05/2020	Centipede ID with Microscopes	FSC London: Bushy Park	Cancelled*
23/07/2020	Field ID of Shieldbugs	FSC London: Bushy Park	Cancelled*
27/07/2020 – 28/07/2020	Bee Genera ID with Microscopes	FSC London: Bushy Park	Cancelled*
29/07/2020	Nomad Bee ID with Microscopes	FSC London: Bushy Park	Cancelled*
30/07/2020	Leafcutter, Mud & Mason Bee ID with Microscopes	FSC London: Bushy Park	Cancelled*
13/08/2020	Mayfly Larvae ID with Microscopes	FSC London: Bushy Park	Cancelled*
09/09/2020	Field ID of Harvestmen	FSC London: Bushy Park	Cancelled*
10/09/2020	Harvestmen ID with Microscopes	FSC London: Bushy Park	Cancelled*
15/09/2020 – 16/09/2020	Beetle Family ID with Microscopes	FSC London: Bushy Park	Cancelled*
23/09/2020	Field ID of Slugs	FSC London: Bushy Park	Cancelled*
24/09/2020	Soldier Beetle ID with Microscopes	FSC London: Bushy Park	Cancelled*
14/10/2020	Earthworm ID with Microscopes	FSC London: Bushy Park	Cancelled*
21/10/2020	Slug ID with Microscopes	FSC London: Bushy Park	Cancelled*

*Cancelled due to the COVID-19 pandemic.

2.2.2 Dinton Pastures ID Training Day Courses

2.2.2.1	30 non-residential ID training courses delivered at BENHS Dinton Pastures	Daniel Asaw	31/08/2022	Target	In progress = 12 To review target
2.2.2.2	210 attendees at non-residential BENHS Dinton Pastures ID training courses	Daniel Asaw	31/08/2022	Target	In progress = 112 To review target
2.2.2.3	Beginner to advanced level volunteers attend non-residential BENHS Dinton Pastures ID training courses	Daniel Asaw	31/08/2022	Objective	In progress

The British Entomological & Natural History Society facility at Dinton Pastures Country Park (Berkshire) is the existing training hub within the South East region designated for inclusion within the project.

Table 2-3: Summary of Dinton Pastures ID Training Day Courses delivered prior this quarter.

Date	Course title	Location	Attendees
09/05/2018	Learn To Love Centipedes, Millipedes & Woodlice	BENHS Dinton Pastures	5
23/05/2018	Field ID of Woodlice	BENHS Dinton Pastures	9
20/06/2018	Learn To Love Spiders	BENHS Dinton Pastures	7
27/06/2018	Learn To Love Flies	BENHS Dinton Pastures	7
30/06/2018	Field ID of Spiders	BENHS Dinton Pastures	13
11/07/2018	Field ID of Flies	BENHS Dinton Pastures	10
10/04/2019	Field ID of Millipedes	BENHS Dinton Pastures	12
17/04/2019	Millipede ID With Microscopes	BENHS Dinton Pastures	8
08/05/2019	Field ID of Spiders	BENHS Dinton Pastures	12
15/05/2019	Field ID of Flies	BENHS Dinton Pastures	13
22/05/2019	Spider ID with Microscopes 1: Families	BENHS Dinton Pastures	8
05/06/2019	Soldier Fly ID with Microscopes	BENHS Dinton Pastures	8
08/04/2020 – 09/04/2020	Fly Family ID with Microscopes	BENHS Dinton Pastures	Cancelled*
23/04/2020	Woodlice ID with Microscopes	BENHS Dinton Pastures	Cancelled*
30/04/2020	Centipede ID with Microscopes	BENHS Dinton Pastures	Cancelled*
11/06/2020	Field ID of Hoverflies	BENHS Dinton Pastures	Cancelled*
11/11/2020	Spider ID with Microscopes 1: Families	BENHS Dinton Pastures	Cancelled*
12/11/2020	Spider ID with Microscopes 2: Species	BENHS Dinton Pastures	Cancelled*

*Cancelled due to the COVID-19 pandemic.

2.2.3 FSC Juniper Hall ID Training Residential Courses

2.2.3.1	20 residential ID training courses delivered at FSC Juniper Hall	Daniel Asaw	31/08/2022	Target	In progress = 7 To review target
2.2.3.2	140 attendees at residential ID training courses delivered at FSC Juniper Hall	Daniel Asaw	31/08/2022	Target	In progress = 62 To review target
2.2.3.3	Beginner to advanced level volunteers attend residential FSC Juniper Hall ID training courses	Daniel Asaw	31/08/2022	Objective	In progress
2.2.4.3	New biological records are produced during residential ID training courses at FSC Juniper Hall	Daniel Asaw	31/08/2022	Objective	In progress

FSC Juniper Hall (Surrey) is the residential training hub within the South East region designated for inclusion within the project. FSC Juniper Hall operations temporarily relocated to YHA South Downs during the winter of 2019/2020 to site refurbishment.

Table 2-4: Summary of FSC Juniper Hall ID Training Residential Courses delivered prior this quarter.

Date	Course title	Location	Attendees
31/08/2018 – 02/09/2018	Identifying & Recording Centipedes	FSC Juniper Hall	10
16/11/2018 – 18/11/2018	Identifying & Recording Earthworms	FSC Juniper Hall	10
03/05/2019 – 05/05/2019	Identifying & Recording Harvestmen	FSC Juniper Hall	9
31/05/2019 – 02/06/2019	Identifying & Recording Earthworms	FSC Juniper Hall	9
26/07/2019 – 28/07/2019	Identifying & Recording Pseudoscorpions	FSC Juniper Hall	8
25/10/2019 – 27/10/2019	Identifying & Recording Woodlice	FSC Juniper Hall	10
08/11/2019 – 10/11/2019	Identifying & Recording Woodlice	YHA South Downs	6
29/05/2020 – 31/05/2020	Identifying & Recording Millipedes	FSC Juniper Hall	Cancelled*
21/08/2020 – 23/08/2020	Identifying & Recording Bumblebees	FSC Juniper Hall	Cancelled*
24/08/2020 – 26/08/2020	Identifying & Recording Cased Caddis Fly Larvae	FSC Juniper Hall	Cancelled*
23/10/2020 – 25/10/2020	Identifying & Recording Ground Beetles	FSC Juniper Hall	Cancelled*
06/11/2020 – 08/11/2020	Identifying & Recording Spiders	FSC Juniper Hall	Cancelled*

*Cancelled due to the COVID-19 pandemic.

2.3 Volunteer Support Workshops & Events (South East)

Volunteer support workshops will open up project training hub facilities, equipment and libraries to volunteer biological recorders.

2.3.1 FSC Bushy Park Invertebrate Volunteer ID Days

2.3.1.1	Deliver 50 Open Lab Days/Invertebrate Volunteer ID Days in the South East region	Daniel Asaw	31/10/2022	Target	In progress = 26 To review target
2.3.1.2	Beginner and Intermediate level volunteers attend Open Lab Days/ Invertebrate Volunteer ID Days in the South East region	Daniel Asaw	31/10/2022	Objective	In progress
2.3.1.3	Participants feel supported and have access to project staff in the South East region	Daniel Asaw	31/10/2022	Objective	In progress

Initially termed Open Lab Days, the Invertebrate Volunteer ID Days at FSC Bushy Park are informal events that allow volunteers to work on their own specimens or undertake volunteer tasks on behalf of the project.

Table 2-5: Summary of FSC Bushy Park Invertebrate Volunteer ID Days delivered prior this quarter.

Date	Session title	Location	Attendees
11/09/2018	Bushy Park Open Lab Day	FSC London: Bushy Park	3
18/09/2018	Bushy Park Open Lab Day	FSC London: Bushy Park	0
25/09/2018	Bushy Park Open Lab Day	FSC London: Bushy Park	0
16/10/2018	Bushy Park Open Lab Day	FSC London: Bushy Park	7
23/10/2018	Bushy Park Open Lab Day	FSC London: Bushy Park	6
13/11/2018	Bushy Park Open Lab Day	FSC London: Bushy Park	8
01/12/2018	Bushy Park Open Lab Day	FSC London: Bushy Park	8
16/01/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	3
19/03/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	5
02/04/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	4
16/04/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	3
02/05/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	2
30/05/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	5
12/06/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	6
23/07/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	9
12/08/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	9
03/09/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	6
11/09/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	4
09/10/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	6
22/10/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	4
05/11/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	6
20/11/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	6
07/12/2019	Bushy Park Open Lab Day	FSC London: Bushy Park	8
16/01/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	6
12/02/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	9
13/03/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	6
22/04/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	Cancelled*
13/05/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	Cancelled*
17/06/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	Cancelled*
22/07/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	Cancelled*
12/08/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	Cancelled*
17/09/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	Cancelled*
22/10/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	Cancelled*
05/11/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	Cancelled*
05/12/2020	Bushy Park Invertebrate Volunteer ID Day	FSC London: Bushy Park	Cancelled*

*Cancelled due to the COVID-19 pandemic.

2.3.2 Taxon-specific Volunteer ID Days (South East)

2.3.2.1	Deliver 10 Taxon-specific Volunteer ID Days in the South East region	Daniel Asaw	31/08/2022	Target	In progress = 4 To review target
2.3.2.2	Beginner and Intermediate level volunteers attend Taxon-specific Volunteer ID Days in the South East region	Daniel Asaw	31/08/2022	Objective	In progress
2.3.2.3	Participants feel supported and have access to local or national species group expert in the South East region	Daniel Asaw	31/08/2022	Objective	In progress

Table 2-6: Summary of Taxon-specific Volunteer ID Days (South East) delivered prior this quarter.

Date	Session title	Location	Attendees
05/12/2018	Big Wasp Sort - joint event with Big Wasp Survey	FSC London: Bushy Park	12
23/05/2019	Earthworm ID Volunteer Day - joint event with RSPB Hope Farm	FSC London: Bushy Park	11
19/11/2019	Big Wasp Sort - joint event with Big Wasp Survey	FSC London: Bushy Park	8
22/01/2020	Woodlice Volunteer ID Day - joint event with Buglife	FSC London: Bushy Park	10
28/11/2019	Big Wasp Sort - joint event with Big Wasp Survey	FSC London: Bushy Park	Cancelled
20/05/2020	Earthworm Volunteer ID Day - joint event with Earthworm Society of Britain	FSC London: Bushy Park	Cancelled*
15/10/2020	Freshwater Invert Volunteer ID Day	FSC London: Bushy Park	Cancelled*

*Cancelled due to the COVID-19 pandemic.

2.3.3 iRecord workshops for local groups

Towards the end of 2019 it became evident that a barrier to some local groups submitting biological records is a lack of understanding of biological recording processes, such as data flow and record submission. To address this barrier to recording a mini-workshop focusing on why biological recording is important and how to submit records through iRecord was created and delivered with interested local groups.

Table 2-7: Summary iRecord mini-workshops delivered within the South East region delivered prior to this quarter.

Date	Session title	Location	Attendees
09/02/2020	Introduction to iRecord mini-workshop - joint event with St. James's Piccadilly London	St. James's Piccadilly London	9
20/04/2020	Introduction to iRecord mini-workshop - joint event with Headstone Manor Park	Headstone Manor Park	Cancelled

2.3.4 Field Recorder Days (South East)

2.3.3.1	Deliver 20 Field Recorder Days in the South East region	Daniel Asaw	31/08/2022	Target	In progress = 8 To review target
2.3.3.2	1,000 new records submitted to South East LERCs for Field Recorder Day sites	Daniel Asaw	31/08/2022	Target	In progress > 900 records
2.3.3.3	25 previously un-recorded species recorded on sites in South East region	Daniel Asaw	31/08/2022	Target	In progress
2.3.3.4	Volunteers feel supported and confident to identify and record focus species in South East region	Daniel Asaw	31/08/2022	Objective	In progress
2.3.3.5	Volunteers enjoy volunteering and feel connected to their local centres in South East region	Daniel Asaw	31/08/2022	Objective	In progress
2.3.3.6	Each centre feels connected to a network of local volunteers in South East region	Daniel Asaw	31/08/2022	Objective	In progress

Field Recorder Days involve invertebrate surveys of sites, with the aim of providing informal learning opportunities for project volunteers and generating new invertebrate species records for sites managed for wildlife.

Table 2-8: Summary of Field Recorder Days (South East) delivered prior this quarter.

Date	Event title	Location	Attendees	Records
09/06/2018	Hampstead Heath Sphagnum Bog Field Recorder Day	Hampstead Heath	17	147
07/07/2018	Dinton Pastures Field Recorder Day <i>- joint event with Thames Valley Environmental Record Centre</i>	Dinton Pastures	12	176
04/08/2018	Lesnes Abbey Wood Field Recorder Day	Lesnes Abbey	8	71
11/08/2018	Tring Reservoirs Field Recorder Day	Tring Reservoirs	20	N/A
27/10/2018	Bushy Park Soil Invertebrate Field Recorder Day	FSC London: Bushy Park	8	24
29/06/2019	Dinton Pastures Field Recorder Day <i>- joint event with Thames Valley Environmental Record Centre</i>	BENHS Dinton Pastures	7	158
31/08/2019	Bushy Park Field Recorder Day	FSC London: Bushy Park	19	192
07/09/2019	Perivale Wood Field Recorder Day	Perivale Wood	28	144
25/04/2020	Perivale Wood Field Recorder Day	Perivale Wood	Cancelled*	
02/05/2020	Hogsmill River Field Recorder Day	Hogsmill River	Cancelled*	
20/06/2020	Dinton Pastures Field Recorder Day <i>- joint event with Thames Valley Environmental Record Centre</i>	BENHS Dinton Pastures	Cancelled*	
25/06/2020	Bushy Park Field Recorder Day	FSC London: Bushy Park	Cancelled*	
18/07/2020	Lesnes Abbey Wood Field Recorder Day	Lesnes Abbey Wood	Cancelled*	

*Cancelled due to the COVID-19 pandemic.

2.3.5 Collections Workshops (South East)

2.3.4.1	Deliver 5 Collections Workshops in the South East region	Daniel Asaw	31/03/2022	Target	In progress = 2 To review target
2.3.4.2	Volunteers feel supported and confident to use museum collections as an identification tool in South East region	Daniel Asaw	31/03/2022	Objective	In progress
2.3.4.3	Volunteers enjoy volunteering and feel connected to the museum in South East region	Daniel Asaw	31/03/2022	Objective	In progress
2.3.4.4	Natural history curators have developed improved relationships with local volunteer biological recorders volunteers in South East region	Daniel Asaw	31/03/2022	Objective	In progress

Collections workshops are designed to engage project volunteers with local natural history collections and demonstrate the importance of natural history collections and invertebrate curatorial skills for species recording.

Table 2-9: Summary of Collections Workshops (South East) delivered prior this quarter.

Date	Course/Event title	Location	Attendees
02/12/2019	Creating & Using Insect Collections <i>- joint event with Angela Marmont Centre (NHM)</i>	Angela Marmont Centre (Natural History Museum)	9
03/12/2019	Beetle Collections Workshop <i>- joint event with Angela Marmont Centre (NHM)</i>	Angela Marmont Centre (Natural History Museum)	7
15/04/2020	Creating & Using Insect Collections <i>- joint event with Angela Marmont Centre (NHM)</i>	Angela Marmont Centre (Natural History Museum)	Cancelled*

*Cancelled due to the COVID-19 pandemic.

2.3.6 South East Region Recorder Conferences

2.3.5.1	Deliver 5 London Recorders Day events	Daniel Asaw	30/11/2022	Target	In progress = 2 To review target
2.3.5.2	400 delegates attend South East Regional recorder Conferences	Daniel Asaw	30/11/2022	Target	In progress = 269 Target retained
2.3.5.3	Volunteers feel connected, part of a wider network and motivated as a result of attendance of London Recorders Day in the South East region	Daniel Asaw	30/11/2022	Objective	In progress
2.3.5.4	Volunteers and regional experts share and interpret regional species datasets and outputs arising from natural heritage data they have collected in the South East region	Daniel Asaw	30/11/2022	Objective	In progress

Regional Recorder Conferences celebrate the achievements of local volunteer recorders, groups and initiatives. These events bring together individuals recording nature in the local area, provide a platform for their stories to be told and create a biological recording community. Depending on current access to such events, the FSC BioLinks project may aim to support existing events or create new events for specific regional audiences or audiences with a specific interest in invertebrates.

Table 2-10: Summary of South East Region Recorder Conferences delivered prior this quarter.

Date	Event title	Partners	Attendees	Speakers
10/11/2018	London Recorders' Day 2018 @ The Natural History Museum	Greenspace Information for Greater London Natural History Museum (London)	130	12
02/11/2019	London Recorders' Day 2019 @ The Natural History Museum	Greenspace Information for Greater London Natural History Museum (London)	139	16
27/06/2020	Saturday of Wildlife 2020 @ Swedenborg Hall	London Natural History Society	Cancelled*	
10/10/2020	London Recorders Day 2020 @ the Natural History Museum	Greenspace Information for Greater London Natural History Museum (London)	Cancelled*	

*Cancelled due to the COVID-19 pandemic.

3 West Midlands Training Programme

The West Midlands Training Programme workstream was managed by:

- January 2018 – February 2020: Dr Charlie Bell, FSC BioLinks Project Officer
- March 2020 – December 2020: Holly Dillon, FSC BioLinks Project Officer (West Midlands)

This section reports on the project activity to date, with an emphasis on the current quarter.

3.1 Engagement Events (West Midlands)

3.1.1 BioBlitz Events (West Midlands)

3.1.1.1	Deliver celebratory launch BioBlitz in the West Midlands	Charlie Bell	30/06/2019	Target	Complete 29/06/2019
3.1.1.2	Deliver celebratory close BioBlitz event at Bishops Wood	Aaron Bhambra	30/09/2022	Target	Not started
3.1.1.3	500 BioBlitz participants engaged in the West Midlands region	Aaron Bhambra	30/09/2022	Y3 target = 250	In progress = 40
3.1.1.4	14 volunteers assist in planning and delivery of West Midlands region BioBlitz events	Aaron Bhambra	30/09/2022	Y3 target = 7	In progress = 5
3.1.1.5	New biological records are produced during West Midlands region BioBlitz events	Holly Dillon	30/09/2022	Objective	Complete = 603

Hartlebury Common is a site that neighbours FSC Bishops Wood, the emerging training hub for the West Midlands region. A BioBlitz was organised in partnership with the Friends of Hartlebury Common to take place on Saturday 29th June 2019. In total 40 people attended the Hartlebury Common BioBlitz and 603 records were made of 370 different species. The activities on the day were as follows:

- Evening moth trapping
- Moth trap opening
- Dragonfly walk
- Bee and Wasp walk
- Pond dipping
- History of Hartlebury Common talk
- Dung beetle hunt

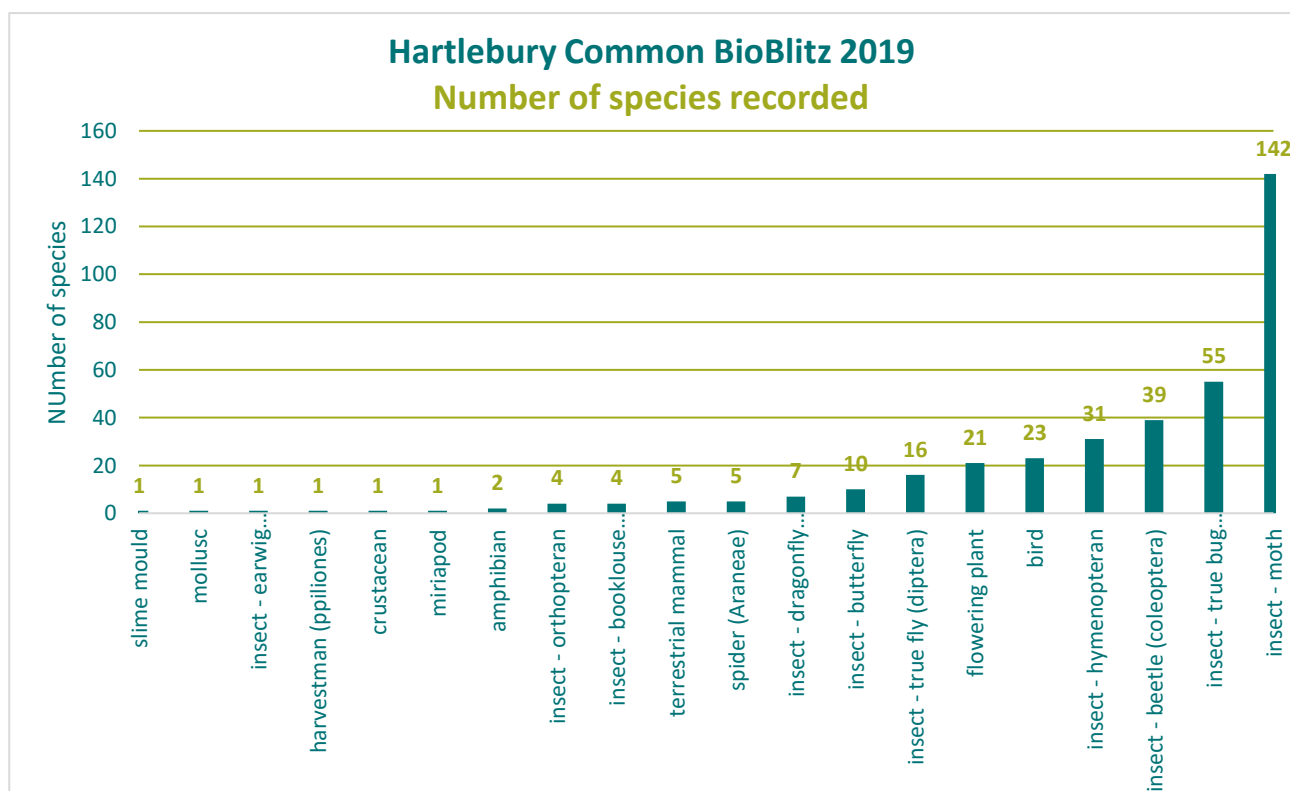


Figure 3-1: Breakdown of species records generated during the Hartlebury Common BioBlitz on 29th June 2019

3.1.2 Learn To Love Training Courses (West Midlands)

3.1.2.1	25 Learn To Love training courses delivered in the West Midlands region	Aaron Bhambra	31/08/2022	Target	In progress = 11 To review target
3.1.2.2	175 attendees at Learn To Love training courses in the West Midlands region	Aaron Bhambra	31/08/2022	Target	In progress = 142 To review target
3.1.2.3	Introductory level new or potential volunteers attend Learn To Love training courses in the West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress

Learn To Love training courses are introductory-level courses aimed at engaging new audiences with the FSC BioLinks focus species groups. These introductory-level courses will be delivered at training venues across the region to access new local natural history communities.

Table 3-1: Summary of Learn To Love Training Courses (West Midlands) delivered prior to this quarter.

Date	Course title	Location	Attendees
27/04/2018	Learn To Love Beetles	Shropshire Hills Discovery Centre	9
01/05/2018	Learn To Love Flies	Clun Valley	Cancelled
13/05/2018	Learn To Love Solitary Wasps	Shropshire Hills Discovery Centre	6
22/05/2018	Learn To Love Solitary Wasps	Highgate Common	13
01/07/2018	Learn To Love Ants	Wyre Forest	9
11/07/2018	Learn to Love Dragonflies & Damselflies	Shropshire Hills Discovery Centre	11
15/05/2019	Learn To Love Solitary Bees	Highgate Common	9
29/05/2019	Learn To Love Ants	Wyre Forest	9
06/06/2019	Learn To Love Flies	Shropshire Hills Discovery Centre	5
03/07/2019	Learn To Love Dragon & Damselflies	Wildside Centre, Wolverhampton	12
07/08/2019	Learn To Love Earthworms	FSC Preston Montford	12
05/09/2019	Learn To Love Spiders	Wildside Centre, Wolverhampton	7
18/03/2020	Learn to Love Dragonflies (7pm - 9.30pm)	FSC Preston Montford	Cancelled*
22/04/2020	Learn to Love Bees	Shropshire Hills Discovery Centre	Cancelled*
20/05/2020	Learn To Love Shieldbugs	Smite Farm	Cancelled*
17/06/2020	Learn To Love Wasps	Besford Court Estate	Cancelled*
01/09/2020	Learn To Love Earthworms	RSPB Sandwell	Cancelled*

*Cancelled due to the COVID-19 pandemic. Reduced target of 23 events from 25 proposed.

3.2 Focus Species Group ID Training Courses (West Midlands)

Focus Species Group training courses vary from introductory courses to advanced-level courses for highly skilled volunteer biological recorders.

3.2.1 FSC Bishops Wood ID Training Day Courses

3.2.1.1	60 non-residential ID training courses delivered at FSC Bishops Wood	Aaron Bhambra	31/08/2022	Target	In progress = 27 To review target
3.2.1.2	420 attendees at non-residential FSC Bishops Wood ID training courses	Aaron Bhambra	31/08/2022	Target	In progress = 259 To review target
3.2.1.3	Beginner to advanced level volunteers attend non-residential FSC Bishops Wood ID training course	Aaron Bhambra	31/08/2022	Objective	In progress

FSC Bishops Wood (Worcestershire) is the emerging training hub highlighted for development within the West Midlands region. In order to improve the reach of this emerging hub, some courses were initially at other West Midlands region training hubs.

Table 3-2: Summary of FSC Bishops Wood ID Training Day Courses delivered prior this quarter.

Date	Course title	Location	Attendees
12/05/2018	Learn To Love Spiders	FSC Bishops Wood	6
07/06/2018	Field ID of Beetles	FSC Bishops Wood	10
08/06/2018	Longhorn and Leaf Beetle ID	FSC Bishops Wood	11
03/07/2018	Field ID of Flies	FSC Bishops Wood	12
05/07/2018	Field ID of Solitary Wasps	Clun Valley	8
10/07/2018	Field ID of Solitary Wasps	Highgate Common	11
18/07/2018	Field ID of Damselflies	FSC Bishops Wood	10
29/07/2018	Field ID of Springtails	FSC Bishops Wood	8
06/08/2018	Discovering Pseudoscorpions	FSC Bishops Wood	9
09/08/2018	Looking at Solitary Wasps with Microscopes	FSC Bishops Wood	10
12/09/2018	Looking at Springtails with Microscopes	FSC Bishops Wood	8
28/11/2018	Pseudoscorpion ID Workshop	FSC Bishops Wood	5
06/04/2019	Learn To Love Slugs & Snails	FSC Bishops Wood	11
11/04/2019	Dragonfly Larvae & Exuviae ID with Microscopes	FSC Bishops Wood	10
01/05/2019	Learn To Love Spiders	FSC Bishops Wood	8
18/05/2019	Field ID of Weevils	FSC Bishops Wood	11
30/05/2019	Learn To Love Solitary Wasps	FSC Bishops Wood	8
07/06/2019	Field ID of Solitary Bees	Highgate Common	9
12/06/2019	Field ID of Solitary Wasps	FSC Bishops Wood	12
13/06/2019	Field ID of Ladybirds 2: Cryptic Ladybirds	FSC Bishops Wood	12
14/06/2019	Field ID of Hoverflies	FSC Bishops Wood	12
10/07/2019	Field ID of Damselflies	Shropshire Hills Discovery Centre	12
16/07/2019	Field ID of Dragonflies	RSPB Sandwell Valley	12
15/08/2019	Beetle Family ID with Microscopes - joint event with the Royal Society of Biology	FSC Bishops Wood	10
11/09/2019	Solitary Bee ID with Microscopes 2: Species	FSC Bishops Wood	9
12/09/2019	Field ID of Spiders	RSPB Sandwell Valley	10
16/10/2019	Dolichopodid Fly ID with Microscopes	FSC Bishops Wood	5
14/05/2020	Andrena Bee Identification with Microscopes	FSC Bishops Wood	Cancelled*
21/05/2020	Field ID of Soldier Beetles	FSC Bishops Wood	Cancelled*
29/05/2020	Field ID of Conspicuous Ladybirds	FSC Bishops Wood	Cancelled*
03/06/2020	Field ID of Inconspicuous Ladybirds	FSC Bishops Wood	Cancelled*
05/06/2020	Hoverfly ID with Microscopes	FSC Bishops Wood	Cancelled*
06/06/2020	Field ID of Hoverflies	FSC Bishops Wood	Cancelled*
18/06/2020	Soldier Fly ID with Microscopes	FSC Bishops Wood	Cancelled*
24/06/2020	Field ID of Longhorns	FSC Bishops Wood	Cancelled*
26/06/2020	Spider Hunting Wasp ID with Microscopes	FSC Bishops Wood	Cancelled*

Date	Course title	Location	Attendees
01/07/2020	Field ID of Ladybird Larvae	FSC Bishops Wood	Cancelled*
30/07/2020	Identifying & Recording Social Wasps	FSC Bishops Wood	Cancelled*
31/07/2020	Field ID of Shieldbugs	FSC Bishops Wood	Cancelled*
20/08/2020	Beetle Family ID with Microscopes	FSC Bishops Wood	Cancelled*
22/10/2020	Ground Beetle ID with Microscopes	FSC Bishops Wood	Cancelled*

*Cancelled due to the COVID-19 pandemic.

3.2.2 FSC Preston Montford ID Training Day Courses

3.2.2.1	45 non-residential ID training courses delivered at FSC Preston Montford	Aaron Bhambra	31/08/2022	Target	In progress = 22 To review target
3.2.2.2	322 attendees at non-residential FSC Preston Montford ID training courses	Aaron Bhambra	31/08/2022	Target	In progress = 211 To review target
3.2.2.3	Beginner to advanced level volunteers attend non-residential FSC Preston Montford ID training courses	Aaron Bhambra	31/08/2022	Objective	In progress

FSC Preston Montford (Shropshire) is the existing training hub within the South East region designated for inclusion within the project.

Table 3-3: Summary of FSC Preston Montford ID Training Day Courses delivered prior this quarter.

Date	Course title	Location	Attendees
26/05/2018	Field ID of Spiders <i>- joint event with the Royal Society of Biology</i>	FSC Preston Montford	16
06/06/2018	Field ID of Spiders & Harvestmen	FSC Preston Montford	8
04/07/2018	Field ID of Spiders & Harvestmen	FSC Preston Montford	10
28/07/2018	Learn To Love Springtails	FSC Preston Montford	6
02/08/2018	Field ID of Dragonflies	FSC Preston Montford	12
11/09/2018	Solitary Wasp ID with Microscopes	FSC Preston Montford	9
12/09/2018	Discovering Pseudoscorpions	FSC Preston Montford	8
09/05/2019	Looking at Freshwater Invertebrates with Microscopes	FSC Preston Montford	8
11/05/2019	Ground Beetle ID with Microscopes 1: Tribes	FSC Preston Montford	10
05/06/2019	Field ID of Ladybirds 1: Conspicuous Ladybirds	FSC Preston Montford	10
09/06/2019	Field ID of Soldier Beetles	FSC Preston Montford	11
04/07/2019	Field ID of Solitary Wasps	FSC Preston Montford	10
18/07/2019	Field ID of Riverflies	FSC Preston Montford	9
07/08/2019	Field ID of Spiders	FSC Preston Montford	10
08/08/2019	Spider ID with Microscopes 1: Families	FSC Preston Montford	10
08/08/2019	Earthworm ID with Microscopes	FSC Preston Montford	12
14/08/2019	Solitary Bee ID with Microscopes 1: Genera	FSC Preston Montford	10
04/09/2019	Ground Beetle ID with Microscopes 2: Species	FSC Preston Montford	8
02/10/2019	Field ID of Slugs	FSC Preston Montford	6
19/10/2019	Spider Identification with Microscopes 1: Families	FSC Preston Montford	7
20/10/2019	Field ID of Harvestmen	FSC Preston Montford	11
27/10/2019	Weevil ID with Microscopes	FSC Preston Montford	10
19/03/2020	Ant ID with Microscopes	FSC Preston Montford	Cancelled*
15/04/2020	Dragonfly Larvae & Exuviae ID with Microscopes	FSC Preston Montford	Cancelled*
19/06/2020	Field ID of Adult Caddis Flies	FSC Preston Montford	Cancelled*
20/06/2020	Adult Caddis Fly ID with Microscopes	FSC Preston Montford	Cancelled*
11/09/2020	Sarcophagidae (Flesh Flies) ID with Microscopes	FSC Preston Montford	Cancelled*
15/09/2020	Field ID of Snails	FSC Preston Montford	Cancelled*
04/11/2020	Earthworm ID with Microscopes	FSC Preston Montford	Cancelled*

*Cancelled due to the COVID-19 pandemic. Reduced target of 57 events from 60 proposed.

3.2.3 FSC Preston Montford ID Training Residential Courses

3.2.3.1	20 residential ID training courses delivered at FSC Preston Montford	Aaron Bhambra	31/08/2022	Target	In progress = 10 To review target
3.2.3.2	140 attendees at residential ID training courses delivered at FSC Preston Montford	Aaron Bhambra	31/08/2022	Target	In progress = 109 To review target
3.2.3.3	Introductory level new or potential volunteers attend residential FSC Preston Montford ID training courses	Aaron Bhambra	31/08/2022	Objective	In progress

FSC Preston Montford (Shropshire) is the residential training hub within the South East region designated for inclusion within the project.

Table 3-4: Summary of FSC Preston Montford ID Training Residential Courses delivered prior this quarter.

Date	Course title	Location	Attendees
13/07/2018 – 15/07/2018	Fly Family ID with Microscopes	FSC Preston Montford	9
05/10/2018 – 07/10/2018	Spider ID Weekend	FSC Preston Montford	9
27/10/2018 – 29/10/2018	Identifying Flies with Patterned Wings	FSC Preston Montford	8
16/11/2018 – 18/11/2018	Identifying & Recording Earthworms	FSC Preston Montford	9
15/02/2019 – 17/02/2019	Empidid & Hypotidae Advanced Weekend Workshop <i>- joint event with the Dipterists Forum</i>	FSC Preston Montford	24
07/06/2019 – 09/06/2019	Identifying & Recording Adult Mayflies & Stoneflies	FSC Preston Montford	9
21/06/2019 – 23/06/2019	Identifying & Recording Ants	FSC Preston Montford	10
12/07/2019 – 14/07/2019	Identifying & Recording Spider Hunting Wasps	FSC Preston Montford	10
06/09/2019 – 08/09/2019	Fly Family ID with Microscopes	FSC Preston Montford	10
11/10/2019 – 13/10/2019	Identifying & Recording Earthworms	FSC Preston Montford	11
24/04/2020 – 26/04/2020	Identifying & Recording Mayfly & Stonefly Larvae	FSC Preston Montford	Cancelled*
24/07/2020 – 26/07/2020	Identifying & Recording Dung Beetles	FSC Preston Montford	Cancelled*
14/08/2020 – 16/08/2020	Identifying & Recording Weevils	FSC Preston Montford	Cancelled*
16/10/2020 – 18/10/2020	Identifying & Recording Woodlice	FSC Preston Montford	Cancelled*

*Cancelled due to the COVID-19 pandemic.

3.3 Volunteer Support Workshops & Events (West Midlands)

Volunteer support workshops will open up project training hub facilities, equipment and libraries to volunteer biological recorders.

3.3.1 Invertebrate Volunteer ID Days (West Midlands)

3.3.1.1	Deliver 50 Open Lab Days/Invertebrate Volunteer ID Days in the West Midlands region	Aaron Bhambra	31/08/2022	Target	In progress = 17 To review target
3.3.1.2	Beginner and Intermediate level volunteers attend Open Lab Days/Invertebrate Volunteer ID Days in the West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress
3.3.1.3	Participants feel supported and have access to project staff in West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress

Initially termed Open Lab Days, the Invertebrate Volunteer ID Days at FSC Bishops Wood and FSC Preston Montford are informal events that allow volunteers to work on their own specimens or undertake volunteer tasks on behalf of the project.

Table 3-5: Summary of FSC Bushy Park Invertebrate Volunteer ID Days delivered prior this quarter.

Date	Session title	Location	Attendees
29/03/2018	Preston Montford Open Lab Day	FSC Preston Montford	3
29/03/2018	Preston Montford Open Lab Day	FSC Preston Montford	3
24/05/2018	Preston Montford Open Lab Day	FSC Preston Montford	0
24/05/2018	Preston Montford Open Lab Day	FSC Preston Montford	0
14/06/2018	Bishops Wood Open Lab Day	FSC Bishops Wood	0
14/06/2018	Bishops Wood Open Lab Day	FSC Bishops Wood	0
01/08/2018	Preston Montford Open Lab Day	FSC Preston Montford	1
01/08/2018	Preston Montford Open Lab Day	FSC Preston Montford	1
13/09/2018	Preston Montford Open Lab Day	FSC Preston Montford	3
13/09/2018	Preston Montford Open Lab Day	FSC Preston Montford	3
11/10/2018	Bishops Wood Open Lab Day	FSC Bishops Wood	0
15/11/2018	Bishops Wood Open Lab Day	FSC Bishops Wood	0
29/11/2018	Preston Montford Open Lab Day	FSC Preston Montford	6
24/01/2019	Preston Montford Open Lab Day	FSC Preston Montford	5
14/02/2019	Preston Montford Open Lab Day	FSC Preston Montford	4
14/03/2019	Preston Montford Open Lab Day	FSC Preston Montford	4
07/05/2019	Preston Montford Open Lab Day	FSC Preston Montford	1
04/06/2019	Preston Montford Open Lab Day	FSC Preston Montford	0
09/07/2019	Preston Montford Open Lab Day	FSC Preston Montford	1
03/09/2019	Preston Montford Open Lab Day	FSC Preston Montford	Cancelled
21/10/2019	Preston Montford Open Lab Day	FSC Preston Montford	Cancelled
21/11/2019	Preston Montford Open Lab Day	FSC Preston Montford	4
12/12/2019	Preston Montford Open Lab Day	FSC Preston Montford	6
12/03/2020	Bishops Wood Volunteer ID Day	FSC Bishops Wood	2
16/04/2020	Preston Montford Volunteer ID Day	FSC Preston Montford	Cancelled*
13/05/2020	Bishops Wood Volunteer ID Day	FSC Bishops Wood	Cancelled*
11/06/2020	Preston Montford Volunteer ID Day	FSC Preston Montford	Cancelled*
19/08/2020	Bishops Wood Volunteer ID Day	FSC Bishops Wood	Cancelled*
17/09/2020	Bishops Wood Volunteer ID Day	FSC Bishops Wood	Cancelled*
15/10/2020	Preston Montford Volunteer ID Day	FSC Preston Montford	Cancelled*
26/11/2020	Bishops Wood Volunteer ID Day	FSC Bishops Wood	Cancelled*
17/12/2020	Preston Montford Volunteer ID Day	FSC Preston Montford	Cancelled*

*Cancelled due to the COVID-19 pandemic. Reduced target of 44 events from 50 proposed.

3.3.2 Taxon-specific Volunteer ID Days (West Midlands)

3.3.2.1	Deliver 10 Taxon-specific Volunteer ID Days in West Midlands region	Aaron Bhambra	31/08/2022	Target	In progress = 5 To review target
3.3.2.2	Beginner and Intermediate level volunteers attend Taxon-specific Volunteer ID days in West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress
3.3.2.3	Participants feel supported and have access to local or national species group expert in West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress

Table 3-6: Summary of Taxon-specific Volunteer ID Days (West Midlands) delivered prior this quarter.

Date	Session title	Location	Attendees
24/02/2018	Earthworm Photography & Field ID Day <i>- joint event with Earthworm Society of Britain</i>	FSC Preston Montford	6
14/01/2019	Springtail Volunteer ID Day	FSC Preston Montford	5
26/10/2019	Sphecodes Volunteer ID Day <i>- joint event with the Bees, Wasps Ants Recording Society</i>	FSC Preston Montford	20
27/10/2019	Ectemnius & Cerceris Volunteer ID Day <i>- joint event with the Bees, Wasps Ants Recording Society</i>	FSC Preston Montford	20
23/01/2020	Bees & Wasps Volunteer ID Day	FSC Preston Montford	10
05/11/2020	Earthworm Volunteer ID Day	FSC Preston Montford	Cancelled*

3.3.3 Use of the 'Invertebrate Challenge' facilities

The invertebrate challenge facilities are based at FSC Preston Montford. It is a room that holds the invertebrate challenge library, with various invertebrate identification resources, invertebrate collections, along with all equipment needed to identify invertebrates, equipment to carry out invertebrate surveys and a workspace.

To help volunteers continue to improve their identification and recording skills outside of our courses and events, volunteers can:

- Use the room, invertebrate collections, equipment, and library.
- Borrow equipment and resources from the library.
- Organise for an FSC BioLinks member of staff to assist them if they wish to use the room to provide support and guidance on how to use equipment, resources and invertebrate collections.

Since the start of the project the invertebrate challenge room has been used for a total of 42 days by volunteers (updated on 18/06/20).

3.3.4 Field Recorder Days (West Midlands)

3.3.3.1	Deliver 20 Field Recorder Days in West Midlands region	Aaron Bhambra	31/08/2022	Target	In progress = 7 To review target
3.3.3.2	1,000 new records submitted to West Midlands LERCs for Field Recorder Day sites	Aaron Bhambra	31/08/2022	Target	In progress = 633 Target retained
3.3.3.3	25 previously un-recorded species recorded on sites in West Midlands region	Aaron Bhambra	31/08/2022	Target	In progress
3.3.3.4	Volunteers feel supported and confident to identify and record focus species in West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress
3.3.3.5	Volunteers enjoy volunteering and feel connected to their local centre in West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress
3.3.3.6	Each centre feels connected to a network of local volunteers in West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress

Field Recorder Days involve invertebrate surveys of sites, with the aim of providing informal learning opportunities for project volunteers and generating new invertebrate species records for sites managed for wildlife.

Table 3-7: Summary of Field Recorder Days (West Midlands) delivered prior this quarter.

Date	Event title	Location	Attendees	Records
21/04/2018	Apley Woods Field Recorder Day	Apley Woods	5	tbc
28/04/2018	Lake Vrynwy Field Recorder Day	Lake Vrynwy	10	tbc
15/08/2018	Marshbrook Field Recorder Day	Marshbrook Field	7	117
03/04/2019	Reabrook Field Recorder Day	Reabrook	9	56
18/06/2019	Odonata Field Recorder Day	Whixall and Alderford Lakes	9	41
11/07/2019	Pimhill Field Recorder Day	Pimhill Field	8	229
07/09/2019	RSPB Sandwell Valley Field Recorder Day	RSPB Sandwell Valley	16	190
02/04/2020	Earthworm Field Recorder Day	Pimhill Organic Farm	Cancelled*	
10/06/2020	Dragonfly Field Recorder Day	Attingham Park	Cancelled*	
29/07/2020	Dragonfly Field Recorder Day	Alderford Lakes	Cancelled*	
23/08/2020	Catherton Common Field Recorder Day	Catherton Common	Cancelled*	

*Cancelled due to the COVID-19 pandemic. Reduced target of 19 events from 20 proposed.

3.3.5 Collections Workshops (West Midlands)

3.3.4.1	Deliver 5 Collections Workshops in the West Midlands region	Aaron Bhambra	31/08/2022	Target	In progress = 3 To review target
3.3.4.2	Volunteers feel supported and confident to use museum collections as an identification tool in West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress
3.3.4.3	Volunteers enjoy volunteering and feel connected to the museums in the West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress
3.3.4.4	Natural history curators have developed improved relationships with local volunteer biological recorders volunteers in West Midlands region	Aaron Bhambra	31/08/2022	Objective	In progress

Collections workshops are designed to engage project volunteers with local natural history collections and demonstrate the importance of natural history collections and invertebrate curatorial skills for species recording.

Table 3-8: Summary of Collections Workshops (West Midlands) delivered prior this quarter.

Date	Course/Event title	Location	Attendees
15/03/2018	Invertebrate Collections Workshop	World Museum	11
28/03/2019	Invertebrate Collections Workshop	World Museum	7
12/02/2020	Diptera Collections Techniques	FSC Preston Montford	5

3.3.6 West Midlands Region Recorder Conferences

3.3.5.1	Deliver 5 local recorder conferences in the West Midlands region	Holly Dillon	30/11/2022	Target	Target complete = 5
3.3.5.2	400 delegates attend FSC BioLinks supported regional recorder conferences in the West Midlands region	Aaron Bhambra	30/11/2022	Target	In progress = 372 Target retained
3.3.5.3	Volunteers feel connected, part of a wider network and motivated as a result of attendance of regional recorder conferences in the West Midlands region	Aaron Bhambra	30/11/2022	Objective	In progress
3.3.5.4	Volunteers and regional experts share and interpret regional species datasets and outputs arising from natural heritage data they have collected in the West Midlands region	Aaron Bhambra	30/11/2022	Objective	In progress

Regional Recorder Conferences celebrate the achievements of local volunteer recorders, groups and initiatives. These events bring together individuals recording nature in the local area, provide a platform for their stories to be told and create a biological recording community. Depending on current access to such events, the FSC BioLinks project may aim to support existing events or create new events for specific regional audiences or audiences with a specific interest in invertebrates.

Table 3-9: Summary of West Midlands Region Recorder Conferences delivered prior this quarter.

Date	Event title	Partners	Attendees	Speakers
20/10/2018	SEDN Recorders Conference 2018 @ The Gateway	Shropshire Ecological Data Network	50	14
03/11/2018	Worcestershire Ento Day 2018 @ Rock Village Hall	Wyre Forest Study Group	106	6
27/01/2019	Shropshire Ento Day 2019 @ FSC Preston Montford	FSC Preston Montford Shropshire Invertebrate Group	76	9
09/03/2019	Worcestershire Recorders Day 2019 @ Rock Village Hall	Worcestershire Biological Record Centre Worcestershire Recorders	70	4
26/01/2020	Shropshire Ento Day 2020 @ FSC Preston Montford	FSC Preston Montford Shropshire Invertebrate Group	70	10
28/03/2020	SEDN Recorders' Forum 2020 @ Admaston House Community Centre	Shropshire Ecological Data Network	Cancelled*	

*Cancelled due to the COVID-19 pandemic.

4 Digital Products and Services

The Digital Products & Services workstream was managed by:

- January 2018 – February 2019: Dr Rich Burkmar (FSC BioLinks Digital Development Officer)
- March 2019 – Present: Charles Roper (FSC Digital Development Manager)

4.1 Digital Infrastructure

4.1.1 Digital Administration Systems

The FSC is implemented a new customer booking system (Cinolla) and a new website during the course of the project. Staff training was delivered and new procedures created to ensure that project activities could be managed through the in-house FSC digital administration systems.

4.1.1.1	Provide project input into booking systems project (Cinolla) being undertaken by the FSC	Rich Burkmar	31/03/2018	Task	Complete 31/01/2018
4.1.1.2	Establish procedures for adding project training courses and events to FSC website and booking system	Rich Burkmar	30/04/2018	Task	Complete 08/02/2018
4.1.1.3	Cinolla booking system training session attended by project team	Rich Burkmar	27/03/2019	Task	Complete 15/02/2019
4.1.1.4	All project courses and events managed through new inhouse FSC bookings system (Cinolla)	Rich Burkmar	31/12/2019	Task	Complete 23/12/2019

4.1.2 FSC Biodiversity Projects Website

The FSC Biodiversity Projects website (www.fscbiodiversity.uk) was created by the FSC BioLinks Digital Development Officer to house the content for both current and legacy projects delivered by the FSC Biodiversity team projects, including:

- FSC BioLinks
- FSC Tomorrow's Biodiversity
- FSC Invertebrate Challenge
- FSC Biodiversity Fellows
- FSC Biodiversity Training Project

4.1.2.1	FSC Biodiversity Projects website developed and launched	Rich Burkmar	31/03/2019	Task	Complete 31/03/2018
4.1.2.2	Previous project content migrated to FSC Biodiversity Projects website	Rich Burkmar	30/04/2019	Task	Complete 31/03/2018

Table 4-1: Summary of major website developments or updates

Date	Development or update
13/12/2019	Updated core Drupal release to 7.68 – maintenance release
22/09/2019	Performance and security enhancements, including implementation of CloudFlare
22/05/2019	Updated core Drupal release to 7.67 – major security release
11/04/2019	Updates to site structure, performance improvements, admin UI improvements
09/04/2019	Updated core Drupal release to 7.65 – major security release
09/11/2018	Updated core Drupal release to 7.61 – major security release
22/10/2018	Updated core Drupal release to 7.60 - major security release
27/08/2018	Implemented security certificate on website, so now available under secure protocol (https) rather than (http). Links to http redirected to https.
26/04/2018	Updated core Drupal release to 7.59 – major security release
02/04/2018	Updated core Drupal release to 7.58 – major security release
28/02/2018	Updated core Drupal release to 7.57 – major security release

4.1.3 FSC Biodiversity Forum

4.1.3.1	FSC Biodiversity Online Forum developed and launched	Charles Roper	31/07/2019	Task	Complete 30/07/2018
4.1.3.2	FSC Biodiversity Online Forum populated with QGIS and Identikit discussion topics and pinned guidance posts	Charles Roper	15/08/2019	Task	Complete 14/08/2019
4.1.3.3	FSC Biodiversity Online Forum guidance and links added to FSC Biodiversity Projects website	Charles Roper	31/12/2019	Task	Complete 30/08/2019
4.1.3.4	Biodiversity digital product users have access to a searchable resource in which public support can be provided both from the FSC team and the recording community.	Charles Roper	30/11/2022	Objective	In progress
4.1.3.5	Biodiversity digital product users feel they have a place to ask question and receive support for FSC Biodiversity products	Charles Roper	30/11/2022	Objective	In progress

As a means of supporting users of FSC BioLinks digital products (initially the 'QGIS Plugin For Biological Recorders and 'FSC Identikit' work packages), and nurturing the community surrounding them, we have produced an online forum. We selected *Discourse* for the forum software due to its modern architecture, excellent user experience, and features that encourage constructive community discussion. The forum can be found at <https://forum.fscbiodiversity.uk/>.

Figure 4-1-3: Screenshot of FSC Biodiversity Forum, taken 4 October 2019.

4.2 Species Identification Tools

4.2.1 FSC Identikit

FSC Identikit is a toolkit for building online identification resources for animals, plants and fungi. Initially a website-based tool produced through the FSC Tomorrow's Biodiversity project, the FSC BioLinks project has developed FSC Identikit so that it can also be used on mobile devices using progressive web app technology. Development continues as an open source project under the guidance of a joint FSC/BRC steering group.

4.2.1.1	FSC Identikit tool developed to be compatible with mobile technology	Rich Burkmar	31/12/2018	Task	Complete 24/10/2018
4.2.1.2	Development of 10 volunteer-produced Identikit tools supported	Charles Roper	31/12/2021	Target	Complete = 13
4.2.1.3	2 showcase online identification resources produced and are accessible to volunteers.	Keiron Brown	31/12/2021	Target	In progress
4.2.1.4	Volunteer biological recorders have access to free identification resources and feel that the tool helps them improve their ID skills.	Charles Roper	31/10/2022	Objective	In progress
4.2.1.5	Identikit authors feel supported in developing Identikit online resources and making them publicly available online.	Charles Roper	31/10/2022	Objective	In progress

Table 4-2 logs releases of the software during the FSC BioLinks project). The source code is hosted on GitHub: <https://github.com/FieldStudiesCouncil/tombiovis>.

Table 4-2: FSC Identikit releases

Date	Version	Key features
05/04/2019	1.9-alpha2	This pre-release of version 1.9 does not have all the features that we intend to include with version 1.9, but it does have most of the bug fixes from 1.8 and, most importantly, it incorporates the new Electron development environment.
14/11/2018	1.8.2	Fix to address some deployment issues.
25/10/2018	1.8.1	Bug fix to 1.8.0
24/10/2018	1.8.0	Major new release incorporating Progressive Web App technology – enabling Identikit multi-access key to be installed as an app on mobile devices and used away from the internet.
05/07/2018	1.7.2	Bug fix to 1.7.1.
11/06/2018	1.7.1	Minor fixes to 1.7.0.
07/06/2018	1.7.0	Architectural changes. New image handline. NBN maps. Bug fixes.

The FSC BioLinks project offers both support to Identikit developers and the facility of hosting their Identikits on the project website. A full list of publicly accessible Identikits is provided in Table 4-3 and further details are available from the project website: <https://www.fscbiodiversity.uk/id-resources-built-fsc-identikit>

Table 4-3: Summary of Identikit resources publicly available for use online.

Identikit title	Author(s)	Year published	Project supported?	Project hosted?
Groups of UK grasses	S. Hyslop	2016	Pre-project	Yes
Punch-card grasses key	R.J. Pankhurst, J.M. Allinson & R. Burkmar	2016	Pre-project	Yes
UK earthworms	E. Sherlock & R. Burkmar	2016	Pre-project	No
UK Linyphiidae	M. Roberts & N. Cane-Honeysett	2016	Pre-project	Yes
Badhamia slime moulds	S. Trice	2017	Pre-project	Yes
Geoglossum (earth tongues)	M. Greaves	2017	Pre-project	No
Harvestmen of Britain & Ireland	R. Burkmar & P. Richards	2017	Pre-project	Yes

Identikit title	Author(s)	Year published	Project supported?	Project hosted?
Oxfordshire grasses	C. Lambrick	2017	Pre-project	No
Oxfordshire sedges	C. Lambrick	2017	Pre-project	No
Scutellinia (eyelash fungi)	M. Greaves	2017	Pre-project	No
Spring moths	P. Palmer	2017	Pre-project	No
The Conifers of Britain	M. Parratt	2017	Pre-project	Yes
British and Irish Rubus species	D. Earl	2018	Yes	Yes
Froghoppers	N. Howells	2018	Yes	Yes
Macrofungi Genera	S. Docker & G. Kibby	2018	Yes	Yes
MBAN Springtails key	B. Deed	2018	Yes	No
The Resupinates of Hampshire	A. Lucas, P. Hugill & E. Janke	2018	No	No
Beetle Families	S. Docker	2019	Yes	Yes
Grassland Waxcap ID support tool	C. Blencowe	2019	Yes	No
Micropezidae	D. Sumner	2019	No	Yes
PANKEY British Carex	P. Wiggins & R. Pankhurst	2019	Yes	Yes
PANKEY Vegetative Grasses	P. Wiggins & R. Pankhurst	2019	Yes	Yes
Psilidae	D. Sumner	2019	No	Yes
Wader Identification	S. Docker & K.D. Offord	2019	Yes	Yes
Micro-moth Larvae (MIMOLA)	G. Wenman	2020	Yes	No

In addition to supporting and hosting Identikits created by volunteers, FSC BioLinks plans to create and publish two showcase FSC Identikits, that will highlight features and uses that have yet to be explored by current Identikit authors. The project has highlighted the following showcase Identikits for development:

British & Irish Earthworms will be authored by earthworm experts from the Earthworm Society of Britain. It will showcase how the additional information, NBN Atlas mapping function and photo features can result in an ID resource that is far more comprehensive and current than is possible with printed ID resources. The knowledge base for this resource has been completed and the authors are currently working on building a catalogue of annotated photos of different species.

British Woodlice Field ID will be authored by woodlice experts from the British & Myriapod Isopod Group. It will showcase the mobile upgrades of Identikit by highlighting the potential of Identikit for use as a field resource. The authors have been recruited and a timeframe for development will be created during 2020.

4.3 Signposting Tools

4.3.1 Natural History Course Finder

4.3.1.1	Beta version of Natural History Course Finder is developed	Charles Roper	31/12/2019	Task	Complete 20/12/2019
4.3.1.2	Beta version of Natural History Course Finder service is populated with content	Charles Roper	24/01/2019	Task	Complete 05/02/2020
4.3.1.3	Beta version of Natural History Course Finder service is made publicly available (soft launch)	Charles Roper	31/01/2019	Task	Complete 05/02/2020
4.3.1.4	Branding and design applied to site	Charles Roper	30/09/2021	Task	Not started
4.3.1.5	Natural History Course Finder refined according to user feedback	Charles Roper	15/10/2021	Task	Not started
4.3.1.6	Natural History Course Finder formally launched (hard launch)	Charles Roper	31/10/2021	Task	Not started
4.3.1.7	Target audiences access the resource and find it helpful in signposting specialist training.	Charles Roper	30/11/2022	Objective	Not started

Development of the beta version of the Natural History Course Finder started in July 2019 and was completed by the end of December 2019. The site consists of a database of events, venues and organisers, which can be displayed using several user interfaces (list, map or calendar). Events can be searched for using comprehensive filtering functions, which will let users search for and drill down into the catalogue of courses based on their specific needs. Courses are crowd sourced and can be added by course organisers through the website or through a bulk import feature. Guidance and import templates (using Airtable) have been created for the bulk import function.

In early 2020, the site was deployed to a live server and data imported. A soft-launch was undertaken with a limited number of users, enabling them to use the site, and enter and import data. Due to the Covid-19 pandemic and large numbers of course cancellations across the sector, this work package was paused pending stability within the biodiversity training sector. Work is expected to recommence in early 2021.

As of March 2021, work has resumed on the site. The content management system (WordPress) and plugins (primarily The Events Calendar) that compose the site have been upgraded to the latest versions as major updates were released while development was on hold. The rise in popularity of online courses during the pandemic has meant a shift in focus to accommodate promotion of experiences that are delivered entirely online. Trial data has been sourced and work on adapting the user interface to best represent online courses has begun. Place-based courses still keep their first-class significance on the site and their promotion is expected to pick up as we ease out of lockdown. Given this, online courses can be considered an additional feature, rather than a replacement for site-based courses.

4.3.2 ID Resource Finder

It can be difficult for those new to species identification both to identify what species identification resources exist for a given group and to establish how to access such resources. ID resources vary greatly in format from printed publications, to published scientific literature to digital resources. They also vary in accessibility, with some recommended resources published outside of the UK to those that are only available in printed format and others that are neither currently in print or available to download online. The ID Resource Finder (<https://www.fscbiodiversity.uk/idsignpost>) was created through the FSC Tomorrow's Biodiversity project to address these barriers to biological recorders accessing relevant ID resources.

4.3.2.1	Fix broken links on ID Resource Finder	Holly Dillon	31/03/2020	Task	Complete 31/03/2020
4.3.2.2	750 ID resource entries entered onto ID Resource Finder	Keiron Brown	30/09/2022	Target	Complete = 751
4.3.2.3	Target audiences access the resource and find it helpful in signposting ID resources.	Keiron Brown	30/11/2022	Objective	Complete 24/06/2020

The FSC BioLinks project maintained and curated this resource, fixing broken links and facilitating the addition of new entries.



Figure 4-2: Responses to ID Resource Finder questions (n=10) from Digital Products Feedback Survey (18/04/20-23/06/20, n=32).

4.4 Mapping Tools

4.4.1 Digital Species Atlas Toolkit

4.4.1.1	Production of Digital Species Atlas component for use on websites.	Andy McDonald	31/03/2021	Task	Complete 30/03/2021
4.4.1.2	Creation of website installation guidance for the Digital Species Atlas component.	Andy McDonald	30/04/2021	Task	Not started
4.4.1.3	1 showcase Digital Species Atlas produced and are accessible to volunteers.	Andy McDonald	30/09/2021	Task	Not started
4.4.1.4	Launch of the Digital Species Atlas Toolkit.	Andy McDonald	31/10/2021	Task	Not started
4.4.1.5	Development of 3 volunteer-produced Digital Species Atlases	Andy McDonald	31/10/2022	Target	Not started
4.4.1.6	Volunteer biological recorders have access to interactive atlases and motivated to record in under-recorded areas.	Andy McDonald	31/10/2022	Objective	Not started
4.4.1.7	Atlas authors feel supported in developing and installing atlases on natural history organisation websites.	Andy McDonald	31/10/2022	Objective	Not started

Work on Phase 1 of the BioLinks Atlas project is well underway, CSV files containing species records can be uploaded and displayed as circles or diamonds on a map using the Javascript Leaflet mapping application and using the BRC Atlas Javascript application.

Work is now underway to change the map based on user selections, and to change the uploaded CSV data accordingly.

Figure 2-1 illustrates what the prototype BioLinks Atlas user interface looks like. In this example records for a dataset of Shropshire biological records are displayed. The user is able to use the zoom controls to Zoom in and out of any area of the map.

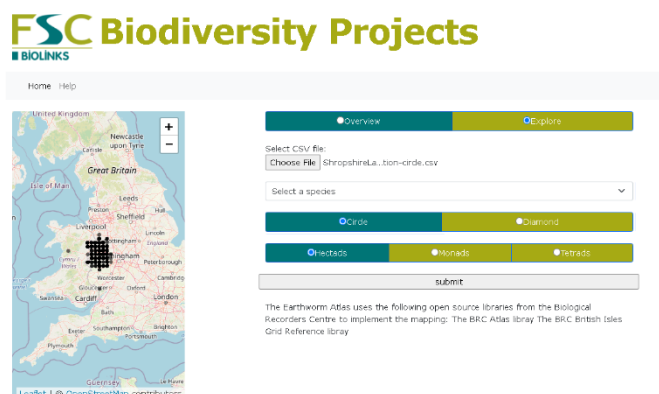


Figure 4-3: Screenshot of the prototype BioLinks Atlas demonstrating how records are displayed.

4.4.2 QGIS Plugin For Biological Recorders

The FSC QGIS Plugin for Biological Recorders is a plugin for QGIS v2 desktop GIS that was developed during the FSC Tomorrow's Biodiversity Project. It is aimed primarily at biological recorders and streamlines many of the tasks commonly required from GIS by biological recorders including viewing NBN maps (via the NBN WMS), displaying biological records from CSV files, working with UK OS grid references and registering raster map images from the internet. Due to the release of QGIS v3 in February 2018, there was an unforeseen demand from the biological recording community for an updated plugin that is compatible with the latest version of QGIS.

4.4.2.1	QGIS Plugin for Biological Recorders developed for QGIS version 3	Rich Burkmar	30/04/2018	Task	Complete 18/04/2018
4.4.2.2	Guidance for QGIS Plugin created and shared via the FSC Biodiversity Projects website	Rich Burkmar	31/05/2018	Task	Complete 22/05/2018
4.4.2.3	Plugin downloaded 10,000 times	Charles Roper	26/06/2020	Target	Complete = 10,000
4.4.2.4	Users are able to use the tool to produce analyses they otherwise wouldn't be able to do.	Charles Roper	26/06/2020	Objective	Complete 24/06/2020

Work on this product has ceased within the remit of the FSC BioLinks project but continues to be developed as a Field Studies Council open source project under the guidance of a joint FSC/BRC steering group (Table 4-4 below logs releases of the software during the FSC BioLinks project). The source code is hosted on GitHub: <https://github.com/FieldStudiesCouncil/QGIS-Biological-Recording-Tools>.

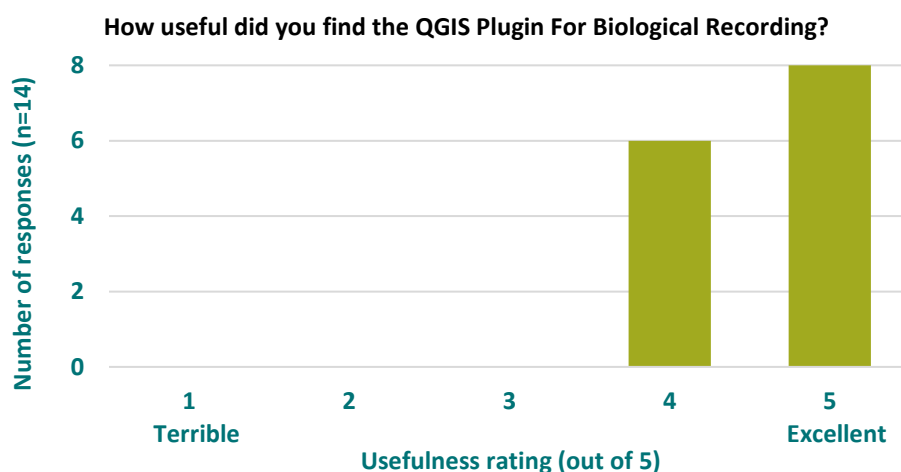
Table 4-4: FSC QGIS Plugin releases

Date	Version	Key features	Downloads
18/04/2018	3.0.0	Compatible with new major QGIS version 3. Minor enhancements and bug fixes.	1,613

Releases for the tool can be tracked on the GitHub repository releases page:

<https://github.com/FieldStudiesCouncil/QGIS-Biological-Recording-Tools/releases>

Between 18th April 2020 and 23rd June 2020 the FSC BioLinks Digital Products Feedback online survey was conducted to gather user feedback regarding various FSC BioLinks digital products. In total 32 users responded, of which 14 reported that they use the QGIS Plugin For Biological Recording and this is summarised in Figure 4-4.



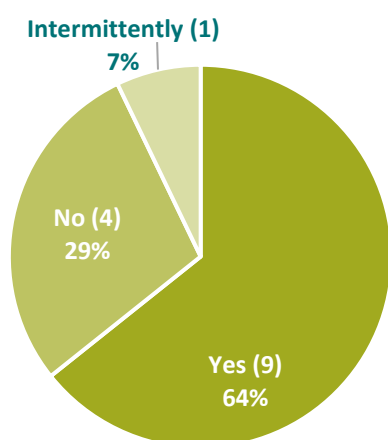
Has use of the QGIS Plugin For Biological Recorders led to any impacts on natural heritage, people, communities?

"The National Earthworm Recording Scheme use it to map our data and this allows us to provide information about our data to volunteer recorders."

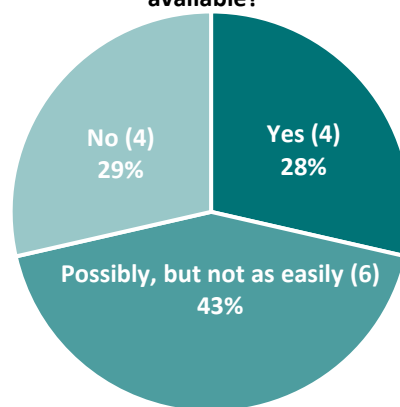
"It's made it much easier for recorders to map records, distributions for species and compare distributions to other taxa, previous years, other areas etc."

"I feel it has inspired people to do more with records once they know they can. This in turn enables positive engagement with records as an educational tool and encourages people to go out and collect data on the natural environment and the associated wellness and educational benefits that entails."

Before you used the Plugin, were you a user of QGIS?



Would you have been able to do these analyses if the Plugin was not available?



What analyses have you used the QGIS Plugin For Biological Recorders for?



"We used the plugin in feedback species distribution maps from surveys for our HLF WILDSide project, for community recording including teaching QGIS."

Figure 4-4: Responses to QGIS Plugin For Biological Recorders questions (n=14) from Digital Products Feedback Survey (18/04/20-23/06/20, n=32).

4.5 Online Training

4.5.1 Virtual Learning Environment Platform

4.5.2.1	FSC Virtual Learning Environment developed using Moodle	Charles Roper	31/08/2020	Task	Complete 31/08/2020
4.5.2.2	FSC Virtual Learning Environment course producer guidance published	Charles Roper	30/09/2020	Task	Complete 30/09/2020
4.5.2.3	Test FSC Virtual Learning Environment course with Discovering iRecord online training course	Keiron Brown	28/02/2021	Task	Complete 22/02/2021

The Covid-19 pandemic resulted in widespread cancellation of natural history training courses and events due to lockdown measures and social distancing guidelines. Online learning has been vital to filling the training void that has resulted and the FSC BioLinks project has demonstrated success through its 'Discovering iRecord online training course' and 'FSC BioLinks Virtual MeetUps' work packages. In order to expand the online learning offering from the FSC BioLinks project, a FSC Virtual Learning Environment was built using Moodle and facilitates a range of virtual learning opportunities for the FSC BioLinks project and wider FSC.

This work package was produced in response to the 2020 Coronavirus pandemic as a means of maintaining engagement with project volunteers and mitigating for the cancellation of venue-based training activities.



Figure 4-5: Lessons learned from testing the FSC Virtual Learning Environments with the Discovering iRecord online training course in January to February 2021.

The platform is now being used to deliver a range of FSC training products, including the training within the 'Covid-19 Secure Centres Resilience Plan', 'Invertebrate Short Online Courses' and 'Invertebrate Online Training courses' work packages.

As of March 2021, the FSC Virtual Learning Environment platform is managed and supported by the FSC Digital and Eco-Skills teams.

4.6 Digital Skills Training

4.6.1 Digital Skills Training Courses

A number of digital products for the biological recording sector were developed by the FSC BioLinks project, including an updated QGIS Plugin For Biological Recorders (Work Package 4.4.2) that is compatible with QGIS version 3 and development of the FSC Identikit tool to make it mobile-friendly (Work Package 4.2.1). The opportunities these tools open up may be inaccessible to some people within the sector (both volunteers and professionals) unless appropriate training is provided. Training courses covering QGIS and FSC Identikit were provided to upskill volunteer experts and ensure biological recording keeps up with the digital age.

4.6.1.1	5 QGIS training workshops delivered	Rich Burkmar	31/12/2018	Target	Complete = 11
4.6.1.2	10 FSC Identikit training workshops delivered	Rich Burkmar	31/12/2018	Target	Complete = 10
4.6.1.3	Volunteers develop digital and technological skills and feel more confident at accessing relevant digital resources	Keiron Brown	26/06/2020	Objective	Complete 23/06/2020

QGIS training

In total 11 QGIS training courses were delivered, including 9 one-day courses and 2 four-day residential courses. 'Introduction to QGIS' courses were designed to make QGIS more accessible to biological recorders. 'QGIS for Biological Recorders' courses were designed to teach those with experience in using QGIS how to use the QGIS Plugin for Biological Recorders.

Table 4-5: Summary QGIS digital skills training courses delivered by the FSC BioLinks project.

Date	Course title	Location/Host	Attendees
16/02/2018 – 19/02/2018	QGIS Residential Course	FSC Preston Montford	15
06/07/2018	Introduction to QGIS	Lancashire Wildlife Trust	12
09/07/2018	QGIS for Biological Recorders	Lancashire Wildlife Trust	12
20/09/2018	Introduction to QGIS	Red Squirrels Northern England	10
21/09/2018	QGIS for Red Squirrels Northern England	Red Squirrels Northern England	10
30/10/2018	Introduction to QGIS	Bumblebee Conservation Trust	11
31/10/2018	QGIS for Biological Recorders	Bumblebee Conservation Trust	11
04/12/2018	Introduction to QGIS	Angela Marmont Centre	16
23/01/2019	Introduction to QGIS	Lancashire Wildlife Trust	10
06/02/2019	Introduction to QGIS	Lancashire Wildlife Trust	10
15/02/2019 – 19/02/2019	QGIS Residential Course	FSC Preston Montford	15

Course participant feedback included the following:

"Course was very well structure & well-paced, I feel confident is using QGIS after the course."

"I enjoyed learning how to use QGIS to make nice maps, as well as the mix of demonstration and self-run exercises."

FSC Identikit training

In total 10 FSC Identikit training courses were delivered. These were designed to teach local and national experts in species identification how to create a knowledge base of species identification features and use the FSC Identikit Toolkit to create a digital multi-access identification resource.

Table 4-6: Summary FSC Identikit digital skills training courses delivered by the FSC BioLinks project.

Date	Course title	Location/Host	Attendees
07/02/2018	FSC Identikit	Biodiversity Information Service for Powys & the Brecon Beacons	9
08/02/2018	FSC Identikit	The West Wales Biodiversity Information Centre	5
08/11/2018	FSC Identikit	Merseyside BioBank	8
16/11/2018	FSC Identikit	Cheshire Record	8
26/11/2018	FSC Identikit	Woolley Firs	10
27/11/2018	FSC Identikit	All Nations Christian College	8
28/11/2018	FSC Identikit	Centre for Wildlife Gardening	10
29/11/2018	FSC Identikit	Woods Mill	10
03/12/2018	FSC Identikit	Angela Marmont Centre	10
12/12/2018	FSC Identikit	Lancashire Wildlife Trust	5

Course participant feedback included the following:

“A good beginners course to show what it is possible to do with this programme.”

“The course was delivered well and easy to follow. I think it will be useful in designing our own ID database.”

“It was a really interesting course and hopefully I will remember all the skills I learnt so that I can create my own online identification keys in the near future.”

“I most enjoyed learning about something I can go home and use straight away.”

“One of the most useful courses I have ever been on!

“I developed an understanding of the software - something which can be a challenge on your own.”

“I wasn't sure how useful the course would be to me - in fact it was very useful and I enjoyed being able to use my own knowledge to inform the database development.”

5 Audiences and Communications

The Audiences and Communications workstream was managed by:

- January 2018 – February 2019: Keiron Brown, FSC BioLinks Project Manager
- March 2019 – February 2020: Holly Dillon, FSC BioLinks Project Assistant
- March 2020 – December 2020: Holly Dillon, FSC BioLinks Project Officer
- January 2021 – February 2021: Caroline Howard, FSC BioLinks Marketing Officer
- March 2021 – Present: Keiron Brown, FSC BioLinks Project Manager

5.1 Communications

5.1.1 FSC BioLinks e-Newsletter

5.1.1.1	18 e-Newsletters produced and distributed to volunteers	Holly Dillon	31/08/2022	Target	Complete = 31 04/05/2020
5.1.1.2	10 regional e-Newsletters produced and distributed to volunteers	Keiron Brown	31/08/2022	Target	Complete = 10 31/03/2021
5.1.1.3	Minimum of 25% of newsletters opened	Holly Dillon	31/08/2022	Target	Current status > 50%

The FSC BioLinks e-Newsletter is managed through MailChimp and used to promote the project activities and successes. Newsletters are sent out on a quarterly basis (and re-sent to individuals that have not opened the original newsletter). Figure 5-1 on the following page demonstrates how many recipients were sent each of our main newsletters, and the proportion of individuals that opened each newsletter.

Table 5-1 includes this data along with the data from our regional-focussed newsletters. The regional focussed newsletters are not sent on a regular schedule, we send these out to our followers from the West Midlands or South East as and when needed to promote our and other organisation's events which relate to the project. Past e-Newsletters can be viewed via the website: www.fscbiodiversity.uk/newsarchive

Table 5-1: List of the newsletters sent out so far, including how many subscribers were sent each newsletter, which region's subscribers they were sent to and the percentage of recipients that opened each newsletter. Last updated 30/03/21.

Date sent	Newsletter heading	Sent to	Recipients	Opened by	Open rate
31/03/2021	FSC BioLinks in the South East	SE Volunteers	244	tbc	tbc
22/03/2021	Blow Flies and Bumblebees	All Subscribers	2267	1145	50.6%
26/02/2021	FSC BioLinks: Upcoming Events	All Subscribers	2213	1165	52.7%
12/02/2021	FSC BioLinks: New Courses	All Subscribers	2178	1222	56.2%
22/01/2021	FSC BioLinks in 2021	All Subscribers	2144	1163	54.3%
08/12/2020	New Discovering iRecord Online Course	All Subscribers	2121	1113	52.6%
15/10/2020	FSC BioLinks e-newsletter October 2020	All Subscribers	2030	987	48.8%
24/09/2020	New: Natural History Live talk – Trees & Fungi	All subscribers	1925	1053	54.7%
10/09/2020	Introducing Natural History Live	All subscribers	1862	939	50.4%
13/08/2020	FSC BioLinks e-newsletter August 2020	All subscribers	1841	1007	54.7%
24/07/2020	FSC BioLinks e-newsletter July 2020	All subscribers	1787	882	49.0%
25/06/2020	News from the FSC BioLinks Project	All subscribers	1713	828	46.0%
01/06/2020	FSC BioLinks e-Newsletter June 2020	All subscribers	1666	825	53.1%
15/05/2020	FSC BioLinks e-Newsletter May 2020	All subscribers	1489	708	47.6%
04/05/2020	FSC BioLinks Online Courses	All subscribers	1459	810	55.8%
28/04/2020	FSC BioLinks e-Newsletter	All subscribers	1445	698	48.6%
20/04/2020	FSC BioLinks Virtual Meet Ups	All subscribers	1405	797	56.9%
14/04/2020	FSC BioLinks Virtual Meet Up	All subscribers	1401	802	57.5%
06/04/2020	FSC BioLinks e-Newsletter April 2020	All subscribers	1394	767	55.3%
20/03/2020	FSC BioLinks COVID-19 Update	All subscribers	1393	743	53.6%

Date sent	Newsletter heading	Sent to	Recipients	Opened by	Open rate
05/03/2020	Upcoming West Midlands Events	WM volunteers	270	152	56.3%
14/02/2020	Hello new courses, goodbye to Sue and Charlie	All subscribers	1392	811	58.7%
20/01/2020	New year, new videos, new blog post and new courses!	All subscribers	1388	804	58.2%
23/12/2019	Season's Greetings from the FSC BioLinks Team	All subscribers	1377	706	51.4%
25/11/2019	FSC BioLinks e-Newsletter November 2019	All subscribers	1352	704	52.2%
31/10/2019	Shropshire Ento Day	WM volunteers	274	169	62.6%
11/10/2019	FSC BioLinks e-Newsletter October 2019	WM volunteers	273	184	62.4%
11/10/2019	New courses and events in the South East	SE volunteers	269	166	68.4%
12/09/2019	Shropshire Ento Day	WM volunteers	284	164	61.0%
12/09/2019	London Recorders' Day	SE volunteers	275	164	61.4%
19/07/2019	Summer BioLinks Events in the South East	SE volunteers	225	133	59.1%
03/06/2019	The New Courses Are Here	All subscribers	1,130	640	56.9%
31/05/2019	London Recording Events	SE volunteers	230	132	57.4%
25/04/2019	West Midlands Open Lab evenings	WM volunteers	156	90	57.7%
01/04/2019	Next batch of BioLinks courses released!	All subscribers	889	573	64.5%
20/02/2019	FSC BioLinks e-Newsletter February 2019	All subscribers	867	526	60.7%
10/01/2019	New Year News from FSC BioLinks	All subscribers	830	509	61.3%
15/11/2018	2019 BioLinks course release dates	All subscribers	777	497	64.0%
22/08/2018	FSC BioLinks e-Newsletter August 2018	All subscribers	705	444	63.0%
19/04/2018	FSC BioLinks e-Newsletter April 2018	All subscribers	638	399	62.5%
15/02/2018	FSC BioLinks Has Launched	All subscribers	537	336	62.6%

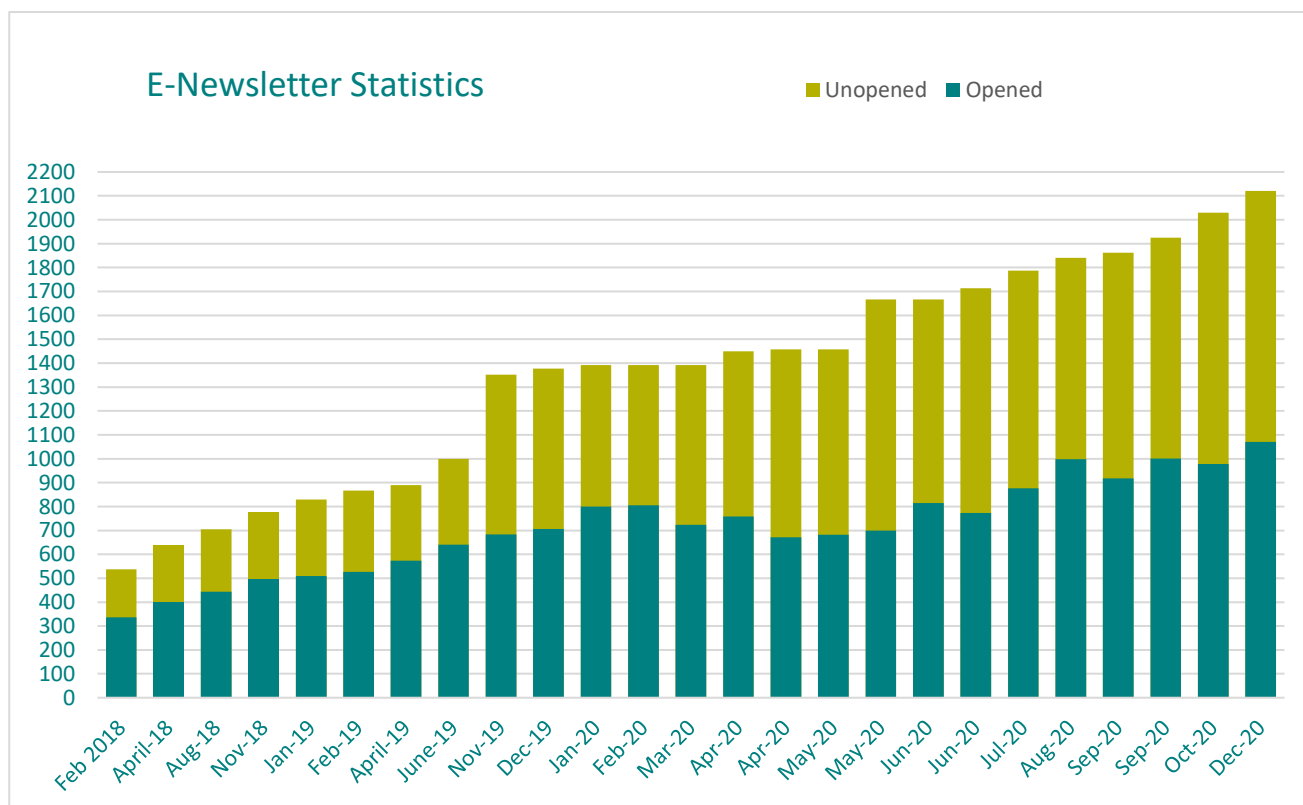


Figure 5-1: Bar chart detailing how many subscribers were sent each newsletter and the proportion of recipients that opened each newsletter. Last updated December 2020.

5.1.2 FSC BioLinks Blog

5.1.2.1	32 blogs produced by project volunteers	Keiron Brown	31/08/2022	Target	Complete = 32 29/03/2021
5.1.2.2	15 blogs produced by project staff	Keiron Brown	31/08/2022	Target	Complete = 15 31/03/2021
5.1.2.3	Average blog views at equal to or greater than 500	Keiron Brown	31/08/2022	Target	Current status >1,000 views

The FSC BioLinks blog is hosted on the project website (www.fscbiodiversity.uk/blog) and a full list of FSC BioLinks blogs that have been published is detailed in Table 5-2 and Table 5-3.

Table 5-2: Summary of FSC BioLinks blogs produced by volunteers. Page views updated on 17/12/20.

Date	Blog title	Author	Author type	Page views
29/03/2021	Identifying Blow Flies - Part 2	Olga Sivell	Volunteer	
18/03/2021	Identifying Blow Flies - Part 1	Olga Sivell	Volunteer	
16/03/2021	TVERC is looking for keen field surveyors	Caitlin Coombs	Volunteer	
22/02/2021	Lockdown Learning: Learning with LNHS	Keiron Brown	Volunteer	
18/02/2021	Lockdown Learning: Wild Lunch Wednesdays	Charlotte Coales	Volunteer	
26/01/2021	The RHS Cellar Slug Survey: Have you seen these helpful slugs?	Imogen Cavadino	Volunteer	
11/08/2020	Plant Alert – Preventing Future Invasions of Ornamental Plants	April Webb	Volunteer	1375
15/07/2020	Tomorrow's Invertebrate Recorder: Graham Smith	Graham Smith	Volunteer	1182
06/07/2020	Under Lockdown: how has the experience of COVID-19 impacted our relationship with nature?	Elliot Fisher	Volunteer	1006
29/05/2020	Public Perception of Wasps	Laura Jones	Volunteer	1671
22/05/2020	Fancy getting a degree whilst studying outdoors?	Emma Coulthard, Mark Duffell & Jenny Duffell	Volunteer	1943
15/05/2020	The UK Pollinator Monitoring Scheme and how to join in	Martin Harvey	Volunteer	1572
28/04/2020	5 things to consider before buying a microscope for invertebrate ID	GT Vision	Volunteer	1944
23/04/2020	Record Urban Nature for the City Nature Challenge	Victoria Burton	Volunteer	274
17/04/2020	Tomorrow's Invertebrate Recorder: Lucy Crowther	Lucy Crowther	Volunteer	1073
10/04/2020	AFON Mentoring Scheme: Learn & Enhance Your Skills	Emily Seccombe	Volunteer	1477
06/04/2020	On a Missions: Invertebrate – How volunteering, recording centres and BioLinks courses have benefitted me.	Charlie Linton	Volunteer	1243
27/03/2020	Tomorrow's Invertebrate Recorder: Izzy Molloy	Izzy Molloy	Volunteer	808
26/03/2020	TVERC is looking for keen field surveyors!	TVERC	Volunteer	400
28/02/2020	Tomorrow's Invertebrate Recorder: Aaron Bhambra	Aaron Bhambra	Volunteer	1462
18/02/2020	Tomorrow's Invertebrate Recorder: Sarah Maguire	Sarah Maguire	Volunteer	816
19/11/2019	I spied a spider: microscope work isn't as daunting as it seems!	Lorna Drake	Volunteer	4837
20/09/2019	Tomorrow's Invertebrate Recorder: Liv Cairns	Liv Cairns	Volunteer	2462
08/07/2019	A new identification guide for beetle larvae	Simon Norman	Volunteer	9799
08/01/2019	Why, sometimes, we need to collect invertebrates and our code of conduct for doing so?	Holly Dillon	Volunteer	2052
05/11/2018	Binomial names aren't as scary as they sound	Holly Dillon	Volunteer	2784
18/10/2018	The joy of recording	Maria Longley	Volunteer	746
01/10/2018	BeeBlitzes, Bumblebees and other Bizarre Adventures	Rosa Pietroiusti	Volunteer	819
18/09/2018	Looking for a career in conservation?	Roger Morris	Volunteer	931
10/07/2018	For the Love of Flies	Martin Harvey	Volunteer	779

Date	Blog title	Author	Author type	Page views
26/04/2018	Citizen Scientists Reveal Stark Decline of the Enigmatic Common Clubtail Dragonfly	Genevieve Dalley	Volunteer	541
05/04/2018	Putting the invertebrates in order	Siiri Hubbard & Nigel Kelly	Volunteer	519

Table 5-3: Summary of FSC BioLinks blogs produced by FSC staff. Page views updated on 17/12/20.

Date	Blog title	Author	Author type	Page views
31/03/2021	Wildlife Recording in the Urban World	Keiron Brown	Staff	
08/03/2021	Top 10 Moth Trap Intruders	Dan Asaw	Staff	
18/02/2021	Lockdown Learning: Teaching Biological Recording in a Pandemic	Keiron Brown	Staff	
25/04/2020	We need your feedback – FSC BioLinks Digital Survey	Charles Roper	Staff	542
24/12/2019	Project Management for Wildlife Conservation – a review	Charlie Bell	Staff	2030
20/12/2019	Latest Identikit developments	Rich Burkmar	Staff	1774
19/07/2019	Bushy Park Volunteer Days	Holly Dillon & Keiron Brown	Staff	1835
16/05/2019	Who's who of biological recording	Keiron Brown	Staff	2921
15/04/2019	What is a biological record?	Keiron Brown & Holly Dillon	Staff	9828
27/02/2019	Into the future: new FSC QGIS Plugin features	Rich Burkmar	Staff	2074
11/02/2019	International Day of Women in Science	Charlie Bell	Staff	2028
25/10/2018	Data flow – The Journey of a record	Keiron Brown	Staff	1694
21/08/2018	Great Finds on BioLinks courses	Charlie Bell	Staff	813
22/05/2018	QGIS – is there something Missing	Rich Burkmar	Staff	744
02/03/2018	Addressing the generational skills gap	Keiron Brown	Staff	596

5.2 Publicity

5.2.1 Biodiversity Sector Conference Representation

5.2.1.1	10 regional recorder conferences attended within the South East region	Keiron Brown	30/04/2022	Target	Complete = 13 attended
5.2.1.2	10 regional recorder conferences attended within the West Midlands region	Aaron Bhambra	30/04/2022	Target	In progress = 9 attended
5.2.1.3	4 presentations/workshops delivered at South East region recorder conferences	Keiron Brown	31/05/2022	Target	Complete = 11 delivered
5.2.1.4	4 presentations/workshops delivered at West Midlands region recorder conferences	Charlie Bell	31/05/2022	Target	Complete = 6 delivered
5.2.1.5	15 national biodiversity sector conferences attended	Keiron Brown	30/11/2022	Target	Complete = 20 attended
5.2.1.6	3 presentations/workshops delivered at national biodiversity sector conferences	Keiron Brown	30/11/2022	Target	Complete = 11 delivered
5.2.1.7	A range of sector professionals have the opportunity to explore the project and benefit from the lessons learned during the project.	Keiron Brown	31/12/2022	Objective	In progress

Project staff regularly attend regional conferences to ensure that the FSC BioLinks project is integrated into the local biological recording and natural history communities. Where relevant, project staff will give presentations, updates or talks to promote the project or specific regional activities. National conferences within the biodiversity sector are also attended to ensure the project team are aware of relevant initiatives and opportunities. They provide an opportunity to share any lessons learned from the project and promote collaboration opportunities to national experts and other biodiversity organisations, both through networking and conference presentations.

Table 5-4: Summary of biodiversity sector conferences attended by the FSC BioLinks project.

Date	Conference name	Hosting organisation	Type	Attended by
26/01/2020	Shropshire EntoDay 2020	Field Studies Council Shropshire Invertebrate Group	Regional (WM)	Charlie Bell Holly Dillon Sue Townsend
09/03/2019	Worcestershire Recorders Day 2019	Worcestershire Biological Record Centre Worcestershire Recorders	Regional (WM)	Charlie Bell
02/03/2019	Staffordshire Invert Science Fair 2019	Staffordshire University	Regional (WM)	Charlie Bell
27/01/2019	Shropshire Ento Day 2019	Shropshire Invertebrate Group	Regional (WM)	Charlie Bell
03/12/2018	Hartlebury Common Volunteer Group AGM 2019	Hartlebury Common Volunteer Group	Regional (WM)	Charlie Bell
03/11/2018	Worcestershire Ento Day 2018	Wyre Forest Study Group	Regional (WM)	Charlie Bell Holly Dillon
20/10/2018	SEDN Recorders Conference 2018	Shropshire Ecological Data Network	Regional (WM)	Charlie Bell
12/07/2018	Biodiversity: Its role in sustainability and tackling climate change	Sustainability West Midlands & Fit for the Future Network	Regional (WM)	Charlie Bell
04/02/2018	Shropshire Ento Day 2018	Field studies Council Shropshire Invertebrate Group	Regional (WM)	Keiron Brown
13/03/2021	Buckinghamshire Recorders' Seminar 2018	Buckinghamshire & Milton Keynes Environmental Records Centre	Regional (SE)	Keiron Brown
22/02/2020	Surrey Recorders Meeting 2020	Surrey Biodiversity Information Centre	Regional (SE)	Keiron Brown
02/11/2019	London Recorders Day 2019	FSC BioLinks, GiGL & NHM	Regional (SE)	Keiron Brown Holly Dillon
16/03/2019	Sussex Biological Recorders' Seminar 2019	Sussex Biodiversity Record Centre	Regional (SE)	Keiron Brown
09/03/2019	Hampshire Annual Recorders Forum 2019	Hampshire Biodiversity Information Centre	Regional (SE)	Keiron Brown
02/03/2019	Spring Recorders' Conference 2019	Thames Valley Environmental Records Centre	Regional (SE)	Keiron Brown
16/01/2019	January 2019 Biodiversity talks	Kingston Biodiversity Network	Regional (SE)	Keiron Brown

Date	Conference name	Hosting organisation	Type	Attended by
15/01/2019	Ecology & Entomology section AGM 2018	London Natural History Society	Regional (SE)	Keiron Brown
27/11/2018	London Recorders' Day 2018	FSC BioLinks, GiGL & NHM	Regional (SE)	Keiron Brown
29/09/2018	Autumn Recorders' Conference 2018	Thames Valley Environmental Records Centre	Regional (SE)	Keiron Brown
16/03/2018	Buckinghamshire Recorders' Seminar 2018	Buckinghamshire & Milton Keynes Environmental Records Centre	Regional (SE)	Keiron Brown
10/03/2018	Spring Recorders' Conference 2018	Thames Valley Environmental Records Centre	Regional (SE)	Keiron Brown Rich Burkmar
06/12/2017	Ecology & Entomology AGM 2017	London Natural History Society	Regional (SE)	Keiron Brown
06/04/2019	YNU & NEYEDC Annual Conference 2019	Yorkshire Naturalists' Union North and East Yorkshire's Ecological Data Centre	Regional (other)	Rich Burkmar
18/11/2020	NBN Conference 2020	National Biodiversity Network Trust	National	Keiron Brown Holly Dillon
23/10/2020	NFBR Conference 2020	National Forum for Biological Recording	National	Keiron Brown Holly Dillon
09/07/2020	Next steps for biodiversity and species protection in the UK	Westminster Energy, Environment & Transport Forum	National	Keiron Brown Philip Turvil
23/06/2020	Next steps for UK agriculture policy and funding	Westminster Food & Nutrition Forum	National	Holly Dillon Philip Turvil
08/02/2020	Annual Coleopterists Day 2020	Oxford University Natural History Museum Biological Records Centre	National	Keiron Brown
13/11/2019 14/11/2019	NBN Conference 2019	National Biodiversity Network Trust	National	Charlie Bell Keiron Brown Holly Dillon Sue Townsend
16/10/2019	ALERC Conference 2019	Association of Local Environmental Record Centres	National	Charles Roper
06/09/2019 - 07/09/2019	Now For Nature Conference	A Focus On Nature	National	Keiron Brown Holly Dillon
06/09/2019 - 07/09/2019	NFBR Conference 2019	National Forum for Biological Recording	National	Sue Townsend
06/04/2019	Conchological Society of Great Britain & Ireland AGM 2019	Conchological Society of Great Britain & Ireland	National	Keiron Brown
15/02/2019	Dipterists Forum AGM 2019	Dipterists Forum	National	Charlie Bell
09/02/2019	Annual Coleopterists Day 2019	Oxford University Natural History Museum	National	Sue Townsend
22/11/2018 - 23/11/2018	NBN Conference 2018	National Biodiversity Network Trust	National	Charlie Bell Keiron Brown Rich Burkmar Sue Townsend
17/10/2018	ALERC Conference 2018	Association of Local Environmental Record Centres	National	Rich Burkmar
07/09/2018	Plenary Meeting of the Taxonomy and Systematics Committee	Linnean Society of London	National	Sue Townsend
01/06/2018	ID Trainers For The Future Symposium	Natural History Museum	National	Keiron Brown
10/05/2018 11/05/2018	NFBR Conference 2018	National Forum for Biological Recording	National	Charlie Bell Keiron Brown Rich Burkmar
14/04/2018/ 17/11/2017 - 18/11/2017	Conchological Society of Great Britain & Ireland AGM 2018	Conchological Society of Great Britain & Ireland	National	Keiron Brown
20/03/2018	NBN Conference 2017	National Biodiversity Network Trust	National	Keiron Brown Sue Townsend
	Building Capacity in Data Providers	BID-REX Interreg	International	Keiron Brown

Table 5-5: Summary of conference presentations delivered on behalf of the FSC BioLinks project.

Date	Presentation title	Presenter	Conference name	Type	Approx. Attendees
09/03/2019	The BioLinks Project: supporting invertebrate identification and recording in the West Midlands	Charlie Bell	Worcestershire Recorders AGM 2019	Regional (WM)	70
02/03/2019	The FSC BioLinks project – supporting invertebrate recording in the West Midlands	Charlie Bell	Staffordshire Invertebrate Science Fair 2019	Regional (WM)	30

Date	Presentation title	Presenter	Conference name	Type	Approx. Attendees
27/01/2019	The FSC BioLinks project – a year of invertebrate recording in the West Midlands	Charlie Bell	Shropshire Ento Day 2019	Regional (WM)	78
03/12/2018	The BioLinks Project: supporting invertebrate identification and recording in the West Midlands	Charlie Bell	Hartlebury Common Volunteer Group AGM 2019	Regional (WM)	15
12/07/2018	FSC BioLinks Project: Invertebrate recording in the West Midlands	Charlie Bell	Biodiversity: Its role in sustainability and tackling climate change	Regional (WM)	50
04/02/2018	FSC BioLinks Project	Keiron Brown	Shropshire EntoDay 2017	Regional (WM)	95
13/03/2021	Lockdown Learning: Taking field studies online	Keiron Brown	Buckinghamshire Recorders' Seminar 2020	Regional (SE)	86
22/02/2020	Recording Soil Invertebrates	Keiron Brown	Surrey Recorders Meeting 2020	Regional (SE)	74
09/03/2019	Recording Earthworms	Keiron Brown	Hampshire Annual Recorders Forum 2019	Regional (SE)	90
02/03/2019	FSC BioLinks Project	Keiron Brown	Spring Recorders' Conference 2019	Regional (SE)	85
16/01/2019	Earthworms & FSC BioLinks	Keiron Brown	January 2019 Biodiversity talks	Regional (SE)	50
15/01/2019	London Earthworm Report 2018	Keiron Brown	Ecology & Entomology section AGM 2018	Regional (SE)	25
27/11/2018	The London Invertebrate ID Project	Keiron Brown	London Recorders' Day 2018	Regional (SE)	118
16/03/2018	FSC BioLinks Project	Keiron Brown	Buckinghamshire Recorders' Seminar 2018	Regional (SE)	100
10/03/2018	FSC BioLinks Project	Keiron Brown	Spring Recorders' Conference 2018	Regional (SE)	70
10/03/2018	Identikit Mini-Workshops	Rich Burkmar	Spring Recorders' Conference 2018	Regional (SE)	14
06/12/2017	FSC BioLinks Project	Keiron Brown	Ecology & Entomology AGM 2017	Regional (SE)	24
06/04/2019	Using Identikit	Rich Burkmar	YNU & NEYEDC Annual Conference 2019	Regional (other)	94
23/10/2020	Lockdown learning: Developing online biological recording skills	Keiron Brown	National forum for Biological Recording Conference 2020	National	146
08/02/2020	FSC BioLinks Project Update 2020	Keiron Brown	Annual Coleopterists Day 2020	National	107
06/09/2019	Tomorrow's Invertebrate Recorders	Keiron Brown	Now For Nature Conference	National	25
15/02/2019	The FSC BioLinks Project and Diptera recording	Charlie Bell	Dipterists Forum AGM 2019	National	24
09/02/2019	The FSC BioLinks Project and Coleoptera recording	Sue Townsend	Coleopterist Day 2019	National	90
22/11/2018	FSC Identikit	Rich Burkmar	NBN Conference 2018	National	150
17/10/2018	Consultation of FSC QGIS Plugin	Rich Burkmar	ALERC Conference 2018	National	80
07/09/2018	How to identify a Cornflake	Sue Townsend	Plenary Meeting of the Taxonomy and Systematics Committee	National	50
10/05/2018	Needs analysis from an identification project	Keiron Brown	NFBR Conference 2018	National	64
10/05/2018	Interesting ways to present data	Rich Burkmar	NFBR Conference 2018	National	64
17/11/2017	FSC BioLinks Project – 5 more years of sharing and caring	Sue Townsend	NBN Conference 2017	National	180
20/03/2018	Invertebrate Recorders of the Future	Keiron Brown	Building Capacity in Data Providers (BID-REX Interreg)	International	50

5.2.2 FSC BioLinks Social Media Strategy

5.2.2.1	Social media accounts created for Facebook, Twitter and Instagram	Keiron Brown	31/12/2017	Task	Complete 30/11/2017
5.2.2.2	Social Media Strategy produced and published	Holly Dillon	31/03/2020	Task	Complete 18/06/2020
5.2.2.3	2,500 number of Facebook page likes	Holly Dillon	31/08/2022	Target	Complete 31/12/2020
5.2.2.4	2,000 number of Twitter followers	Caroline Howard	31/08/2022	Target	Complete 20/02/2021
5.2.2.5	1,000 number of Instagram followers	Holly Dillon	31/08/2022	Target	Complete 17/06/2020
5.2.2.6	Volunteers, including young people, engage with the project and each other outside of project courses and events through social media	Keiron Brown	31/12/2022	Objective	In progress
5.2.2.7	Sector professionals and volunteer experts use social media channels to explore potential synergies due to increased project awareness	Keiron Brown	31/12/2022	Objective	In progress

The FSC BioLinks project maintains active accounts on various forms of social media. This involved both taking over the management of moribund accounts from previous FSC biodiversity projects and the creation of new accounts. Figure 5-2 illustrates the social media statistics for the 31/03/2021 for the accounts managed by the project team, including the audience change from the previous quarter.



Figure 5-2: Number of followers for project social media accounts, including change from previous quarter. Last updated 31/03/21.

A summary of the social media strategy employed by the project team is provided in Figure 5-3 on the following page. Details of the FSC BioLinks e-Newsletters delivered through MailChimp can be found in 5.1.1 FSC BioLinks e-Newsletter. The FSC Biodiversity Fellows Group was set up by the FSC Invertebrate Challenge project and, although being maintained by the FSC BioLinks project team, is not currently being actively developed and is therefore not included within the current social media strategy.



Target audiences: Potential volunteers, Existing volunteers, Biodiversity professionals

Aim 1: Promote events and project activities to existing and potential volunteers

Aim 2: Raise awareness of FSC/project and reach wider audience

Aim 3: Provide information on invertebrates and biological recording

- Page opted for over Group to maintain full control of content posted
- Courses and events added using Events feature
- Relevant content (including events) shared in special interest and regional groups
- Profiles liking Page posts invited to like the Page
- Network contacts and partner organisations tagged where appropriate
- Relevant Instagram posts and stories are shared to our Facebook Page



Target audiences: Potential volunteers, Biodiversity professionals, Existing volunteers,

Aim 1: Raise awareness of FSC/project and reach wider audience

Aim 2: Promote events and project activities to existing and potential volunteers

Aim 3: Build networks with professionals and organisations

- Project outputs (e.g. courses, events, blogs, surveys) promoted in tweets
- Relevant network contacts and partner organisations tagged in tweets
- Appropriate hashtags used to engage with special interest groups, e.g. #SolitaryBeeHour
- Appropriate event/date related hashtags used to improve reach of tweets e.g. #30DaysWild, #WildlifeWednesdays
- Actively engage with followers by liking/retweeting/commenting on relevant tweets

Figure 5-3: FSC BioLinks social media strategy summary



Target audiences: Young adults, Potential volunteers, Wildlife photographers

Aim 1: Reach younger demographics that favour Instagram as a social media platform

Aim 2: Provide information on invertebrates

Aim 3: Showcase invertebrate wildlife observations resulting from project activities

- Clear and consistent Instagram brand for page: Images of UK invertebrates only
- Image captions always contain educational information e.g. identification tips or interesting facts/stories
- Relaxed rules for Instagram story content, we share any images and stories from volunteers who tag/mention us and can include marketing content or images of things other than invertebrates
- Targeted effort to engage with and showcase young adult naturalists



Target audiences: Existing volunteers, Digital product users, Biological recorders

Aim 1: Make video content produced by the project easily accessible and sharable

Aim 2: Educate volunteers and recorders about natural history subjects

Aim 3: Provide step-by-step guidance for digital product users

- YouTube Channel organised into clear Playlists to improve user experience
- Home of all video content due to superior analytics over other social media platforms
- Channel hosts historic content from previous projects
- Title card thumbnails used to maintain professional look and FSC branding
- Videos shared regularly through Facebook Page and Twitter Account

5.2.3 Biodiversity Training 'Sector Health Check'

5.2.3.1	Review actual training provision against proposed training provision for 2021	Keiron Brown	28/02/2021	Task	Not started
5.2.3.2	Highlight target areas for FSC BioLinks project and wider FSC	Keiron Brown	31/03/2021	Task	Not started
5.2.3.3	Promote 2021 virtual and venue-based natural history training activities through a variety of marketing channels	Keiron Brown	30/04/2021	Task	Not started

Covid-19 is thought to have had a huge impact on natural history training provision within the UK, as many courses and events have been postponed or cancelled. Some organisations have increased their delivery of online/virtual training, and it is currently unknown which training providers will continue to offer virtual training options or which will be able to return to venue-based training. A Biodiversity Training 'Sector Health Check' will allow the FSC BioLinks project to achieve a snapshot of current training provision and where gaps in training need to be filled.

This work package was produced in response to the 2020 Coronavirus pandemic as a means of informing future training activities.

5.3 Audiences: Age

Recruiting young naturalists to the project is an important target for the FSC BioLinks project. A detailed account of the barriers and action plan is outlined in the *FSC BioLinks Audience Engagement Report*. This includes using paid targeted social media advertising, giving young naturalists a platform via the project blog, recruiting young naturalists to deliver training courses and a competition for young adults to win spaces on our Tomorrow's Invertebrate Recorders residential course

5.3.1 Tomorrow's Invertebrate Recorders

5.3.1.1	Tomorrow's Invertebrate Recorders competition launched	Keiron Brown	01/01/2019	Task	Complete 01/01/2019
5.3.1.2	2 residential Tomorrow's Invertebrate Recorders courses delivered	Keiron Brown	31/12/2021	Target	In progress = 1
5.3.1.3	20 Young adults (hard-to reach audience) are recruited to the project through the Tomorrow's Invertebrate Recorders	Keiron Brown	31/12/2021	Target	In progress = 14
5.3.1.4	10 Tomorrow's Invertebrate Recorder blogs published	Keiron Brown	31/12/2022	Target	In progress = 6

Table 5-6: Summary of Tomorrow's Invertebrate Recorders courses.

Date	Event title	Partners	Attendees
06/08/2019 – 10/08/2019	Tomorrow's Invertebrate Recorders 2019 @ FSC Preston Montford	A Focus On Nature	14
23/08/2021	Tomorrow's invertebrate Recorders Day Course @ FSC Preston Montford	FSC Young Darwin Scholarship	
31/08/2021	Tomorrow's invertebrate Recorders Day Course @ FSC Preston Montford	FSC Young Darwin Scholarship	
06/09/2021	Tomorrow's invertebrate Recorders Day Course @ FSC Castle Head	FSC Young Darwin Scholarship	
11/09/2021	Tomorrow's invertebrate Recorders Day Course @ FSC Bushy Park	FSC Young Darwin Scholarship	
25/09/2021	Tomorrow's invertebrate Recorders Day Course @ FSC Flatford Mill	FSC Young Darwin Scholarship	

Table 5-7: Summary of FSC BioLinks blogs produced by or on behalf of the project team. Updated on 31/03/20.

Date	Blog title	Author	Year attended
15/07/2020	Tomorrow's Invertebrate Recorder: Graham Smith	Graham Smith	2019
27/03/2020	Tomorrow's Invertebrate Recorder: Izzy Molloy	Izzy Molloy	2019
28/02/2020	Tomorrow's Invertebrate Recorder: Aaron Bhambra	Aaron Bhambra	2019
18/02/2020	Tomorrow's Invertebrate Recorder: Sarah Maguire	Sarah Maguire	2019
19/11/2019	Tomorrow's Invertebrate Recorder: Lorna Drake	Lorna Drake	2019
20/09/2019	Tomorrow's Invertebrate Recorder: Liv Cairns	Liv Cairns	2019



"Tomorrow's Invertebrate Recorders was a great opportunity for people to expand their existing knowledge and discover areas within the environmental sector to explore more. I learnt more about running courses for young people. Spending time with other twenty-somethings interested in nature was the highlight for me; and it is difficult to find usually. It was particularly useful to find out more about people's prior knowledge of AFON and it was great to have the chance to tell people about the opportunities available through AFON."

Emily Seccombe, A Focus On Nature Mentoring Officer

5.3.2 Now For Nature

5.3.2.1	Now For Nature Conference delivered in partnership with A Focus On Nature and Natural History Museum	Keiron Brown	30/09/2019	Task	Complete 07/09/2019
5.3.2.2	100 Young adults (hard-to reach audience) are engaged by the project through the Now For Nature Conference	Keiron Brown	30/09/2019	Target	Complete = 197
5.3.2.2	High achiever young adults have an improved profile within the biodiversity sector	Keiron Brown	30/06/2020	Objective	Complete 10/10/2019

The Now For Nature Conference was a 2-day conference celebrating young people active in the conservation sector and bringing together the next generation of young naturalists from across the UK. High achiever young naturalists were included within the conference line up of speakers and presenters.

The event was delivered in partnership with A Focus On Nature and the Natural History Museum (London), with the FSC BioLinks project team managing the booking systems for the event and providing staff support during the event.

Kabir Kabul, a young naturalist that presented at the conference and attended the first day of the conference, produced a blog about his experience that can be found on the A Focus On Nature website:

<https://www.afocusonnature.org/post/afon-now-for-nature-conference>



Figure 5-4: Now For Nature conference attendees on Saturday 6th September 2019. Photo © A Focus On Nature

Table 5-8: Summary of Now For Nature conferences delivered prior this quarter.

Date	Event title	Partners	Attendees
06/09/2019 – 07/09/2019	Now For Nature conference @ The Natural History Museum	A Focus On Nature Natural History Museum (London)	197



“The 2019 Now for Nature conference was the largest gathering of young and aspiring conservationists that the UK had ever seen. This inspirational event brought 200 like-minded young people together, showcasing some of the greatest talent within the multidisciplinary nature conservation sector and providing a high-profile platform showcasing budding naturalists, conservationists, policy makers and wildlife communicators. The two-day event was a place for networking, learning and sharing knowledge and inspiration which will hopefully have reverberations that will have a positive influence within conservation for years to come.”

Elliot Newton, A Focus On Nature Creative Director

5.4 Audiences: Gender

5.4.1 Balanced Gender Representation

5.4.1.1	Volunteers are at least 40% women in 2018	Charlie Bell	31/01/2019	Target	Complete = 51.4%
5.4.1.2	Volunteers are at least 40% women in 2019	Charlie Bell	31/01/2020	Target	Complete = 50.5%
5.4.1.3	Volunteers are at least 40% women in 2020	Keiron Brown	31/01/2021	Target	Not started
5.4.1.4	Volunteers are at least 40% women in 2021	Keiron Brown	31/01/2022	Target	Not started
5.4.1.5	Volunteers are at least 40% women in 2022	Keiron Brown	30/09/2022	Target	Not started

5.5 Audiences: Neurodiversity

5.5.1 Neurodiversity Pilot Project

5.5.1.1	Project Officer and Project Manager to undertake Understanding Autism online training course	Keiron Brown	31/12/2019	Task	Complete 07/03/2019
5.5.1.2	Project Officer to attend National Autistic Society Conference	Charlie Bell	31/12/2019	Task	Complete 01/03/2019
5.5.1.3	Consultation with education and learning difficulty professionals	Keiron Brown	31/12/2020	Task	Not started
5.5.1.4	Delivery of 1 training workshop to educators	Keiron Brown	31/12/2021	Target	Not started
5.5.1.5	Production of online training resource aimed at educators of individuals with learning difficulties	Keiron Brown	31/10/2022	Task	Not started
5.5.1.6	FSC BioLinks Autism pilot project report produced and published	Keiron Brown	31/10/2022	Task	Not started

6 Biological Recording Sector Support

The Biological Recording Sector Support workstream was managed by:

- January 2018 – Present: Keiron Brown, FSC BioLinks Project Manager

6.1 Biological Recording Guidance

Biological Recording Guidance Notes and *Field and Technical Skills Online Videos* provide volunteers with guidance regarding various aspects of biological recording. They are also of use to course tutors and recording scheme organisers as a teaching resource that students/volunteers can be directed to.

6.1.1 Field Studies Guidance Notes

6.1.1.1	6 guidance notes produced and are accessible to volunteers.	Keiron Brown	31/12/2021	Target	In progress = 2
6.1.1.2	Volunteer biological recorders have access to free online guidance and feel that the guidance assists them in good biological recording practice.	Keiron Brown	31/10/2022	Objective	Not started

- 1) Bell, C. (2020) *Field Studies Guidance Note: Grid References for Biological Recording*. Shrewsbury: Field Studies Council
- 2) Brown, K. D. & Dillon, H. (2020) *Field Studies Guidance Note: Biological Recording*. Shrewsbury: Field Studies Council

6.1.2 Field Studies Online Videos

6.1.2.1	9 online videos produced to a professional standard and are accessible to volunteers	Holly Dillon	31/08/2022	Y3 Target = 3	Y3 target complete = 3
6.1.2.2	6 in-house online videos produced and are accessible to volunteers	Keiron Brown	31/08/2022	Target	Not started
6.1.2.3	Volunteer biological recorders have access to free online videos and feel that the guidance assists them in good biological recording practice	Keiron Brown	31/10/2022	Objective	Not started

Table 6-1: Summary of Field Studies Online Videos published (updated 30/06/2020)

Date	Online video title	Author/Host	No. Views
17/01/2020	What is a Biological Record?	Eco Sapien	1,756
17/01/2020	Why are Biological Records Important?	Eco Sapien	594
17/01/2020	How to Submit a Biological Record	Eco Sapien	592
In progress	Terrestrial Invertebrate Sampling: Ground Invertebrates	Eco Sapien	
In progress	Terrestrial Invertebrate Sampling: From Vegetation	Eco Sapien	

6.2 Learning Recognition and Standards

6.2.1 Training Course Certificates

6.2.1.1	Certificate templates produced	Keiron Brown	31/03/2018	Task	Complete 15/01/2018
6.2.1.2	Volunteers feel valued and their achievement recognised	Keiron Brown	31/10/2022	Objective	In progress

6.2.2 Invertebrate Identification Skills Certificate (IISC)

6.2.2.1	Certificate assessment criteria and workshop format produced	Keiron Brown	30/06/2021	Task	Not started
6.2.2.2	2 pilot Invertebrate ID Skills Certificate Assessment Sessions delivered	Keiron Brown	31/08/2021	Target	Not started
6.2.2.3	4 Invertebrate ID Skills Certificate Assessment Sessions delivered	Keiron Brown	31/08/2022	Target	Not started
6.2.2.4	42 volunteers undertake Invertebrate ID Skills Certificate assessment	Keiron Brown	31/08/2022	Target	Not started
6.2.2.5	Invertebrate ID Skills Certificate pilot project report produced and published	Keiron Brown	31/08/2022	Task	Not started
6.2.2.6	Volunteers receive evidence of their competency level in species identification of the piloted taxa and feel valued and their achievement recognised	Keiron Brown	31/08/2022	Objective	Not started

The *Invertebrate Identification Skills Certificate pilot project* is scheduled to begin in 2020. A consultation regarding the Riverfly training pathway and assessments was conducted with Buglife, Riverfly Recording Schemes, Natural History Museum, Freshwater Biological Association and Field Studies Council in 2018.

6.2.3 Train the Trainer Courses

6.2.3.1	Train the Trainers workshop designed and teaching resources produced	Keiron Brown	15/02/2020	Task	Complete 12/02/20
6.2.3.2	5 Train The Trainers workshops delivered	Keiron Brown	31/12/2021	Target	In progress = 2
6.2.3.3	40 Associate Tutors attend Train The Trainers workshops	Keiron Brown	31/12/2021	Target	Complete = 40
6.2.3.4	Associate tutors will have developed skills in delivering training to others	Keiron Brown	31/08/2022	Objective	Not started
6.2.3.5	Centres feel they have a pool of associate tutors to draw upon with higher skills	Keiron Brown	31/08/2022	Objective	Not started

Train the Trainer workshops are designed to provide regional and national experts with training and guidance with regards running successful identification and recording training courses.

Table 6-2: Summary of Associate Tutor training workshops delivered prior to this quarter.

Date	Course title	Location	Attendees
23/02/2018	Earthworm Tutor Workshop	FSC Preston Montford	6
13/02/2020	Teaching Natural History	FSC Bushy Park	8
25/03/2020	Teaching Natural History	Shropshire Wildlife Trust	Cancelled*
16/11/2020	Topic Delivery Plans Virtual Workshop	Virtual	26

*Cancelled due to COVID-19 pandemic

6.3 Training Hub Resilience

Training Hub Resilience training upskills training hub staff with regards to facilitating natural history courses and supporting training course tutors. Chemical safety and microscope use/maintenance have been highlighted as priority training areas.

6.3.1 COSHH Training Resilience Plan

6.3.1.1	COSHH Resilience Plan produced	Charlie Bell	30/06/2019	Task	Complete 26/06/2019
6.3.1.2	30 training hub staff completed COSHH Level 2 Risk Assessment online training course	Keiron Brown	31/12/2021	Target	Complete = 30
6.3.1.3	Training hub staff have developed skills in facilitating species identification courses	Keiron Brown	30/11/2022	Objective	Not started
6.3.1.4	Centres feel better equipped to deliver species identification courses	Keiron Brown	30/11/2022	Objective	Not started

Table 6-3: Status of progress towards completion of online COSHH training course for FSC training centre staff subsidised through the FSC BioLinks project.

FSC Staff Member	Learning Location	Status
Aaron Bhambra	FSC BioLinks	Completed
Charlie Bell	FSC BioLinks	Completed
Dan Asaw	FSC BioLinks	Completed
Holly Dillon	FSC BioLinks	Completed
Keiron Brown	FSC BioLinks	Completed
Imogen George	FSC Amersham	Completed
Jackie Rham	FSC Amersham	Completed
Rachael Flatt	FSC Amersham	Completed
Lucy Thirkell	FSC Bishops Wood	Completed
Rachel Scott	FSC Bishops Wood	Completed
Richard Morrall	FSC Bishops Wood	Completed
Sean Comfort	FSC Bishops Wood	Completed
Jo Harris	FSC Flatford Mill	Completed
Lorraine Boyle	FSC Flatford Mill	Completed
Matt Thompson	FSC Flatford Mill	Completed
Stuart Fellows	FSC Flatford Mill	Completed
Chris Price	FSC Head Office	Completed
Daniel Farnes	FSC Juniper Hall	Completed
Kayleigh Hunter	FSC Juniper Hall	Completed
Aaron Dunster	FSC London	Completed
Celeste Bond	FSC London	Completed
James Bromhead	FSC London	Completed
Lorna Harvey	FSC London	Completed
Arran Holdsworth	FSC Preston Montford	Completed
Charlotte Timerick	FSC Preston Montford	Completed
Jonathan Calcraft	FSC Preston Montford	Completed
Kath Fry	FSC Preston Montford	Completed
Maddy Frogatt	FSC Preston Montford	Completed
Phil Wilson	FSC Preston Montford	Completed
Vicki Brown	FSC Preston Montford	Completed

6.3.2 Covid-19 Secure Centres Resilience Plan

6.3.2.1	Project staff to undertake FSC Covid-19 secure online training module	Keiron Brown	28/02/2021	Task	Complete 13/03/2021
6.3.2.2	South East training venue Covid-19 risk assessments	Dan Asaw	28/02/2021	Task	Not started
6.3.2.3	West Midlands training venue Covid-19 risk assessments	Aaron Bhambra	28/02/2021	Task	Not started
6.3.2.4	Project activities risk assessed in relation to Covid-19	Keiron Brown	28/02/2021	Task	Not started

Staff training (see 'Project Staff Training' work package) and risk assessments undertaken to ensure that project activities are delivered in a Covid-19 secure environment.

This work package was produced in response to the 2020 Coronavirus pandemic.

6.3.3 Natural History Tutor Network

6.3.3.1	Create Associate Tutor Tracker for logging delivery capabilities and training needs	Keiron Brown	30/09/2020	Task	Complete 28/09/20
6.3.3.2	Review of Associate Tutor contracts and updated where necessary	Keiron Brown	31/12/2020	Task	Complete 17/12/20
6.3.3.3	Set up improved tutor feedback and quality assessment framework	Keiron Brown	31/06/2021	Task	Not started
6.3.3.4	Produce updated FSC Associate Tutor Guidance Manual	Keiron Brown	31/07/2021	Task	In progress

Natural History Associate Tutors are a vital components of the FSC Natural History Training Programme, including FSC BioLinks training courses. Administration and relationship management systems require updating and improvement to build increased capability of the FSC to deliver a more structured Natural History Training Programme, including online training courses, from 2021 onwards.

6.4 Invertebrate Site Species Lists

6.4.1 Invertebrate Site Species Lists (South East)

6.4.1.1	Project Manager completed Natural England Pantheon training course	Keiron Brown	30/06/2018	Task	Complete 28/02/2018
6.4.1.2	20 invertebrate site species lists produced and available to South East region wildlife site managers	Dan Asaw	31/10/2022	Target	In progress
6.4.1.3	South East region wildlife site managers are aware of the reports and are accessing this invertebrate data to help inform the management of the site	Dan Asaw	30/11/2022	Objective	In progress

6.4.2 Invertebrate Site Species Lists (West Midlands)

6.4.1.1	Project Officer undertake Natural England Pantheon training course	Charlie Bell	30/06/2018	Task	Complete 28/02/2018
6.4.1.2	20 invertebrate site species lists produced and available to West Midlands region wildlife site managers	Aaron Bhambra	31/10/2022	Target	In progress
6.4.1.3	West Midlands region wildlife site managers are aware of the site species lists and are accessing this invertebrate data to help inform the management of the site	Aaron Bhambra	30/11/2022	Objective	In progress

6.5 Species Recording

6.5.1 South East Region Species recording

6.5.1.1	2018 South East region LERC reports produced and received	Keiron Brown	30/06/2019	Task	Complete 27/09/2019
6.5.1.2	2019 South East region LERC reports produced and received	Dan Asaw	30/06/2020	Task	Not started
6.5.1.3	2020 South East region LERC reports produced and received	Dan Asaw	30/06/2021	Task	Not started
6.5.1.4	2021 South East region LERC reports produced and received	Dan Asaw	30/06/2022	Task	Not started
6.5.1.5	2022 South East region LERC reports produced and received	Dan Asaw	15/01/2023	Task	Not started
6.5.1.6	20,000 new focus species group biological records within South East region	Dan Asaw	31/01/2023	Target	Not started
6.5.2.7	New volunteer recorders are recruited to local South East region volunteer recording schemes	Dan Asaw	31/01/2023	Objective	Not started

Table 6-4: Summary of South East region LERC reports received prior to this quarter.

Date	Local Environmental Record Centre	Author	Area and year covered
02/09/2019	Greenspace Information for Greater London	Maria Longley	Greater London 2018
27/09/2019	Thames Valley Environmental Records Centre	Dr Dan Carpenter	Berkshire & Oxfordshire 2018

6.5.2 West Midlands Region Species Recording

6.5.2.1	2018 West Midlands region LERC reports produced and received	Charlie Bell	30/06/2019	Task	Complete 28/03/2019
6.5.2.2	2019 West Midlands region LERC reports produced and received	Aaron Bhambra	30/06/2020	Task	Not started
6.5.2.3	2020 West Midlands region LERC reports produced and received	Aaron Bhambra	30/06/2021	Task	Not started
6.5.2.4	2021 West Midlands region LERC reports produced and received	Aaron Bhambra	30/06/2022	Task	Not started
6.5.2.5	2022 West Midlands region LERC reports produced and received	Aaron Bhambra	15/01/2023	Task	Not started
6.5.2.6	20,000 new focus species group biological records within West Midlands region	Aaron Bhambra	31/01/2023	Target	Not started
6.5.2.7	New volunteer recorders are recruited to local West Midlands region volunteer recording schemes	Aaron Bhambra	31/01/2023	Objective	Not started

Table 6-5: Summary of West Midlands region LERC reports received prior to this quarter.

Date	Local Environmental Record Centre	Author	Area and year covered
06/02/2019	Staffordshire Ecological Record	Craig Slawson	Staffordshire 2018
28/03/2019	EcoRecord	Andy Slater	Birmingham and the Black Country 2018

7 Monitoring & Evaluation

7.1 Monitoring & Reporting

7.1.1 FSC BioLinks Project Activity Report

7.1.1.1	FSC BioLinks Project Activity Report drafted	Keiron Brown	15/03/2018	Task	Complete 15/03/2018
7.1.1.2	FSC BioLinks Project Activity Report updated with 2018 data	Keiron Brown	15/01/2019	Task	Complete 18/01/2019
7.1.1.3	FSC BioLinks Project Activity Report updated with 2019 data	Keiron Brown	15/01/2020	Task	Complete 07/01/2020
7.1.1.4	Action Plan review and FSC BioLinks Project Activity Report format updated	Keiron Brown	31/01/2020	Task	Complete 28/01/2020
7.1.1.5	FSC BioLinks Project Activity Report updated with 2020 data	Keiron Brown	15/01/2021	Task	Completed 31/12/2020
7.1.1.6	FSC BioLinks Project Activity Report updated with 2021 data	Keiron Brown	15/01/2022	Task	Not started
7.1.1.7	Final version of FSC BioLinks Project Activity Report produced and published on FSC Biodiversity Projects website	Keiron Brown	15/01/2023	Task	Not started

7.1.2 National Lottery Heritage Fund Reporting

7.1.2.1	Permission To Start submitted to NLHF	Jennie Comerford	31/10/2017	Task	Complete 02/10/2017
7.1.2.2	Progress Report and Payment Request submitted to NLHF covering Initiate phase of project (year 0) (2017)	Keiron Brown	15/01/2018	Task	Complete 10/01/2020
7.1.2.3	4 Progress Reports and Payment Requests submitted to NLHF covering year 1 (2018)	Keiron Brown	15/01/2019	Task	Complete 18/01/2019
7.1.2.4	4 Progress Reports and Payment Requests submitted to NLHF covering year 2 (2019)	Keiron Brown	15/01/2020	Task	Complete 07/01/2020
7.1.2.5	4 Progress Reports and Payment Requests submitted to NLHF covering year 3 (2020)	Keiron Brown	15/01/2021	Task	Complete 25/02/2021
7.1.2.6	4 Progress Reports and Payment Requests submitted to NLHF covering year 4 (2021)	Keiron Brown	15/01/2022	Task	In progress = 1
7.1.2.7	4 Progress Reports and Payment Requests submitted to NLHF covering year 5 (2022)	Keiron Brown	15/01/2023	Task	Not started
7.1.2.8	Completion Report and Final Payment Request submitted to NLHF	Keiron Brown	31/01/2023	Task	Not started

7.1.3 Field Studies Council Reporting

7.1.3.1	Year 1 (2018) summary report produced and sent to FSC senior leadership team	Keiron Brown	15/01/2019	Task	Complete 23/10/2018
7.1.3.2	Year 2 (2019) summary report produced and sent to FSC senior leadership team	Keiron Brown	15/01/2020	Task	Complete 17/01/2020
7.1.3.3	Year 3 (2020) summary report produced and sent to FSC senior leadership team	Keiron Brown	15/01/2021	Task	Not started
7.1.3.4	Year 4 (2021) summary report produced and sent to FSC senior leadership team	Keiron Brown	15/01/2022	Task	Not started
7.1.3.5	Year 5 (2022) summary report produced and sent to FSC senior leadership team	Keiron Brown	15/10/2022	Task	Not started
7.1.3.6	Evaluation report summary produced and sent to FSC senior leadership team	Keiron Brown	15/01/2023	Task	Not started

7.2 Evaluation

7.2.1 Legacy & Resilience Conference

7.2.1.1	1 FSC BioLinks Legacy & Resilience event delivered	Keiron Brown	30/11/2022	Task	Not started
7.2.1.2	FSC BioLinks equipment and stock legacy plan created	Keiron Brown	31/12/2022	Task	Not started
7.2.1.3	FSC BioLinks digital legacy plan created	Charles Roper	31/12/2022	Task	Not started
7.2.1.4	A range of sector professionals have the opportunity to explore potential uses of project legacies and benefit from the lessons learned during the project	Keiron Brown	31/12/2022	Task	Not started

7.2.2 Project Evaluation Report

7.2.2.1	Recruit Evaluation Consultant	Keiron Brown	31/12/2019	Task	Complete 25/11/2019
7.2.2.2	Project team attend Theory of Change workshop with evaluation consultant	Keiron Brown	28/01/2020	Task	Complete 28/01/2020
7.2.2.3	Monitoring & Evaluation Framework produced	Keiron Brown	15/02/2020	Task	Complete 11/03/2020
7.2.2.4	Interim evaluation undertaken and project team attend reflective workshop with evaluation consultant	Keiron Brown	11/09/2020	Task	Complete 11/09/2020
7.2.2.5	Summative evaluation undertaken and project team attend reflective workshop with evaluation consultant	Keiron Brown	15/11/2022	Task	Not started
7.2.2.6	Project Evaluation Report produced	Keiron Brown	31/12/2022	Task	Not started
7.2.2.7	Project Evaluation Report disseminated to stakeholders	Keiron Brown	31/01/2023	Task	Not started

7.3 Sharing Lessons Learned

Various stakeholder meetings and consultations have been undertaken to guide the development of the FSC BioLinks project. These are outlined in Table 7-1 below.

Table 7-1: Summary of volunteer contributions from individuals and organisations throughout the delivery phase of the FSC BioLinks project

Date	Organisation/Individual	Consultation type	Attendees
09/03/2020	Natural History Museum stakeholder meeting	Stakeholder meeting	3
05/03/2020	Natural History Course Finder demo (Bat Conservation Trust)	Stakeholder meeting	1
24/02/2020	Rediscovering The Colne project consultation	Stakeholder meeting	1
27/01/2020	The Royal Parks stakeholder meeting	Stakeholder meeting	6
21/01/2020	Harrow Nature Conservation Forum consultation	Stakeholder meeting	20
15/01/2020	Cassiobury Park site visit (Vicky D'Souza)	Stakeholder meeting	3
20/12/2019	Headstone Manor Park project consultation	Stakeholder meeting	2
01/11/2019	London Recorder Day 2019 meeting (GiGL and NHM)	Stakeholder meeting	3
29/08/2019	Transforming the Trent project consultation	Stakeholder meeting	1
28/08/2019	Big City Butterflies project consultation	Stakeholder meeting	1
22/08/2019	Nigel Jones	Stakeholder meeting	1
21/08/2019	Ian Cheeseborough	Stakeholder meeting	1
23/07/2019	The Royal Parks meeting	Stakeholder meeting	4
20/06/2019	Now For Nature meeting	Stakeholder meeting	1
22/03/2019	FSC Bishops Wood meeting	Stakeholder meeting	1
19/03/2019	A Focus On Nature event meeting	Stakeholder meeting	1
18/03/2019	Aculeate Pathway consultation (Clare Boyes & Ian Cheeseborough)	Stakeholder meeting	2
15/03/2019	Make the Small Things count project knowledge share	Stakeholder meeting	1
08/03/2019	Pimhill Farm site visit	Stakeholder meeting	1
22/02/2019	Hartlebury Common meeting and site visit	Stakeholder meeting	2
15/02/2019	Whixhall Moss meeting	Stakeholder meeting	1
15/02/2019	Pimhill Farm meeting	Stakeholder meeting	2
08/02/2019	Birmingham EcoRecord	Stakeholder meeting	2
17/01/2019	Earthworm Society of Britain committee meeting	Stakeholder meeting	7
16/01/2019	Staffordshire Ecological Record	Stakeholder meeting	2
23/10/2018	The Royal Parks Field Recorder Day meeting	Stakeholder meeting	2
12/10/2018	A Focus On Nature event meeting	Stakeholder meeting	1
30/09/2018	Ryan Clark	Associate tutor meeting	1
19/09/2018	FSC Digital consultation	Stakeholder meeting	1
18/09/2018	Nigel Jones	Associate tutor meeting	1
12/09/2018	A Focus On Nature partnership consultation	Stakeholder meeting	1
07/09/2018	Earthworm Society of Britain consultation	Stakeholder meeting	2
06/09/2018	Woods Mill at 50 partnership consultation	Stakeholder meeting	1
30/08/2018	The Royal Parks (Bushy Park Ecologist)	Stakeholder meeting	1
01/08/2018	Lesnes Abbey Wood Field Record Day trap set up	Field Work	3
30/07/2018	World Museum, Liverpool	Stakeholder meeting	1
26/07/2018	Woods Mill at 50 partnership consultation	Stakeholder meeting	1
02/07/2018	A Focus On Nature partnership consultation	Stakeholder meeting	1
29/06/2018	FSC Publications meeting	Stakeholder meeting	1
28/06/2018	RSPB Sandwell Valley, Birmingham	Stakeholder meeting	1
23/06/2018	Earthworm Society of Britain	Stakeholder meeting	6
13/06/2018	Beautiful Burial Grounds Project	Stakeholder meeting	3
11/06/2018	Edward Milner	Associate tutor meeting	1
07/06/2018	Dave Earl	Identikit mentoring	1
07/06/2018	Angela Marmont Centre meeting	Stakeholder meeting	3
06/06/2018	Greenspace Information for Greater London meeting	Stakeholder meeting	1
04/06/2018	FSC Epping Forest meeting	Stakeholder meeting	2
01/06/2018	Matt Harrow	Associate tutor meeting	1
01/06/2018	A Focus On Nature meeting	Stakeholder meeting	2
30/05/2018	FSC Digital consultation	Stakeholder meeting	1
17/05/2018	Email consultation with BRC	Stakeholder meeting	5
16/05/2018	Kerry Calloway	Stakeholder meeting	1
14/05/2018	Dr June Chatfield	Associate tutor meeting	1
02/05/2018	Thames Valley Environmental Record Centre	Stakeholder meeting	2
01/05/2018	Woods Mill at 50 (Sussex Wildlife Trust)	Stakeholder meeting	5
01/05/2018	Sussex Biological Record Centre	Stakeholder meeting	2
30/04/2018	Alderford Lakes	Stakeholder meeting	3
27/04/2018	Hertfordshire Environmental Record Centre	Stakeholder meeting	3

Date	Organisation/Individual	Consultation type	Attendees
26/04/2018	Steve Brookes	Associate tutor meeting	1
25/04/2018	The Royal Parks Ecology Team meeting	Stakeholder meeting	2
04/04/2018	Wildscape Centre, Wolverhampton	Stakeholder meeting	2
26/03/2018	National Grid consultation	Stakeholder meeting	8
22/03/2018	Conchological Society of Britain & Ireland	Stakeholder meeting	1
16/03/2018	Richard Becker	Associate tutor meeting	1
15/03/2018	Holland Park Ecology Centre	Stakeholder meeting	2
08/03/2018	Caroline Uff	Associate tutor meeting	1
25/02/2018	Clun Valley Organics	Stakeholder meeting	2
20/02/2018	FSC Bishops Wood	Stakeholder meeting	1
15/02/2018	Nigel Cane-Honeysett	Associate tutor meeting	1
13/02/2018	Selborne Society	Stakeholder meeting	2
09/02/2018	FSC Preston Montford	Stakeholder meeting	1
09/02/2018	Leon Stone	Associate tutor meeting	1
09/02/2018	FSC Preston Montford	Stakeholder meeting	1
08/02/2018	The Royal Parks	Stakeholder meeting	5
08/02/2018	Nigel Jones	Associate tutor meeting	1
08/02/2018	Ian Cheeseborough	Associate tutor meeting	1
07/02/2018	Brunel microscope demonstration	Other consultation	1
06/02/2018	FSC Publications	Stakeholder meeting	2
02/02/2018	FSC Marketing consultation	Stakeholder meeting	1
31/01/2018	James Drever, independent Digital consultant	Stakeholder meeting	1
25/01/2018	British Entomological & Natural History Society	Stakeholder meeting	3
23/01/2018	Friend of Tower Hamlets Cemetery Park	Stakeholder meeting	2
22/01/2018	FSC Juniper Hall	Stakeholder meeting	1
21/01/2018	Chalk, Cherries & Chairs consultation	Other consultation	1
17/01/2018	FSC Digital consultation	Stakeholder meeting	1
09/01/2018	Greenspace Information for Greater London	Stakeholder meeting	1
05/01/2018	Lesnes Abbey Woods	Stakeholder meeting	1
03/01/2018	FSC London	Stakeholder meeting	2
19/12/2017	British Dragonfly Society	Stakeholder meeting	1
05/12/2017	Angela Marmont Centre	Stakeholder meeting	1

7.3.1 Invertebrate ID Training Plan

7.3.1.1	Updated Development Plan For Training Provision published	Keiron Brown	31/01/2018	Task	Complete 22/01/2018
7.3.1.2	Associate Tutor and Training Provider guidance sections produced	Keiron Brown	31/05/2021	Task	In progress
7.3.1.3	Invertebrate ID Training Plan compiled using Development Plan For Training Provision and guidance sections	Keiron Brown	30/06/2021	Task	Not started
7.3.1.4	Document opened for partner comments	Keiron Brown	30/09/2021	Task	Not started
7.3.1.5	Final version of Invertebrate ID Training Plan produced	Keiron Brown	31/08/2022	Task	Not started
7.3.1.6	Project participants have an improved knowledge of the focus species groups	Keiron Brown	31/01/2023	Objective	In progress
7.3.1.7	Project participants have improved skills and confidence in taxonomic identification of focus species groups	Keiron Brown	31/01/2023	Objective	In progress

7.3.2 Audiences Engagement Report

7.3.2.1	Produce Y1 version of Audience Engagement Report	Charlie Bell	30/06/2019	Task	Complete 01/07/2019
7.3.2.2	Produce Y2 version of Audience Engagement Report	Charlie Bell	28/03/2020	Task	Complete 31/03/2020
7.3.2.3	Produce Y3 version of Audience Engagement Report	Keiron Brown	31/03/2021	Task	Not started
7.3.2.4	Produce Y4 version of Audience Engagement Report	Keiron Brown	31/03/2022	Task	Not started
7.3.2.5	Produce final version of Audience Engagement Report	Keiron Brown	31/01/2023	Task	Not started

8 Virtual Training Programme

This workstream was produced in response to the 2020 Coronavirus pandemic as a means of maintaining engagement with project volunteers and as an alternative training opportunity to mitigate for the cancelled place-based training activities within the regional training programmes.

8.1 Virtual Talks & Webinars

8.1.1 FSC BioLinks Virtual MeetUps

8.1.1.1	30 Virtual MeetUp sessions delivered	Holly Dillon	31/07/2020	Target	Complete = 31
8.1.1.2	3,000 participants attend Virtual MeetUp sessions	Holly Dillon	31/07/2020	Target	Complete = 4,115
8.1.1.3	Volunteers feel connected, part of a wider network and motivated as a result of attendance of Virtual Meetup sessions	Holly Dillon	31/10/2022	Objective	Complete 12/08/2020

FSC BioLinks Virtual MeetUp events used videoconferencing to connect the project team and guest speakers with existing and new project volunteers. Sessions consisted of a project update, lecture-style presentation from a guest expert on a topic relating to natural history and a question and answer session to allow volunteers to engage with the expert. The majority of these sessions were recorded and are now available to view publicly on the [FSC Virtual Meet Ups YouTube playlist](#).

This work package was produced in response to the 2020 Coronavirus pandemic as a means of maintaining engagement with project volunteers and replaces the 'Field Notes Bulletin' work package.



Figure 8-1: Key FSC BioLinks Virtual MeetUp statistics. YouTube views correct as of 17/12/2020.

Table 8-1: Summary of FSC BioLinks Virtual Meetups delivered during the FSC BioLinks project (YouTube views updated 31/03/21).

Date	Event title	Speaker	Attendees	YouTube views
10/04/2020	Spiders you can ID & record during lockdown	Holly Dillon	13	N/A
15/04/2020	Spiders you can ID & record during lockdown	Holly Dillon	50	992
22/04/2020	Bees in the city	Tony Madgwick	165	550
23/04/2020	The most remarkable migrants of all	Will Hawkes	132	749
29/04/2020	Why iRecord?	Keiron Brown	131	560
07/05/2020	Butterflies of London - a hidden success story?	Simon Saville	108	390
14/05/2020	Introduction to Passive Acoustic Monitoring	Richard Beason	113	459
21/05/2020	Back from the Brink Chequered Skipper Reintroduction	Susannah O'Riordan	98	289
27/05/2020	Setting up an iRecord activity for a local group	Keiron Brown	96	276
28/05/2020	Online Videos as an Education Tool for Biodiversity	David Bodenham	123	233
03/06/2020	Making a Buzz for the Coast Project	Lauren Kennedy	140	324
04/06/2020	Origin of Colouration in Invertebrates	Damien Leech	146	332

Date	Event title	Speaker	Attendees	YouTube views
10/06/2020	Bringing the Barberry Carpet Back from the Brink	Fiona Haynes	94	285
11/06/2020	Solitary Bees: Intro to ID and Nesting Ecology	Aaron Bhambra	265	1,692
18/06/2020	Introduction to Identifying Ladybird Larvae	Helen Roy	180	463
24/06/2020	On the Hunt for the Rugged Oil Beetle in the Gloucestershire Cotswolds	Jennifer Gilbert	86	465
25/06/2020	Get inVOLLed: A community working to bring back Water Voles	Elliot Newtown	155	543
01/07/2020	Dozy Dormice in Decline	Sam Devine-Turner	195	630
02/07/2020	Hedgehog Ecology and Conservation	Deborah Parsons	285	N/A
08/07/2020	Hornets - Gentle Giants	Stephen Powles	176	520
09/07/2020	Introduction to Identifying Ladybird Adults	Helen Roy	222	226
15/07/2020	Darwin's Earthworms	Kerry Calloway	126	562
16/07/2020	The Importance of Bare Ground for Specialist Butterflies and Moths in Breckland	Sharon Hearle	122	278
22/07/2020	Track & Sign - Ancient skills that can transform modern mammal recording	Bob Cowley	164	570
23/07/2020	Exploring Earthworm Ecology	Keiron Brown	146	1,300
29/07/2020	Adder Ecology and its Conservation in Rockingham Forest	John Baker	144	347
30/07/2020	Introduction to Riverflies	Craig Macadam	123	479
05/08/2020	Introduction to Reptile Identification and Surveying	Ben Harris	133	488
06/08/2020	Introduction to the Wood White Butterfly	Caz Temple	61	376
10/08/2020	PotWatch: Finding non-native land flatworms	Craig Macadam	47	291
12/08/2020	Shifting Sands - Exploring the role of rabbits as landscape engineers	Pip Mountjoy	76	473

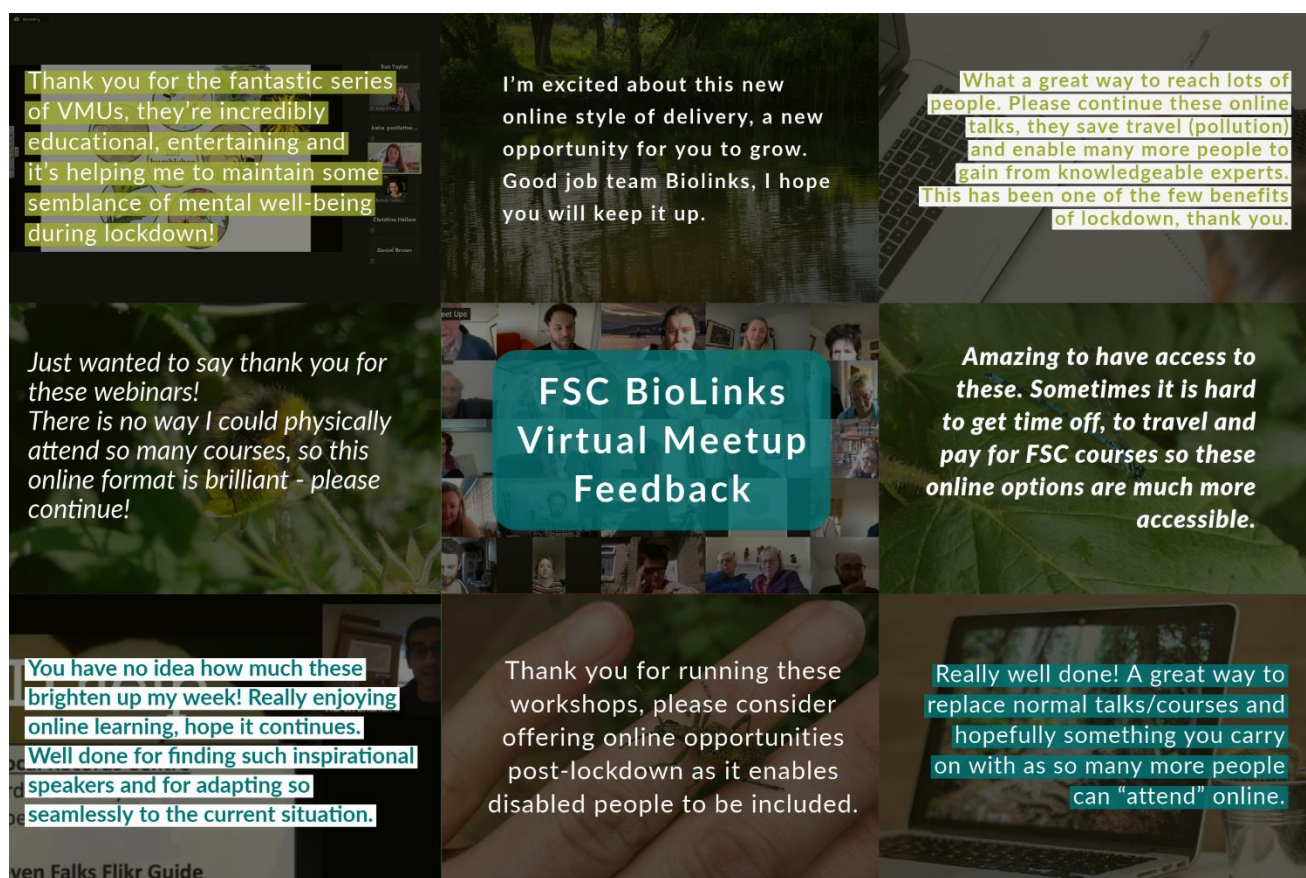


Figure 8-2: Selected feedback from participants of FSC BioLinks Virtual MeetUp live events.

8.1.2 Natural History Live online talks

8.1.2.1	Natural History Live admin systems and programme of events set up	Holly Dillon	31/08/2020	Target	Complete = 31/08/20
8.1.2.2	30 Natural History Live sessions delivered	Keiron Brown	31/10/2022	Target	In progress = 11
8.1.2.3	3,000 participants attend Natural History Live sessions	Keiron Brown	31/10/2022	Target	In progress = 2,083

Natural History Live Online Talks use videoconferencing to connect the project team and guest speakers with existing and new project volunteers. These sessions consist of a project update, lecture-style presentation from a guest expert on a topic relating to natural history and a question and answer session to allow volunteers to engage with the expert.

This work package was produced in response to the 2020 Coronavirus pandemic as a means of maintaining engagement with project volunteers and is an extension of the 'FSC BioLinks Virtual Meetups' work package.

Table 8-2: Summary of FSC BioLinks Natural History Live online talks delivered to date and booked for the future (YouTube views updated 30/03/21).

Date	Event title	Speaker	Attendees	YouTube Views
21/09/2020	Introduction to Carrion Beetles	Ashleigh Whiffin & Matt Esh	156	818
30/09/2020	Introduction to Identifying Fungi	Liz Holden	201	2127
01/10/2020	Trees and Fungi	David Humphries	219	1154
12/10/2020	Conserving the Grey Long-eared Bat	Craig Dunton	208	346
10/11/2020	Conserving the European Eel – What Can You Do?	Joe Pecorelli	179	317
07/12/2020	Monitoring Garden Wildlife Health Using Citizen Science	Katharina Seilern-May	149	282
16/02/2021	Oyster Restoration in the UK: Restoring a Forgotten Ecosystem	Celine Gamble	145	145
24/02/2021	Moth Trap Intruders: Beetles Attracted to Light	Dan Asaw	228	262
10/03/2021	Invertebrates and Zoos: Working together for wildlife	Caroline Howard	105	96
23/03/2021	Hedgehogs on Roads: The Problems and Solutions	Lauren Moore & Grace Johnson	328	236
30/03/2021	Aspects of Defence Mechanisms in Lepidoptera	Barry Henwood	165	N/A
08/04/2021	PlantAlert: Finding the Invasive Plants of the Future	Katharina Dehnen-Schmutz & April Webb		
14/04/2021	Introduction to Hunting Wasps	Liam Crowley		
21/04/2021	The Inside Out of Flies	Erica McAlister		
22/04/2021	Polling the Pollinators: Taking part in the UK Pollinator Monitoring Scheme	Martin Harvey		
28/04/2021	Some Like It Hot: Butterflies in a changing climate	Marcus Rhodes		
11/05/2021	Exploring Arable Plants	Cath Shellswell, Hannah Gibbons, Alison Mitchell		
26/05/2021	Slimy, Sticky & Unloved: Slugs in Britain	Imogen Cavadino		
29/09/2021	The Tanyptera Project	Gary Hedges		
10/11/2021	Knepp Wildland: Rewilding and Invertebrates	Penny Green		

8.1.3 Invertebrate Conservation Skills Webinars

8.1.3.1	Invertebrate Conservation Skills Webinars admin systems and programme of events set up	Keiron Brown	31/12/2020	Target	Complete 11/03/2021
8.1.3.2	Invertebrate Conservation Skills Webinars delivered	Keiron Brown	31/10/2022	Target	Not started
8.1.3.3	250 participants attend Invertebrate Conservation Skills Webinars	Keiron Brown	31/10/2022	Target	Not started

Eco Skills Webinars use videoconferencing to bring expert knowledge to new and existing volunteers. These sessions consist of a lecture-style presentation from a sector professional regarding an ecological skill (such as surveying techniques or equipment use) and a question and answer session to allow participants to engage with the expert.

This work package was produced in response to the 2020 Coronavirus pandemic as a means of maintaining engagement with project volunteers and is an extension of the 'FSC BioLinks Virtual Meetups' work package.

Table 8-3: Summary of FSC BioLinks Invertebrate Conservation Skills Webinars delivered to date and booked for the future.

Date	Event title	Speaker	Attendees	YouTube Views
28/07/2021	A Primer on the IUCN Red List	Mike Hoffman		
11/08/2021	Protected Invertebrate Species in the UK	Pete Boardman		
25/08/2021	Sampling Sites for Invertebrates	Pete Boardman		
08/09/2021	Assessing Invertebrate Assemblages: Using & Understanding Pantheon	David Heaver		
22/09/2021	Introduction to Habitat Management for Invertebrates	Peter Kirby		

8.1.4 Knowledge Share Virtual MeetUps

8.1.4.1	Knowledge Share Virtual Meetups admin systems and programme of events set up	Keiron Brown	31/12/2020	Target	Not started
8.1.4.2	5 Knowledge Share sessions delivered	Keiron Brown	31/10/2022	Target	Not started
8.1.4.3	50 participants attend knowledge share sessions	Keiron Brown	31/10/2022	Target	Not started
7.2.1.7	Project participants have improved skills and confidence in taxonomic identification of focus species groups	Keiron Brown	31/01/2023	Target	Not started

Virtual MeetUps use videoconferencing to connect the project team and guest speakers with existing and new project volunteers. Knowledge Share sessions consist of a lecture-style presentation from national and regional experts regarding specialist subjects that are at risk of being lost or not disseminated (such as ecology and identification of under-recorded and difficult-to-identify groups) and a question and answer session to allow participants to engage with the expert.

This work package was produced in response to the 2020 Coronavirus pandemic as a means of maintaining engagement with project volunteers and is an extension of the 'FSC BioLinks Virtual MeetUps' work package.

8.1.5 Other Virtual Natural History Events

An unexpected consequence of FSC BioLinks adaptation of virtual engagement events into the project activity plan was that project partners and affiliates began approaching the project team to assist them deliver virtual natural history events to their members and volunteers.

Table 8-4: Summary of other Virtual Natural History events that the FSC BioLinks project delivered on behalf of project partners.

Date	Event title	Speaker	Attendees	YouTube Views
21/10/2020	World Earthworm Day 2020: SuperComposters	Mick Poultney		295
	UK Virtual MeetUp	Ann de la Vega	133	89
	<i>- joint event with Earthworm Society of Britain</i>	Rhonda Sherman		121
07/11/2020	Virtual Brad Ashby Memorial Lecture: Inspired by Caddis... Adding value to biological records <i>- joint event with British Entomological & Natural History Society</i>	Ian Wallis	201	114

8.2 Online Training Courses

8.2.1 Discovering iRecord online training course

4.5.1.1	3 Discovering iRecord online training courses delivered	Keiron Brown	31/03/2020	Target	Complete = 3 23/03/2021
4.5.1.2	100 participants attend Discovering iRecord online training courses	Keiron Brown	31/03/2020	Target	Complete = 230 16/02/2021
4.5.1.3	Volunteers gain confidence to submit biological records through completion of Discovering iRecord online training courses.	Keiron Brown	31/10/2022	Objective	Complete 23/03/2021

Discovering iRecord Online Training Courses will be created and delivered to provide learners with a foundation in biological recording and provide them with the confidence to use iRecord to submit biological records. These online training courses will be pitched at the introductory and beginner level in the FSC BioLinks Volunteer Learning Pathway in order to both recruit new project volunteers and complement the learning from the paused regional training programmes. Each Discovering iRecord online training course will take place over a number of weeks and deliver content in weekly modules.

This work package was produced in response to the 2020 Coronavirus pandemic as a means of maintaining engagement with project volunteers and replaces the 'Field Notes Database' work package.

Table 8-5: Summary of Discovering iRecord online training courses delivered.

Start Date	Course title	Tutor	Attendees
06/05/2020	Discovering iRecord	Keiron Brown	31
11/01/2021	Discovering iRecord	Keiron Brown	99
16/02/2021	Discovering iRecord	Keiron Brown	100

"Discovering iRecord took me on a fascinating journey into the workings of the wildlife recording platform. Earlier glances at the iRecord website had made me feel it was too overwhelming for me. But enjoyable assignments including wildlife surveying followed by entering our data eased me into it. An enthusiastic, knowledgeable tutor guided students through the complexities of the platform and I now feel much more prepared to go and record more of the wildlife in my local patch. Being an online course, an added bonus was developing my computer skills. I would recommend this course to anyone keen to put British wildlife on the map. Five stars!"

Elizabeth, wildlife enthusiast and conservation volunteer

"Due to the expert tuition, in spite of being a complete novice to iRecord, I was confidently submitting records within the space of a few weeks."

Mair Shepherd

"Before doing the course I was somewhat hesitant about using iRecord to submit data. I have gained considerable confidence in how to use it and a real understanding of all the possibilities it provides. I will now set up an activity to collate all the data from a nearby wildlife site and will use it with much more confidence and enthusiasm."

Isabel Carter

"I had never used iRecord before doing this course but now I feel confident and keen to do so."

Cordelia, wildlife enthusiast

"I had never engaged with formal biological recording before and always saw it was a missed opportunity. This course gave me the confidence to submit ecological records on a regular basis."

Elliot Newton, conservationist

8.2.2 Invertebrate Online Short Courses

8.2.2.1	20 Invertebrate Online Short Courses delivered	Keiron Brown	31/10/2022	Target	Not started
8.2.2.2	200 participants complete Invertebrate Online Short Courses	Keiron Brown	31/10/2022	Target	Not started
7.2.1.6	Project participants have an improved knowledge of the focus species groups	Keiron Brown	31/01/2023	Objective	Not started
7.2.1.7	Project participants have improved skills and confidence in taxonomic identification of focus species groups	Keiron Brown	31/01/2023	Objective	Not started

Invertebrate Online Short Courses will be focused on invertebrate groups covered within the FSC BioLinks project. These online training courses will be pitched at the introductory or beginner level within the FSC BioLinks Volunteer Learning Pathway in order to both recruit new project volunteers and complement the learning from the regional venue-based training programmes and lead to other Virtual Training Programme work packages. Each online invertebrate short course will consist of two modules taught over two weeks and be incorporated into the focus species group training pathways.

This work package was produced in response to the 2020 Coronavirus pandemic as a means of maintaining engagement with project volunteers and is an extension of the 'Online Discovery Training Courses' work package.

8.2.3 Invertebrate Online Training Courses

8.2.2.1	20 Invertebrate Online Training Courses delivered	Keiron Brown	31/10/2022	Target	In progress
8.2.2.2	200 participants complete Invertebrate Online Training Courses	Keiron Brown	31/10/2022	Target	In progress
7.2.1.6	Project participants have an improved knowledge of the focus species groups	Keiron Brown	31/01/2023	Objective	Not started
7.2.1.7	Project participants have improved skills and confidence in taxonomic identification of focus species groups	Keiron Brown	31/01/2023	Objective	Not started

Invertebrate Online Training Courses will be focused on invertebrate groups covered within the FSC BioLinks project. These online training courses will be designed from beginner to advanced level within the FSC BioLinks Volunteer Learning Pathway in order to complement the learning from the regional venue-based training programmes. Each online invertebrate course will consist of four modules taught over four weeks and be incorporated into the focus species group training pathways.

This work package was produced in response to the 2020 Coronavirus pandemic as a means of maintaining engagement with project volunteers and is an extension of the 'Online Discovery Training Courses' work package.

Table 8-6: Summary of Invertebrate online training courses delivered.

Start Date	Course title	Tutor	Completed
10/03/2021	Discovering Beetles Online	Dan Asaw	
30/03/2021	Discovering Bees Online	Aaron Bhambra	
28/04/2021	Discovering Earthworms Online	Kerry Calloway	
26/05/2021	Field Identification of Bumblebees Online	Ryan Clark	

9 Appendix I: Development phase consultation activities

The BioLinks consultation consisted of four consultation methods in order to engage with a wide range of audiences (see Table 9-1). A summary of each survey method is provided below, and the evidence gathered in all of the consultation methods will be presented in the subsequent sections of this summary report.

Table 9-1: Summary of consultation methods

Consultation method	Target audience	Geographic focus
Online survey	Anyone interested in nature	National
Site manager survey	Professionals/experts	National
Public consultation workshops	Potential volunteers, existing volunteers, professionals/experts	Regional
Stakeholder consultations	Professionals/experts	Regional and National

9.1 Online survey

The FSC BioLinks Survey is an online survey that was designed to gather evidence from a wide range of audiences, including potential biological recorders (i.e. those interested in nature), existing biological recorders (at any level), sector experts (volunteers) and sector professionals.

The main aim of the survey was to gather evidence regarding the following:

- Biological recording experience with regards to a selection of species groups.
- Demand for biological recording courses with regards to a selection of species groups.
- Public opinion with regards to which species groups should be prioritised.
- Training course preferences with regards to length and days of the week.
- Training course content and support resource preferences.

The online survey allowed the project to engage with a larger number of consultees than would be possible through face-to-face or telecommunication methods within the limited time development phase of the BioLinks project. The survey was conducted between 19th April 2016 and 31st December 2016. In total, 326 individuals responded to the online survey.

9.2 Site manager survey

The FSC BioLinks Site Manager Survey is an online survey that was designed to gather evidence from site managers regarding the use of invertebrate species records with regards to the management of wildlife sites.

The main aim of the survey was to gather evidence regarding the following:

- Protected invertebrate species that are considered in the management of wildlife sites.
- The accessibility of invertebrate species records to wildlife site managers.
- Potential uses of invertebrate species records to wildlife site managers.
- The demand for invertebrate identification training for site-based staff and volunteers.

The online survey allowed the project to engage with a larger number of consultees than would be possible through face-to-face or telecommunication methods within the limited time development phase of the BioLinks project. The survey was conducted between 1st November 2016 and 31st December 2016. In total, 49 individuals responded to the online survey.

9.3 Public consultation workshops

The public consultation workshops were a series of open discussion workshops that were held across the West Midlands and South East regions. They were designed to gather evidence from the biodiversity

sector, including potential volunteers (e.g. volunteers and staff that are involved in environmental education or conservation), existing volunteer biological recorders, sector experts (volunteers) and sector professionals.

The main aim of the consultation workshops was to gather evidence regarding the following:

- Taxonomic priorities for the BioLinks project.
- Potential training locations and tutors for the BioLinks project.
- Existing training provision (with a regional emphasis) and biological recording activities.
- Feedback regarding proposed BioLinks activities.
- Feedback regarding potential volunteer motivations and preferred support methods.

Consultees were assured that any comments or quotes resulting from the workshops would remain anonymous to encourage individuals to freely provide open and honest feedback.

A total of 11 workshops were held in England across the West Midlands and South East to ensure good regional coverage within the project area and 85 individuals participated (see Table 9-2).

Table 9-2: Summary of public consultation workshops

Date	Location	County	Number of consultees
06/06/16	FSC Preston Montford	Shropshire	10
17/06/16	Martineau Gardens	West Midlands	7
2018/06/16	Martineau Gardens	West Midlands	7
15/07/16	Natural History Museum	London	9
16/07/16	Natural History Museum	London	9
21/07/16	FSC Amersham	Buckinghamshire	9
26/07/16	FSC Juniper Hall	Surrey	6
02/08/16	BENHS Dinton Pastures	Berkshire	7
04/08/16	FSC Bushy Park	London	3
09/08/16	Linnean Society	London	7
11/08/16	FSC Bishops Wood	Worcestershire	11

9.4 Stakeholder consultations

The stakeholder consultations were varied in both format and focus. They were designed to gather evidence from the biodiversity sector professionals and volunteer experts, including conservation NGOs, Local Environmental Records Centres (LERCs), National Schemes & Societies (NSSs) and local natural history societies. The main aim of the stakeholder consultations was to:

- Establish the sector preferences regarding which species groups should be prioritised.
- Confirm the use of identified training locations and services for the project.
- Feedback regarding proposed BioLinks activities.
- Establish the existing training provision, including relevant projects and initiatives.
- Build project awareness and support from biodiversity organisations.

56 stakeholder consultation activities were conducted (see Table 9-3) and 85 individuals were engaged directly by the project staff.

Table 9-3: Summary of stakeholder consultations

Date	Organisation	Meeting type
17/03/16	London Natural History Society	Project briefing
11/04/16	Natural History Museum	Project briefing

24/04/16	Natural History Museum (Angela Marmont Centre)	Stakeholder meeting
13/05/16	National Forum for Biological Recording	Conference presentation
01/06/16	FSC Amersham	Stakeholder meeting
02/06/16	Freshwater Habitats Trust (People, Ponds & Water – HLF project)	Telephone consultation
02/06/16	Plantlife (Save Our Magnificent Meadows – HLF project)	Telephone consultation
09/06/16	FSC Bushy Park	Stakeholder meeting
15/06/16	FSC Juniper Hall	Stakeholder meeting
16/06/16	FSC London Projects	Stakeholder meeting
22/06/16	Wildlife Gardening Forum	Conference attendance
20/06/16	Royal Society of Biology	Stakeholder Meeting
05/07/16	Natural History Museum (ID Trainers for the Future – HLF project)	Stakeholder meeting
06/07/16	Biological Records Centre	Stakeholder meeting
08/07/16	Earthworm Society of Britain	Stakeholder meeting
09/07/16	Stephen Falk	Email consultation
11/07/16	Back from the Brink (HLF Project)	Telephone consultation
11/07/16	British Entomological & Natural History Society	Telephone consultation
12/07/16	Thames Valley Environmental Records Centre	Stakeholder meeting
19/07/16	Birmingham Museums Collections Centre	Stakeholder meeting
22/07/16	Natural History Museum (Angela Marmont Centre)	Stakeholder meeting
28/07/16	Natural England Field Unit	Telephone consultation
04/08/16	FSC Bishops Wood	Stakeholder meeting
05/08/16	National Biodiversity Network	Stakeholder meeting
17/08/16	Field Studies Council	Stakeholder meeting
23/08/16	National Biodiversity Network	Stakeholder meeting
24/08/16	British Myriapod & Isopod Group	Stakeholder meeting
25/08/16	Freshwater Habitats Trust	Stakeholder meeting
02/09/16	Shropshire Ecological Data Network	Telephone consultation
02/09/16	Worcestershire Biological Records Centre	Telephone consultation
05/09/16	Crane fly Recording Scheme	Telephone consultation
08/09/16	FSC Preston Montford	Stakeholder meeting
15/09/16	The Riverfly Partnership	Stakeholder meeting
29/09/16	Longhorn Beetle Recording Scheme	Stakeholder meeting
08/10/16	Thames Valley Environmental Records Centre	Conference presentation
09/10/16	Bees, Wasps & Ants Recording Scheme	Stakeholder Meeting
12/08/16	Association of Local Environmental Records Centres	Conference presentation
2018/10/16	London Natural History Society	Project briefing
21/10/16	Caring For God's Acre	Stakeholder meeting
27/10/16	Invertebrate Link	Project briefing
28/10/16	British Dragonfly Society	Telephone consultation
28/10/16	London Wetlands Centre (Wildfowl & Wetlands Trust)	Stakeholder meeting
03/11/16	The Woodland Trust	Telephone consultation
03/11/16	Tanyptera Trust	Email consultation
04/11/16	South Staffordshire College	Telephone consultation
07/11/16	A Focus On Nature	Telephone consultation
17/11/16	Silphidae Recording Scheme	Conference consultation
17/11/16	Ladybird Recording Scheme	Conference consultation
24/11/16	The Friends of Tower Hamlets Cemetery Park	Telephone consultation
29/11/16	Lancashire Wildlife Trust (The Biodiverse Society – HLF project)	Telephone consultation
29/11/16	Field Studies Council (Social media meeting)	Telephone consultation
12/12/16	The Conchological Society of Great Britain & Ireland	Telephone consultation
07/01/17	London Natural History Society	Telephone consultation
12/01/17	The Dipterists Forum	Telephone consultation
13/01/17	Wiltshire Wildlife Trust (Wild Connections – HLF project)	Telephone consultation
2018/01/17	Natural History Museum (Museum Associate – Beetles)	Stakeholder consultation
31/01/17	National Autistic Society	Stakeholder consultation

9.5 Project webpage

A project webpage was added to the 'current projects' section of the Field Studies Council website. It was created as a landing page for anyone looking up information on the project and a source of information

that can be shared on social media. It was made live on 10th May 2016 and can be found at:

<http://www.field-studies-council.org/about/fsc-projects/current-projects/biolinks.aspx>

Following completion of the FSC BioLinks development phase, the webpage was updated and both the FSC BioLinks Consultation Report (Jan 17) and the FSC BioLinks Development Plan For Training Provision (Jan 17) are publicly available to download from this site.

9.6 FSC BioLinks development phase articles

BioLinks - we need your views! - guest blog by Keiron Brown was an article produced for the FSC Tomorrow's Biodiversity project website informing readers how to become involved in the project through the BioLinks online survey of the public consultation workshops. It was published on 5th May 2016 and can be found at: www.fscbiodiversity.uk/BioLinksSurvey

BioLinks Project was an article produced for the National Biodiversity Network news page on their website informing readers how to become involved in the project through the BioLinks online survey of the public consultation workshops. It was published on 10th May 2016 and can be found at: <https://nbn.org.uk/news/biolinks-project/>

BioLinks workshops - register now! was a second blog produced for the FSC Tomorrow's Biodiversity project website informing readers that additional consultation dates and locations were available and encouraging individuals to take part in the BioLinks public consultations. It was published on 11th July 2016 and can be found at: www.fscbiodiversity.uk/biolinks2

BioLinks Online Survey was a small article in the Royal Society of Biology July 2016 newsletter advertising the online survey. It was emailed to subscribers on 6th July 2016.

Inspiring environmental understanding was an article produced for the summer 2016 edition of FSC Magazine. It included a small section about BioLinks, advertising the online survey. This magazine was sent to FSC members in July 2016.

BioLinks: Supporting biological recorder development was an article submitted to the National Forum for Biological Recording newsletter and was designed to advertise the online survey to the biological recording community. The newsletter was distributed to the organisation's membership base and made available for free to all online in late August 2016: <http://www.nfbr.org.uk/sites/default/files/newsletters/NFBR%20issue%2052.pdf>

FSC projects Bird Fair flyer was created to advertise the BioLinks online survey (alongside the FSC Tomorrow's Biodiversity project) to Bird Fair attendees from 19th – 21st August 2016.

BioLinks: what do botanists think? was a blog produced for the Botanical Society of Britain & Ireland to encourage participation in the BioLinks Online Survey from botanical recorders. It was published on 22nd November 2016 and can be found at: <http://bsbi.org/news-views>

10 Appendix II: Cancelled Project Work Packages

10.1 Action Plan Changes Proposal

Dated: 20/04/2020

Authorised: 30/04/2020 by Gabby Balgard, Senior Investment Manager, National Lottery Heritage Fund

Two former work packages were removed from the project plan due to an emergent need to develop online training delivery mechanisms in response to the COVID-19 pandemic and replaced with alternative work packages.

10.1.1 Field Notes Database (formerly work package 4.5.1)

4.5.1.1	Database is established and available to the public.	Charles Roper	31/03/2021	Task	Cancelled
4.5.1.2	1,000 observations are input to the database.	Charles Roper	31/10/2022	Target	Cancelled
4.5.1.3	A wide variety people input data to the database.	Charles Roper	31/10/2022	Objective	Cancelled

This work package was replaced with 4.5.1 Online Training Courses.

10.1.2 Field Notes Bulletin (formerly work package 5.1.3)

5.1.3.1	16 e-newsletters produced and circulated to database users.	Holly Dillon	31/08/2022	Target	Cancelled
5.1.3.2	Database users feel that the newsletter enhances their involvement.	Holly Dillon	30/09/2022	Objective	Cancelled

This work package was replaced with 5.1.3 FSC BioLinks Virtual Meetups.

10.2 Virtual Training Programme Proposal

Dated: 01/07/2020

Authorised: 23/07/2020 by Gabby Balgord, Senior Investment Manager, National Lottery Heritage Fund

One former work package was removed from the project plan due to a need to refocus staff training efforts to ensure that future venue-based training is delivered in a Covid-19 secure manner.

10.2.1 Microscope Training Resilience Plan (formerly work package 6.3.2)

6.3.2.1	Microscope Resilience Plan produced	Keiron Brown	30/06/2019	Task	Complete 26/06/2019
6.3.2.2	Microscope Training & Maintenance Manual produced	Keiron Brown	30/06/2020	Task	Cancelled
6.3.2.3	5 Microscope Use & Maintenance training courses delivered at training hubs	Keiron Brown	31/12/2021	Target	Cancelled =1
6.3.2.4	30 training hub staff attend Microscope Use & Maintenance training courses	Keiron Brown	21/12/2021	Target	Cancelled =6
6.3.2.5	Training hub staff have developed skills in facilitating species identification courses	Keiron Brown	30/11/2022	Objective	Cancelled
6.3.2.6	Centres feel better equipped to deliver species identification courses	Keiron Brown	30/11/2022	Objective	Cancelled

This work package was replaced with 6.3.2 Covid-19 Secure Centres Resilience Plan, though note a single event was completed prior to the cancellation of this work package (see Table 10-1 below).

Table 10-1: Summary of microscope training workshops for training hub staff delivered prior to this quarter.

Date	Course title	Location	Attendees
23/11/2018	Using and Caring for Microscopes	FSC Preston Montford	6