REPORTING GUIDELINES FOR EMR/GRN AUSTRALASIAN 'TOP 25' ECOLOGICAL RESTORATION PROJECTS 2009

Preparing a project report

Content. In order for the project to work well, each project report needs to provide a certain amount of basic information, which then can be added to if you wish. To guide you in this, we have provided below list of topics that need to be covered in each report. Much of this is already in your nomination form so in some cases not a lot of additional text is required.

We have selected the projects on the basis they conformed with the SER criteria for exemplary ecological restoration projects. So any information clarifying to the website readers that the SER attributes have been met would be welcome, as long as this doesn't reduce the readability of the report. If you would like further guidance or on any of these attributes (particularly the need for reference communities and clearly stated restoration goals) please consult the SER Primer at http://www.ser.org/reading_resources.asp.

Format. The strength of web reports is that they can make liberal use of photos (particularly 'before and after' pairs), maps and free-standing 'boxes'. So you are encouraged to use photos, maps and boxes to illustrate key points.

We would be happy for you to construct your report as a single narrative, preferably using lots of subheadings such as those on the next page. (The text should not exceed about 2000 words.) But please ensure you break the text up with a clear map of the site in its geographic context, plus at least 5 photos (particularly before-and-after pairs).

On the other hand, some of you will prefer to use a web format based around extended photo captions, to improve 'readability' – with subheadings the reader can click on to take them to other layers. This would be excellent, as long as the points listed over the page are all addressed in some way, using clear subheadings such as those provided.

Writing style needs to be as user-friendly as possible, so please use plain English. Remember that readers will be looking for sound information, so avoid any unsubstantiated claims or exaggerations - but they will also be interested in the social and philosophical aspects. So if these are an important part of your project, feel free to elaborate.

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SUGGESTED SUBHEADINGS (<u>underlined</u>**) and POINTS**

THAT MUST BE COVERED (in blue).

[Note: The sequence of subheadings can be flexible depending on whether the report is a single narrative or layered, web-style formatting]

<u>Summary and introductory information</u>
- Project name
- Short summary (including brief ecological rationale for the works)
- geographic location (including a map), size, and any significant physiographic or landscape features

<u>Stakeholders & budget</u>
- ownership and agent or agency in charge
- sponsor/s, funding source (identify if a mitigation project)
- approx. budget (if not confidential)

<u>Ecosystem and impacts</u>
- previous/existing ecosystem(s) (refer to plants and animals)
- impact on the ecosystem(s) (cite degree and extent)
- causes and duration of impact

<u>Restoration goals and planning</u>
- reference ecosystem and the goals of restoration (refer to plans - even who did them)
- the general strategies for restoration (Include *brief* ecological rationale)
- stakeholder involvement in planning

<u>Project implementation</u>
- the specific restoration activities and techniques used
- participants in implementation (Volunteers? Paid staff? Contractors?)
- Arrangements to ensure high standards of on-ground works (e.g. training, supervision, protocols)
- Arrangements for ongoing protection and management

<u>Progress to date</u>
- what, generally, has been accomplished at the project site so far? (e.g. referring back to biodiversity goals, ecosystem services, social and cultural benefits)
- how have causal factors been managed?
- how has (or how could) the project influence other areas?

<u>Monitoring and research links</u>
- how has the project drawn on science?
- what research partnerships are in place, if any?
- what monitoring is in place to inform adaptive management?

<u>Lessons learned</u>
- what are the main lessons learned?
- what future modifications, if any, are planned?

<u>Further reading</u>
- list any articles and reports users can access to learn about this project (Provide full references)

<u>Contact information</u>
- Identify if the project has any need for volunteers
- Contact details (contact person, telephone, email)

A SUGGESTED STRUCTURE FOR THE WEBPAGE

The <u>Summary</u> page could include 'before and after' photo pairs to quickly tune the reader into the nature and scale of works, with text outlining where the site is, who owns/runs the project, basic dates, what was done and why it was necessary. The page would then contain links to other 'layers' where more details are available to ensure all points are covered.

Such layers (not necessarily in this order) could include:
- The ecosystem & impacts
- Restoration goals and planning
- Project implementation
- Progress to date
- Monitoring and research links
- Lessons learned
- Stakeholders & budget
- Further reading
- Contact information