



Illegal Wildlife Trade (IWT) Challenge Fund Main & Extra: Annual Report

To be completed with reference to the “Project Reporting Information Note”:
(<https://iwt.challengefund.org.uk/resources/information-notes/>)

It is expected that this report will be a **maximum of 20 pages** in length, excluding annexes

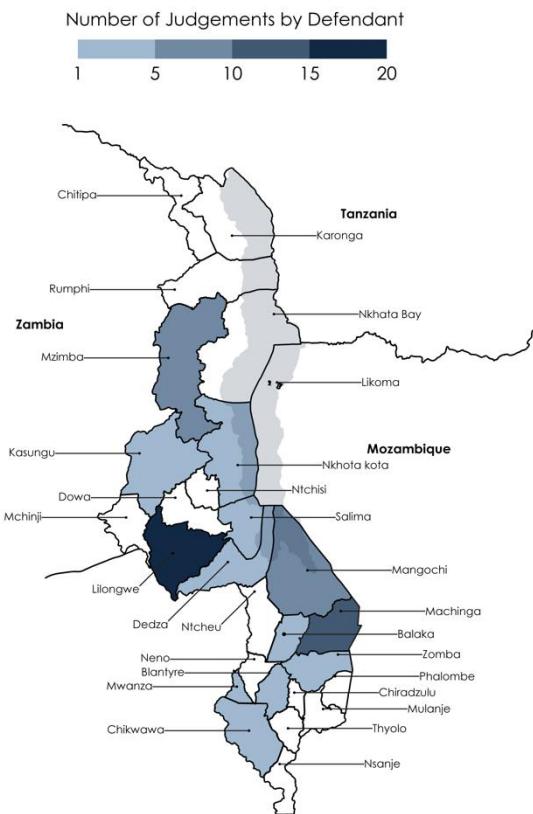
Submission Deadline: 30th April 2025

Submit to: BCF-Reports@niras.com including your project ref in the subject line

IWT Challenge Fund Project Information

Scheme (Main or Extra)	Extra
Project reference	IWTEX007
Project title	Bringing down the gavel on regional wildlife crime corruption
Country/ies	Malawi, Tanzania, Zimbabwe
Lead Organisation	Lilongwe Wildlife Trust
Project partner(s)	Government of Malawi - ABC, University of Malawi, PAMS Foundation, Malawi Department of National Parks and Wildlife, Government of Malawi Police Services (MPS), Director of Public Prosecutions
IWTCF grant value	£1,129,614
Start/end dates of project	01/08/2024 - 31/03/2028
Reporting period (e.g. April 2024-Mar 2025) and number (e.g. Annual Report 1, 2, 3)	August 2024 – March 2025 AR1
Project Leader name	Jonathan Vaughan
Project website/blog/social media	www.lilongewildlife.org
Report author(s) and date	Jonathan Vaughan, Donnamarie O'Connell, Hannah Supply-Kamange (with support from Conservation Justice team), Khumbo Ziba. April 2025. Input from partners through outputs and regular MEL meetings.

1. Project summary



Map of 2024 IWT judgements across Malawi. Malawi's central position between IWT hotspots of Zambia, Mozambique and Tanzania explains Malawi's role as an IWT transit hub as well as a source country.

Specifically, the project addresses the IWTCF objectives of '*Ensuring effective legal frameworks and deterrents*' and '*Strengthening law enforcement*'.

This project focuses on the key species in IWT in Malawi and the region: elephants, pangolins and rhinos, plus all other 'Listed Species' as per Malawi's NPWA (i.e. all CITES App I / IUCN 'Critically Endangered' species). Malawi's elephant population was severely poached in the late 1990's / early 2000's. For example, the population in Kasungu National Park plunged from 2000 individuals in the 1990's to just 100 by 2013 (DNPW 2025). Following the translocation of 263 elephants in 2022, as of 2025 Kasungu's elephant population is around 400. According to DNPW, Malawi's elephant population is currently 2651 (DNPW, 2025). Malawi's elephants are at risk as sub-populations are small and exist in poorly resourced, unconnected parks and Malawi has porous borders with countries which continue to suffer high poaching rates.

A lack of access to legal justice for vulnerable communities may prejudice defendants in IWT cases. Additionally, under resourced Legal Aid Bureau lawyers are often not well-briefed on IWT cases and may lack access to publicly available legal tools to support the defence of their clients. Prison conditions in Malawi are extremely poor, with no or minimal rehabilitation opportunities which does not support a reduction in recidivism.

LWT has been supporting the Government of Malawi to tackle IWT through improved legislation, investigation and prosecutions since 2015. We have long-term, trusted relationships with all law enforcement agencies, the Directorate of Public Prosecution (DPP) and the Judiciary and MoUs to guide our collaborations. A national level database (Wildlife Defence Platform, WDP) is used to record and analyse data from our court monitoring programme and produce analysis for this project. Additionally, we have close partnerships with NGOs in the region (e.g. PAMS, THF) who are partners on this project. We have developed a shared MEL framework on regional IWT cases which will be used to produce the regional impact report. We are therefore well placed to identify and address the current challenges with IWT in Malawi and the region.

Malawi's commitment to combatting IWT resulted in lengthy custodial sentences for members of the Lin-Zhang organised wildlife crime syndicate in 2021, including 14 years for the 'kingpin' Lin Yunhua. The Lin-Zhang syndicate had been operating out of Malawi for at least a decade, and was involved in the trafficking of ivory, rhino horn, pangolins, and other wildlife. Research under our IWTO94 project showed a notable deterrence following these high profile convictions as ivory trade dropped sharply (Weedon, 2022).

However, over the past two years evidence has emerged that the ivory trade is again increasing as syndicates continue to operate both in Malawi and the wider region. Despite a recent decrease in the pangolin trade, it remains concerning and reports show increased elephant poaching.

Malawi is the fourth poorest country in the world, with 70% of the population living on less than \$2.15 a day (World Bank, 2023). Consequently, there are limited funds for enforcing the National Parks and Wildlife Act (NPWA). For example, the Department of National Parks and Wildlife (DNPW) 2024-25 budget was approx. £500k to cover headquarters and operations in 9 national parks/reserves (3 others are managed by African Parks). This project provides essential support to the Government of Malawi to tackle serious organised crime related to wildlife.

This project aims to address ongoing obstacles to deterrent sentencing, while supporting a fair defence for low income defendants. A regional-level impact evaluation of >10 years of Malawi / Tanzania / Zimbabwe IWT programmes will be published and a technical meeting for government officials from the three countries will improve co-operation in reducing regional, high-level IWT. This embeds scalability into the project, ensuring national level learning feeds into regional collaboration. We expect the report, including successful methodologies and lessons learnt, will support similar work in other jurisdictions.

Outputs include: a) revised Judiciary Performance Standards; b) analysis of court outcomes through national court monitoring programme; c) improved capacity of prosecutors, the judiciary, female lawyers and Legal Aid defence lawyers; d) profiling and risk perception assessment of convicted wildlife offenders; e) legal interns and law students trained in wildlife and forestry law; f) joint regional M&E framework for IWT cases; g) reports and analysis to support law enforcement agencies and the judiciary including i) impact report of long-term, regional IWT programmes; ii) biannual report to review wildlife crime in Malawi, iii) annual 'jurisprudence dashboard' to monitor court efficiency and consistency of sentencing.

2. Project stakeholders/ partners

This is the third IWTFC project led by LWT, and each included multiple Government of Malawi (GoM) agencies as partners (e.g. DNPW, Malawi Police Service (MPS), DPP, judiciary, Anti-Corruption Bureau). We work closely with and have long-term, trusted relationships with these agencies, as noted in the support letters and through MoUs; the heads of the agencies have requested LWT's ongoing support. All our work is mandated by the GoM as per the MoUs which include activities under this project. We recently renewed MoUs with the MPS, are awaiting signing of a renewed MoU with the Prisons Service and continue to hold a mandate to prosecute on behalf of DPP.

Our regional partnerships with Tikki Hywood Foundation (THF) in Zimbabwe and PAMS in Tanzania remain strong. Our joint LWT/THF/PAMS Monitoring, Evaluation and Learning (MEL) database is being hosted and managed by our partner C4ADS under the terms of a new shared joint MoU between the four organisations. Our first joint MEL workshop, chaired by Emerald Network, was completed on 22/01/25 to identify and address final data gaps. The next meeting is scheduled for 06/05/25 and C4ADS will present a collective analysis. The three organisations are also sharing regional data through the Wildlife Defence Platform, managed by C4ADS which now holds historical and current data from all three organisations.

We have signed an MoU with University of Southampton and several consultancy contracts with new and long-term partners (see list in Annex 4.5). All partnerships are proceeding well and have resulted in on-track outputs to date.

We only received the final confirmation for this project in September, following the OSJA report. It was challenging to arrange a meeting of all GoM partners due to busy schedules and we didn't want to further delay the project start. So, the Technical Director met with individual agencies face to face at the project start and the CEO held further meetings in September 2025 to update agencies.

LWT's CEO met with the British High Commission in Lilongwe in February 2025 to provide an update on this project and our wider work. We will consider how to use activities under this project to raise awareness with other stakeholders on biodiversity-poverty links later in the project when further outputs have been completed.

3. Project progress

3.1 Progress in carrying out project Activities

Note that due to delays due to the Overseas Security and Justice Assessment process, project activities only commenced after grant paperwork was signed in September 2024. This annual

report therefore covers 7 months of activities. Most indicator data presented is therefore for 7 months, compared to 12 mth baselines. To ensure comparability across years, and to comply with requirements from government partners for calendar year data, the Jurisprudence Dashboard covers 12 mths Jan-Dec 2024 (therefore this data is different for the same indicator data in Annex 4.5 for law enforcement statistics during the project period).

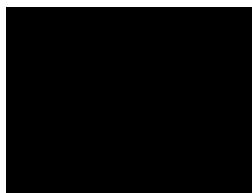
Output 1: Improved judicial processes leads to effective IWT prosecutions and reduced corruption in courts and prisons

1.1.1 Judiciary meeting (independent, LWT logistical support only) to assess if Judicial Performance Standards (JPS) are fit-for-purpose and achievable.

Status: On track. Following detailed discussions with the Chief Justice, through the Chief Registrar, the Judiciary advised that they have begun the process of reviewing the JPS. However, benchmarking on current outstanding case lists, trial lengths, and reasons for stalled cases is essential to finalise the JPS. The judiciary requested that this project supports a national audit of all courts to collate this data. Following receipt of a concept note and budget from the Judiciary, we revised Activities 1.1.1 and 1.1.2 and used the budget for these activities to support the audit. We signed an MoU with the judiciary (as per Annex 4.5 including photo) and the audit has commenced. The Judiciary have provided an initial report on progress and will submit a final report in Yr 2 Q2.

1.1.2 Based on meeting in 1.1, local consultant reviews JPS and provides recommendations to Chief Justice; revised JPS drafted by local consultant and disseminated.

Status: On track. See details in Activity 1.1.1.



Output 2: Improved judicial performance leads to correct sentencing and gives defendants consistent rights to a fair trial.

2.1 Continue to deliver national court monitoring programme; maintenance of joint LWT/government national wildlife crime database.

Status: On track. National court monitoring programme has continued through four court monitors and two legal advisors who are mandated to prosecute wildlife and forestry cases on behalf of the State. The annual law enforcement and court outcomes data is presented in Annex 4.5.

2.2 Reduce the long-outstanding case list, particularly those on remand, by supporting prosecutors – list scrutinised at 6-monthly prosecutors review meetings, and annual judiciary meeting.

Status: On track. 'Long-outstanding cases' are defined as those with no hearing for a period of three months or more. All live wildlife and forestry crime cases were reviewed at the six prosecutor case review meetings in the period, with a total of 105 prosecutors (72 male and 33 female) which represented close to 100% of prosecutors handling wildlife and forestry cases. Of note is a case raised by LWT regarding a defendant answering charges on trafficking a pangolin, who has been held on remand since 2021. LWT has formally raised this case with the DPP. LWT will continue to advocate for swift justice.

2.3 Using LWT/government wildlife crime database, produce Wildlife Crime Jurisprudence Dashboard (6 indicators on court efficiency/adherence to Sentencing Guidelines); produce two Wildlife Crime Court Cases Review (2024-25 and 2026/27 including long term trend analysis).

Status: Completed Jurisprudence Dashboard for Yr 1 (reports annually); Wildlife Crime Court Cases review is due at the end of Yr2. The Jurisprudence Dashboard for 2024 was completed by C4ADS and is included as Annex 4.6. We will share this dashboard with the Chief Justice to aid in analysis of court efficiencies for wildlife crime cases.

2.4 Deliver training in Yr 2 and Yr3 to Legal Aid lawyers defending wildlife/forestry cases, share legal tools; support actions to increase % of defended cases.

Status: Ahead of schedule. LWT's Technical Director and Head of Law and Policy met with the Director of the Legal Aid Bureau (LAB) and the President of the Women Lawyers Association in February 2025. Both organisations were keen to proceed with sensitisation for their staff/members in support of a fair defence for their often vulnerable clients. An introductory sensitisation day for 40 participants was delivered in March 2025, which was well received by participants. The Director of LAB, Counsel Chimwemwe Chithope-Mwale opened the meeting and acknowledged the major role LWT plays in safeguarding wildlife in Malawi. He stressed that the fairness of a trial is not solely about securing convictions, but also about ensuring that accused individuals can defend themselves. He highlighted that this workshop strengthens the capacity of defence lawyers, promoting equality between the prosecution and the defence. He concluded by thanking LWT for hosting the workshop and expressing his gratitude to all members for taking the time to attend. He stated that through the workshop '*he smells, sees, hears and feels justice*'. A report on the event is included as Annex 4.7.

2.5 Host a Tanzanian prosecutor for the annual judiciary workshop in Yr 1 to present on use of wildlife crime exclusive courts; panel discussion on potential use in Malawi.

Status: Not possible due to delayed project start. The annual judiciary workshop is held in July/August each year, so due to the delayed start of this project, we ran the event under cost-share funding but were unable to invite a Tanzanian prosecutor – this will be considered again in Yr 2.

Output 3: A skilled investigation, prosecution and judicial system effectively implements Malawi's IWT legal framework and maintains high conviction and custodial rates for Listed Species cases which are routinely reported by the media.

3.1 LWT's law enforcement and legal teams continue to provide financial support and guidance to WCIU/CIU for IWT investigations (cost share).

Status: On track. LWT's CIWT Technical Adviser continues to work closely with the Central Intelligence Unit (CIU) of MPS, and a grant is provided to the CIU team for IWT cases. See Annex 4.5 for law enforcement and court outcome statistics.

3.2 LWT's legal team continues to support prosecutions through pre-trial meetings and co-prosecute through mandate from DPP. All court data is recorded and analysed through LWT/government wildlife crime database.

Status: On track. Fourteen pre-trial meetings were led by LWT legal advisers for Listed Species cases to ensure robust case files for prosecution, advise on additional evidence to be collected and amend charge sheets as necessary. The Wildlife Defence Platform database now contains the following number of case records for LWT and our regional partners:
Malawi: 997, including 2244 defendants
Tanzania: 944
Zimbabwe: 1388

See Annex 4.5 for court monitoring statistics.

3.3 Provide briefings to selected journalists on all high-profile cases.

Status: On track. We continued to brief journalists on court dates to ensure active media representation. In the period the focus was on the corruption case of Lin YunHua, a kingpin wildlife trafficker serving a 14 year sentence who is now answering charges of bribing a judge and prison officials.

3.4 Head of Law and Policy, LWT completes visit to Tanzania to meet with PAMS, Tanzanian DPP and other agencies.

This is scheduled for Year 2.

Output 4. Learning histories on IWT strategies in Malawi / Zimbabwe / Tanzania and regional-level impact evaluation produce actionable recommendations to improve IWT prevention and enforcement within target countries and other jurisdictions.

4.1 *Produce individual learning histories for LWT/PAMS/Tikki Hywood Foundation (THF), building on lessons learnt through LWT's IWT064 project, PAMS Extra project (IWTEX003) on successful (and unsuccessful) IWT strategies.*

Status: On track. This is scheduled for completion in Year 3 and is part of regular partnership meetings with THF and PAMS as part of our regional MEL framework activity.

4.2 *Produce regional-level impact evaluation using collated learning histories and joint MEL data for Malawi/Tanzania/Zimbabwe with recommendations on tackling IWT at a regional level.*

Status: On track. This is scheduled for completion in Year 4; data is collected continuously and is entered into the Wildlife Defence Platform managed by our partner C4ADS.

4.3 *With University of Southampton, repeat research on convicted wildlife offenders (profiling/motivations/risk perception); comparative analysis with our IWT064 prisons survey. With permissions, film interviews with offenders for IWT prevention activities.*

Status: On track. A contract was signed with the University of Southampton and two meetings held with the lead researcher, Professor Michelle Newberry. Professor Newberry will travel to Malawi in Q2 to train the researchers for the prisons survey.

Output 5. Improved knowledge and skills within the legal profession promotes a fair justice system for all defendants.

5.1 *Prosecutor case review meetings held 6-monthly for all prosecutors working on wildlife crime cases, annual judiciary workshop for magistrates.*

Status: On track. As above, due to the delayed project start, the annual judiciary workshop was carried out under cost share. We held six case review meetings in the period, which provided support on live cases to the 105 prosecutors who attended (33 female: 72 male).

5.2 *MoU signed with Chancellor College law school through its Environmental Clinic including internships and wildlife crime module.*

Status: Slightly delayed. LWT's Head of Law and Policy has met with Chancellor College's Environmental Law Clinic Head and the MoU has been drafted and will be signed ahead of work under 5.3 starting as planned in Year 2.

5.3 *Internship programme developed, 2 law students/year complete internship with LWT and 'Wildlife Law and Wildlife Crime Prosecution' teaching module developed and delivered.*

Status: On track. Planning is under way for this activity which is scheduled for Year 2 onwards.

5.4 *Work with Women's Law Association of Malawi (2 LWT lawyers are members) to initiate environmental crime support network.*

Status: On track. Following discussions with the WLA, and the successful sensitisation event in March, we are discussing with WLA how best to deliver this activity. During the workshop planning, we discussed how LWT could support WLA to reach vulnerable women affected by wildlife crime (directly or through their families) through supporting community-based legal clinics. Further discussions will proceed in Year 2.

5.5 *Roundtable discussion with e.g., Legal Aid/PASI held to scope opportunities to support/initiate efforts to improve legal justice for wildlife offenders from vulnerable groups.*
This is scheduled for Year 2.

5.6 *Work with regional NGO partners, judiciary, prisons and Ministry of Foreign Affairs in Malawi/Tanzania/Zimbabwe to plan and deliver a regional technical meeting.*

This is scheduled for Year 3.

5.7 *Produce regional meeting proceedings.*

This is scheduled for year 4.

General

- Project start up meetings held with partners and internally
- Administration, finance and reporting systems set up
- All capital items procured as per LWT's policies; IT equipment handed over to Ministry of Foreign Affairs (see photo in Annex 11).
- Change request x2 (one financial) including a slightly modified workplan and logframe revisions as recommended by external M&E reviewer were submitted on 31/12/2024.
- LWT's pangolin work was included in the BCF October 2024 newsletter '[Malawi clamps down on wildlife crime](#)'
- LWT was asked to participate in the new BCF film, Hannah Chrsdney-Supply (LET Head of Law and Policy) was interviewed about this project and our wider IWT work
- LWT staff attended the Defra workshops on project implementation/finance and GESI
- LWT acknowledged BCF's support in social media posts on the launch of our 2024 report on wildlife crime court cases (see screenshots in Annex 4.4).
- IWTCF is included as a partner on [LWT's website](#) and will be similarly acknowledged in this year's Impact Report

3.2 Progress towards project Outputs

Progress towards achieving the Outputs is good, we are on track with almost every indicator, despite reporting on just seven months activity due to the delayed project start. We remain very confident that all Outputs will be achieved by project end. Output indicators are measured in various ways, including collating details of events (pre-trial meetings, case review meetings, sensitisation/training events) in our organisational Results Framework which is updated by LWT staff each month along with producing associated activity reports. We search all main Malawian media websites weekly and collate details including links of all IWT related articles. All law enforcement/court outcome data is collated from our law enforcement and NGO partners and inputted into the Wildlife Defence Platform in co-operation with our partner C4ADS.

Output 1: Improved judicial processes lead to effective IWT prosecutions and reduced corruption in courts and prisons.

Indicator	Baseline	Change to date (for 7 months, 1 August 2024 – 31 March 2025)	Evidence
1.1 By end Yr1, support Judiciary to review Judicial Performance Standards (JPS); and by end Yr2 develop revised Standards.	Current JPS produced in 2006.	MoU signed with judiciary to support national audit of cases to determine new recommended trial lengths in revised JPS.	MoU signed by Chief Justice 07/03/25 (listed in Annex 4.5); photo of signing in Annex 4.11. Concept note received from judiciary; progress report received from judiciary – Annexes 4.1 and 4.2.
1.2			
1.3			
1.4 Media reports (newspaper articles, TV/radio) on all IWT related public officer corruption prosecutions.	Baseline = 0 cases in 2022.	Multiple articles have been published since project start on alleged corruption	Example media articles included in Annex 4.4.

Target = 3 articles based on 3 high-level cases by end Yr 2; at least 4 articles based on 2 prosecutions by EOP.		between Lin YunHua and court and prison officials.	
--	--	--	--

Output 2: Improved judicial performance leads to correct sentencing and gives defendants consistent rights to a fair trial.

Indicator	Baseline	Change to date (for 7 months, 1 August 2024 – 31 March 2025)	Evidence
2.1 Annual conclusion rate of IWT cases (Listed Species cases only) increases to 75% by end Yr 2 and 85% by EOP.	Rate for 2022 = 64%.	Judgments passed 27% Sentencing passed 12% NB this % fluctuates each quarter, as a full 12 mth period, Year 2 will provide a more accurate rate.	LWT analysis from all court data on Listed Species cases held in the Wildlife Defence Platform. Full stats included in Annex 4.5.
2.2 By end Yr 2, 60% and by EOP 75% of average sentences for Listed Species are within +/- 18 mths of starting point in Sentencing Guidelines	Oct-Dec 2024 = 72% – noting that this measure fluctuates substantially between quarters, and is skewed with fewer cases etc.	69%	LWT analysis from all court data on Listed Species cases held in the Wildlife Defence Platform. Full stats included in Annex 4.5.
2.3 Wildlife Crime Jurisprudence Dashboard produced every 6 mths from end Yr1, submitted to Chief Justice; biannual 'Review of Wildlife Crime Report' (2 by EOP;).	1 Jurisprudence Dashboard previously produced; 2 Reviews produced since 2010	C4ADS have produced the Jurisprudence Dashboard for 2024 which will be submitted to the Chief Justice in Q1Yr2. First biannual Review under this project is due end of Yr 2.	Jurisprudence Dashboard, developed from LWT's data in the Wildlife Defence Platform, is included in Annex 4.6.
2.4 By end Yr2, 40% and by end Yr3 70% Legal Aid lawyers defending IWT cases have received training on wildlife law and legal tools.	Prior to project: 0% defence lawyers had attended LWT-led training / received tools.	March 2025 Legal Aid Bureau (LAB) and Women's Law Association (WLA) joint sensitisation meeting for 40 participants (18 WLA and 22 LAB; 25 female: 15 male). Legal tools distributed to all participants. This is ahead of target, representing approx. 50% LAB lawyers (total LAB lawyers = 48).	Activity report inc agenda and participants list is included in Annex 4.7. LAB have advised they have 48 lawyers across the country as of March 2025.
2.5 Determine whether the system of wildlife crime courts in other jurisdictions could be successfully implemented in Malawi to improve swiftness and consistency of court outcomes. through presentation / debate in annual judiciary workshop in Yr1.	No exclusive wildlife crime courts in Malawi.	Annual judiciary workshop was held prior to project start due to delays in grant paperwork because of the Overseas Security and Justice Assistance requirements. This indicator will therefore be picked up again for the Year 2 meeting.	

Output 3: A skilled investigation, prosecution and judicial system effectively implements Malawi's IWT legal framework and maintains high conviction and custodial rates for Listed Species cases which are routinely reported by the media.

Indicator	Baseline	Change to date (for 7 months, 1 August 2024 – 31 March 2025)	Evidence
3.1 Total number of wildlife crime arrests facilitated by the project. Target to maintain average of 2 arrests/week.	204 in 2022 (this is for a full 12 months)	<p><i>Note these figures are for 7 mths compared to a 12 mths baseline.</i></p> <p>Wildlife arrests: 41 (all male)</p> <p>Forestry arrests: 71 male; 9 female</p> <p>112 arrests in total over 34 weeks = 3.29 arrests/week total cases; 41 wildlife arrests over 34 weeks = 1.2 arrests per week (in line with the positive overall decline in ivory and pangolin cases)</p>	Arrest data is shared by the police. Court monitoring data is collated by court monitors from all monitored cases. All data is inputted into the Wildlife Defence Platform for analysis.
3.2 Number of individuals successfully prosecuted for serious IWT crimes (Listed Species).	65 convictions 01/04/22 – 31/03/23; target 80/year (for a full 12 mths).	<p><i>Note these figures are for 7 mths compared to a 12 mths baseline.</i></p> <p>Total convictions = 53; Listed Species convictions = 34</p>	Analysis based on verified data in LWT's wildlife crime database based on court monitoring data.
3.3 For each year throughout the project period, at least 70% of Listed Species IWT court case outcomes are published in the media (newspapers, TV, radio).	56% in 2022	<p><i>Note these figures are for 7 mths compared to a 12 mths baseline.</i></p> <p>20 Listed Species court cases were monitored in the period involving 36 individuals.</p> <p>Media attention focused on the three most serious Listed Species cases in the period and 14 articles were published. The main case in the period was R v Lin YunHua, answering charges of corruption, 12 of the articles published were on this case. 100% of the most serious cases therefore received substantial media coverage.</p>	Examples of media articles published are included in Annex 4.4.
3.4 By end Yr2, LWT legal team complete visit to Tanzania to promote shared learning and connections with PAMS' IWTEX003 programme.	No visits to date.	This is planned for Year 2.	

Output 4. Learning histories on IWT strategies in Malawi / Zimbabwe / Tanzania and regional-level impact evaluation produce actionable recommendations to improve IWT prevention and enforcement within target countries and other jurisdictions.

Indicator	Baseline	Change to date (for 7 months, 1 August 2024 – 31 March 2025)	Evidence
4.1 By end Yr 3, 3 learning histories on IWT strategies and associated analysis produced, building on IWTEX003.	None to date	Work is ongoing through regular meetings with partners, output due in Yr 3.	Regular partner meetings to discuss the joint MEL framework.
4.2 EOP publish regional-level impact evaluation for Malawi/Tanzania/Zimbabwe using learning histories and joint regional MEL framework analysis with recommendations for other jurisdictions, building on outputs of IWTEX003.	None to date	<p>Work is ongoing through regular meetings with partners, output due EOP. Good progress on transferring all historical data from LWT, and our partners THF and PAMS into the Wildlife Defence Platform managed by C4ADS. As of end of March, the WDP now holds the following case records:</p> <p>Malawi: 997, including 2244 defendants</p> <p>Tanzania: 944</p> <p>Zimbabwe: 1388</p> <p>The MEL database is being hosted and managed by C4ADS under the terms of a new shared joint MoU between the four organisations. Our first joint MEL workshop, chaired by Emerald Network, was completed on 22/01/25 to identify and address final data gaps. The next meeting is scheduled for 06/05/25 and C4ADS will present a collective analysis.</p>	<p>Regular partner meetings to discuss the joint MEL framework.</p> <p>C4ADS manage the WDP and have supplied the updated number of records.</p>
4.3 By end Yr 3 publish updated Deterrence Report for Malawi including prisoner interviews (extending IWT064 research).	The first Deterrence Report and prisoner research was produced under our IWT064 project in 2022.	<p>Planned for end of Year 3.</p> <p>Contract has been signed with the University of Southampton to lead on the prisoner research.</p>	Contract signing is listed in MoUs/contracts in Annex 4.5.

Output 5. Improved knowledge and skills within the legal profession promotes a fair justice system for all defendants.

Indicator	Baseline	Change to date (for 7 months, 1 August 2024 – 31 March 2025)	Evidence
5.1 Annually 50 magistrates, 155 prosecutors receive training / mentoring through established programme of case review meetings and annual judiciary workshop. Led by Malawian prosecutors / chief resident magistrates / judges and invited prosecutor from Tanzania (in Yr 1 meeting).	Baseline 2022 = 44 magistrates, 155 prosecutors (close to 100% total prosecutors working on IWT cases). Target 30% female participants across trainings.	<p>Due to delays with the project start, the annual judiciary meeting was held before project start. A Tanzanian prosecutor or other prosecutor / magistrate as appropriate will be invited to the scheduled Year 2 judiciary meeting.</p> <p>Since project start, 6 prosecutor case review meetings have been held, for a total of 160 prosecutors (44 female: 115 male). 31% female participants at case review workshops.</p>	An activity report for the three most recent meetings is included in Annex 4.9.
5.2 Internships on wildlife crime prosecutions for law students from Chancellor College undertaken with LWT. Baseline = 0 target = 2 internships/year from Yr 2 = 6 by EOP. Target at least 50% female interns.	None to date	Meetings held with Head of Environmental Law Clinic; MoU drafted; activities will progress as planned in Year 2.	
5.3 By end Yr 3, 'Wildlife law and prosecution of wildlife crime' lectures delivered at Chancellor College law school. Baseline = 0; target = module developed by end Yr 2 and taught from Yr 3 to 50 students/yr. Target 30% female participants.	None to date	Activities will be started in Year 2 as planned.	
5.4 With Women's Law Association (WLA) of Malawi establish Environmental Crime learning group to promote peer-to-peer mentoring and raise profile of women lawyers prosecuting environmental crime. Baseline = 0; Yr2 = at least 25% of WLA join network; EOP = 50%.	None to date	Discussions have been held with WLA on how to integrate IWT awareness into their community legal clinics for vulnerable women and men. This will be further progressed in Year 2 as scheduled and will include mechanisms to share learning and resources including the Env Crime learning group.	

<p>5.5 Support improved legal justice for vulnerable groups Engage with Malawian organisations working on social justice, custodial alternatives and prison reform (e.g. Legal Aid Paralegal Advisory Service Institute, PASI) to promote rights to a fair trial and post-custodial opportunities for wildlife offenders.</p>	<p>None to date Target = initial round table discussion in Yr 1 with 3 organisations). Target 30% female participants.</p>	<p>Our revised workplan submitted 31/12/2024 moved this activity to Year 2 following the delayed project start.</p>	
<p>5.6 In Yr 3, 30 participants from Malawi / Tanzania / Zimbabwe judiciary, prisons, Ministry of Foreign Affairs attend regional knowledge transfer workshop, building on outcomes of PAMS' IWTEX003 project, focusing on transboundary co-operation and judicial / prisons corruption prevention.</p>	<p>1 meeting under IWTEX003 in Yr1, target = 2 meetings of same participants by EOP. Target 30% female participants.</p>	<p>This is planned for year 3</p>	
<p>5.7 By EOP, 8 government agencies and private institutions in Malawi have received targeted training / mentoring (government LE agencies, judiciary, law schools, Legal Aid). Target 30% female participants.</p>	<p>Various training courses and mentoring have been delivered by LWT to date</p>	<ul style="list-style-type: none"> - Mentoring/financial support to Central Intelligence Unit of Malawi Police Services (MPS, cost share) - 6 prosecutor case review meetings (MPS and DNPW) - Supported DPP through co-prosecution of cases - Supported Anti-Corruption Bureau (ACB) corruption case prosecution - Delivered sensitisation meeting for Legal Aid Bureau (LAB)/Women's Law Association (WLA) - Total institutions receiving mentoring / training to date = 6 - Prosecutor case review meetings = 31% female; LAB/WLA meeting = 62.5% female) 	<p>Prosecutor case review report, LAB/WLA meeting report included in Annexes 4.9 and 4.7.</p>

3.3 Progress towards the project Outcome

Outcome: *Corruption in Malawi's courts and prisons is reduced; judicial efficiency improves leading to consistent, fair, deterrent sentencing; knowledge transfer and targeted training drives reduction in trafficking of threatened species regionally.*

The Outcome indicators were modified following helpful guidance provided through the external M&E assessment. We believe they remain suitable for this project. Despite a shortened Year 1 activity period, almost all our outputs remain on track or ahead of schedule. We therefore remain confident that the project will achieve the proposed Outcome by the end of the project.

0.1 *By end Yr 2 composite corruption indicator developed and agreed with judiciary/prisons and actively monitored, based on indicators developed in 2023 under IWT117. Baseline to be developed in Yr 1.*

This is progressing well, detailed research on corruption in prisons and the judiciary was carried out by an external specialist in February 2025. An initial report is attached as Annex 4.3. We will use the results of this report, due by Q3, to develop a more detailed corruption indicator by end of Year 2 as planned.

0.2 *Wildlife Crime Jurisprudence Dashboard reflects a 25% increase in adherence to Judicial Performance Standards on trial length by Yr3 (baselines to be finalised under IWT094) and 20% reduction in outstanding case list each year (Baseline: March 2023 41 cases (multiple defendants) on long-outstanding case list where last hearing >3 months ago.*

Judicial Performance Standards on trial length are being revised as per support from this project under Output 1. We will therefore revise our measurement of this indicator when the new Standards are released in Year 2.

The long outstanding case list is reducing. At the beginning of 2025 (i.e. 3 months before this report date), 30 defendants from 2024 had open cases, only 16 of which started in the last three months of 2024. So 14 cases were on the long outstanding list, a reduction of 27 cases or 65% from the baseline (41 cases). There remain some cases of concern, particularly where defendants are on remand including one case LWT recently flagged of a defendant on remand since 2021. We continue to raise such cases with the Directorate of Public Prosecutions to promote swift justice.

0.3 *By EOP, 8 government agencies and private institutions in Malawi have improved capability and capacity in wildlife crime prosecutions.*

In Year 1, we delivered mentoring/training/awareness raising support to six institutions.

0.4 *By EOP 3 learning histories and a joint publication published on lessons learnt in a decade of IWT programmes in Malawi/Tanzania/Zimbabwe including 4 years of analysis of high-level IWT at regional level through joint MEL framework between 3 NGO partners.*

This is progressing well, the three partners LWT in Malawi, PAMS in Tanzania and THF in Zimbabwe are all now using the Wildlife Defence Platform managed by C4ADS to enable regional data analysis (see Annex 4.8). Regular online meetings with all partners including C4ADS and facilitated by Emerald Network assess progress with the joint MEL framework including self-assessments of co-operation scores.

0.5 *By EOP, law enforcement data/information reflects a stabilisation or decrease in use of Malawi as a regional IWT transit hub.*

LWT's 'Review of Wildlife Crime Court Outcomes 2017-2023' report published in 2024 showed an impressive decline in overall wildlife crime in Malawi. For example, the number of defendants charged with elephant related cases fell from a peak of 80 cases in 2017 to 27 cases in 2023 – the lowest for seven years and a decline of 67% from the 2017 peak. However, there is evidence to suggest increases in large volumes of ivory being trafficked in the region, so it is important to maintain current law enforcement efforts. In recent years, the number of pangolin cases in Malawi exceeded those of ivory (in 2021 – 2023, 60% of cases were related to pangolin possession/trafficking). Pangolin trafficking does appear to be stabilising, the 37 pangolin cases

in 2023 was a reduction of 56% from the 2020 peak and a similar number of cases (41) were recorded in 2024.

3.4 Monitoring of assumptions

The helpful M&E review provided by Defra requested the assumptions in our logframe to be reduced, so that each was only mentioned once. Most of our assumptions were based on partners' continued commitment to the project. So this was amended in the revised logframe submitted as a change request on 31/12/2024 and hence there are limited assumptions as below.

Outcome assumptions:

- *All partners remain committed to and able to contribute to the project.*
- *Government and judiciary continue to support recent reforms of the criminal justice system and are willing and able to adopt new processes.*

As demonstrated through new/renewed MoUs, attendance at pre-trial meetings, prosecutor case review meetings and day-to-day communications on investigations support (cost share) and prosecutions, all government agencies continue to be committed to this project, request support and to share data. We continue to work closely with our non-government partners (THF, PAMS, C4ADS, Emerald Network) as evidenced through the joint data sharing on the Wildlife Defence Platform, production of the Jurisprudence Dashboard etc. These are long-standing, very trusted partnerships where at an organisation level we collaborate on activities and on an individual level there is considerable peer-peer support which is important particularly during challenging cases and for example during the considerable stress of recent US Government aid freezes. Our work with the Judiciary in the period focused on supporting the revisions to the Judicial Performance Standards due to be published before the end of Year 2. It is yet to be seen how this new process is adopted, but it is positive that the case audit is being carried out to support recommendations for changes in trial lengths etc.

Output assumptions:

As per above, we have not repeated the same assumptions included for the Outcome.

- *Prison Service agrees access to prisoners as per research under IWT064 project (LWT has an MoU with the Prisons Service)*
- *Prisoners are willing to take part in the research (high participation rate recorded for IWT064 project)*

We have held several meetings with the Prisons Service, and they have agreed to sign a new MoU which includes agreement to visit prisons to both check records for sentence completion of wildlife offenders and to interview them as per the research on prisoner profiles and risk perceptions. The MoU signing is slightly delayed, but the draft is with the Prisons Service, and we expect this to be signed in Q1 Yr2, which is several months ahead of the planned start of the research in September.

The second assumption is yet to be tested, but due to our experience in delivering similar research under our IWT064 project, we are confident of a high participation rate.

3.5 Impact: achievement of positive impact on illegal wildlife trade and multidimensional poverty reduction

Impact: *High-level regional IWT diminished and civil liberties reinforced by combatting corruption, upscaling enforcement, ensuring consistent deterrent court sentences and enabling stronger collaboration and knowledge sharing across Malawi, Zimbabwe and Tanzania.*

Our activities and outputs are on track to achieve the outcome (as per details in Section 3) and contribute to a higher level impact. Our continued support for investigations with the CIU of the police (under cost share) and national court monitoring supports the ongoing reduction in IWT cases. Our regional partnerships with THF and PAMs have continued to flourish, and the

necessary MEL framework and shared database are operational with support from C4ADS and Emerald Network. These will support the regional level analysis, which also supports regional law enforcement efforts to combat transnational organised crime. We are continuing to support high-level cases in Malawi, following the evidence of the importance of the deterrent effect created from 'punishing the unpunishable' as reported in the Deterrence Report produced under our IWT064 project.

4. Thematic focus

Our project continues to support two themes:

- Ensuring effective legal frameworks and deterrents
- Strengthening law enforcement

As per Section 3 and the evidence presented in the Annex, we continue to support the CIU of Malawi Police Service to investigate IWT (cost share) and to support prosecutors to take robust cases to trial through organising pre-trial meetings, co-prosecuting on behalf of the Directorate of Public Prosecutions and organising regular case review meetings to discuss actions on live cases. We will present the Jurisprudence Dashboard to the Chief Justice to inform discussions within the judiciary on sentence consistency between courts and to note cases of concern (e.g. sentences significantly above or below the recommended starting point for sentences; sentences which are not consistent with the law etc). Signing the MoU with the Judiciary was a significant step forward in completing the case data collection to enable the revision of the Judiciary Performance Standards which are important for guiding all cases and have not been revised since 2006.

5. Impact on species in focus

As per Section 3, we continue to support Listed Species cases (e.g. ivory, pangolins, rhino horn) in Malawi to ensure consistent arrests and deterrent sentences to increase the risk for these crimes. We will track population changes in elephants as best we can, although it is challenging to obtain this data from the Department of National Parks and Wildlife since surveys are infrequent. As part of LWT's wider work, we are conducting pangolin burrow surveys and can share this data in Year 2/3 to give a measure of the size of the wild population. The consistent measure in this project to indicate an impact on the species in focus is a decline in Listed Species cases in Malawi, and the wider region. This is tracked through our shared regional database and will be presented through the regional impact report planned for Year 3.

6. Project support for multidimensional poverty reduction

A lack of access to legal justice for vulnerable communities may prejudice defendants in IWT cases. Short-medium term, project interventions will drive change towards a more efficient and fairer adjudication of wildlife crime. Ensuring defence lawyers from the Legal Aid Bureau (LAB) who support vulnerable clients have basic knowledge of the relevant laws improves the right to a swift and equitable trial.

We worked with LAB lawyers through the sensitisation on wildlife and forestry crime meeting held in March for 40 LAB/Women's Law Association (WLA) lawyers (activity 2.4, see Annex 4.7 for activity report). This meeting was warmly welcomed by LAB and WLA and was a significant step in ensuring their lawyers understand the relevant Acts and penalties and have access to appropriate legal tools to support vulnerable clients.

Our prisoner research (activity 4.3) will start in Year 2 to provide further insights into offender profiling which will be shared to contribute to prevention/rehabilitation programmes, including a focus on women in IWT. The project's wider civil engagement through media awareness (activity 1.4) builds community level awareness, resilience, and resistance to wildlife crimes, thereby helping to safeguard local communities from destabilizing impacts, which, in turn, helps reduce IWT.

Identifying and mitigating current obstacles to deterrent sentencing will improve equity and public perception of fair justice for all. When high-level offenders receive deterrent sentencing, this disrupts the actions of organised crime syndicates, leading to a reduction in wildlife crime and the associated security risks for communities. This project directly increases transparency in the judicial process an important step to reducing corruption in the handling of wildlife crime cases which benefits all defendants.

The regional work with our partners to analyse cases across Malawi, Tanzania and Zimbabwe will provide insights into patterns and trends in IWT, and successful strategies deployed. We will share lessons learnt between partners and more widely through the publication of a regional impact report which we hope will prove useful for other jurisdictions to benefit communities and wildlife. In the medium- long term, we expect communities living around PAs to benefit from a reduction in wildlife crime and associated wider criminality, which brings security risks and negative effects on livelihoods when breadwinners are manipulated into participating in criminal acts.

7. Gender Equality and Social Inclusion (GESI)

GESI Scale	Description	Put X where you think your project is on the scale
Not yet sensitive	The GESI context may have been considered but the project isn't quite meeting the requirements of a 'sensitive' approach	
Sensitive	The GESI context has been considered and project activities take this into account in their design and implementation. The project addresses basic needs and vulnerabilities of women and marginalised groups and the project will not contribute to or create further inequalities.	
Empowering	The project has all the characteristics of a 'sensitive' approach whilst also increasing equal access to assets, resources and capabilities for women and marginalised groups	X
Transformative	The project has all the characteristics of an 'empowering' approach whilst also addressing unequal power relationships and seeking institutional and societal change	

Our project does not work directly with communities currently. However, we engaged with the LAB and WLA to propose a sensitisation meeting on wildlife and forestry crime to increase the knowledge of defence lawyers on the wildlife and forestry Acts to enable them to better defend their vulnerable clients. This proposal was very well received, with the Director of the LAB noting that their lawyers had never received such training before and that he welcomed the initiative by LWT to ensure a fairer playing field. We also shared legal tools developed by LWT with the 40 participants and further events will be held in Year 2 to ensure as close to 100% as possible of all LAB/WLA lawyers can participate (around 50% of LAB lawyers attended this first meeting).

We are also pursuing discussions with WLA to determine how best we can integrate our work into their community legal clinics which provide advice to often marginalised women and men. We are discussing supporting community clinics around Protected Areas where including discussions on wildlife crime will be of particular importance. We strive for an equal representation of women in all our activities. However, this is challenging in a law enforcement project since law enforcement agencies continue to be male dominated. To date, for prosecutor review meetings we had 32% female representation and over 62% female representation in the LAB/WLA meeting.

This project is delivered by two female directors, a female Head of Law and Policy and our court monitoring team is gender balanced.

8. Monitoring and evaluation

There have been no significant changes made to the M&E plan for this period. We were pleased to read that the M&E plan and systems for this project were highly commended by the external M&E specialist as per the report shared by Defra. Government of Malawi agencies share data with LWT (e.g. police share arrest data); our regional NGO partners THF and PAMS share their case data through the Wildlife Defence Platform which is managed by C4ADS which produces regional analysis and the Jurisprudence Dashboard. A redacted version of this report will be shared with all partners (removing elements of the corruption research and work with the ACB). LWT has a comprehensive organisation-wide Results Framework which is updated monthly with data from e.g. training events, pre-trial meetings. A dedicated M&E officer is responsible for producing reporting data. Achievements are measured in multiple ways such as timely completion of activities and successes in major court cases. We also note several 'firsts' in this reporting period such as raising awareness of defence lawyers to better support vulnerable clients and empowering female lawyers through supporting the WLA. We also signed a first MoU with the Judiciary to support their national audit of court cases, which will lead to an important update to the 2006 Judiciary Performance Standards. We believe that our Theory of Change still holds, and as it builds on evidence generated through previous IWTCF projects, we are confident that since we are on track with activities and outputs, we are working towards achievement of the project Outcome.

9. Lessons learnt

The start of this project was delayed due to the OSJA requirements; hence it's been a busy period to ensure our activities remained on track! We are fortunate that we have long-standing relationships with most project partners and so were able to quickly organise meetings for the project start and implement the necessary MoUs and contracts. We appreciate the strong co-operation from all project partners which enabled us to achieve the results to date. We have built a lot of activities into this project, which would perhaps be more challenging if all involved new partners, so this should be considered if a new project is attempting to work with multiple government agencies from scratch. We have not had any many challenges to date other than the reduced time period. The joint databases and MEL framework with our partners is an exciting new phase for our work and we are looking forward to the first results from this analysis being presented later this year. We don't envisage any significant changes to our activities at this stage.

10. Actions taken in response to previous reviews (if applicable)

We provided detailed feedback to recommendations in our offer letter. This is our Year 1 report so we are yet to receive feedback on an annual report. We appreciated the feedback from Defra's external M&E review, fully accepted the recommendations and submitted a revised logframe on 31/12/24. As per the OSJA assessment, we were requested to submit data on arrests/convictions, this is included in Annex 4.5. We were also required to 'Ensure strong messaging on International Humanitarian Law (IHL) and Human Rights (HR) expectations are included in scheduled engagements and any training' – this is of particular importance in relation to our prisoner research, which is scheduled for Year 2 and will form part of the associated training for the researchers.

11. Risk Management

Unfortunately, the most significant unpredictable risk during this period was the changes to US government funding. Our USAID project on wildlife law enforcement was terminated, which was a significant loss in funding including salaries of staff cost shared with this project. We made immediate approaches to other funders and were able to secure additional 'emergency' funds. Unfortunately, we had to give notice to several staff primarily working on the USAID grant. Fortunately, this project is not affected to date, but we are still waiting to hear about a US State Dept funded project and if that is not continued, we will need to review staffing levels again - but at this point we are confident that this project will not be affected. Should we need to make minor

adjustments to some budget lines we will submit a change request. An updated risk register is submitted with this report.

12. Scalability and durability

We have been implementing this project for seven months only, so progress on scalability and durability will be more focused in subsequent years. However, we have progressed well with all partnerships, which is part of the long-term impact of this project.

We have trusted, long-standing relationships with all partners on this project so we were pleased to receive strong support at the application stage and throughout activity implementation. During Year 1 we have worked with the Malawi Police Service (investigators and prosecutors), Department of National Parks and Wildlife, Anti-Corruption Bureau, judiciary, Malawi Prisons Service, our two regional NGO partners and signed consultancy contracts with three institutions. (See Annex for data on prosecutor case review meetings, signed contracts etc).

During this period, we signed an MoU with the Judiciary, which is a first for LWT. This MoU is guiding work under Output 1 to revise the Judiciary Performance Standards. This important guide for the Judiciary was last revised in 2006, so support through this project to update recommendations on e.g. trial lengths will be a durable output of the project with far reaching consequences affecting all magistrates and judges.

In terms of changing attitudes and knowledge, we are pleased to be working with the LAB and WLA to increase the knowledge of defence lawyers on wildlife and forestry crime, the associated legislation and legal tools. This initiative promotes the right to a fair trial for all defendants through ensuring their lawyer is well briefed. This was the first training of its kind in Malawi and has a huge scaling potential as 50% of LAB lawyers now have increased awareness of these laws to support vulnerable clients at a national level; further sensitisation meetings will be held in Year 2. (See Annex 4.7 for activity report).

Scalability is built into the project through the regional data collection and analysis of court cases across Malawi, Tanzania and Zimbabwe, which will inform shared learning, support cross-border adaptive management and form the basis of the impact report to be published in Year 3.

13. IWT Challenge Fund identity

- LWT's work was highlighted in the BCF newsletter in October 2024
- LWT post on Twitter/X acknowledged BCF support on the launch of the 'Review of Wildlife Crime Case Outcomes 2017-2023' report published in September 2024 and in the associated blog post (see Annex 4.4).
- IWTCF logo and acknowledgement is included on all prosecutor case review meetings
- LWT was asked by Defra to participate in the new BCF awareness film; our Head of Law and Policy was interviewed
- All partners were briefed on the IWTCF award at the start of the project
- The CEO met with the British High Commission in February 2025 to provide an update of the project and our wider work

14. Safeguarding

15. Project expenditure

Table 1: Project expenditure during the reporting period (April 2024-March 2025)

Project spend (indicative) since last Annual Report	2024/25 Grant (£)	2024/25 Total actual IWT Costs (£)	Variance %	Comments (please explain significant variances)

Staff costs (see below)				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items (see below)				
Others (see below)				
TOTAL	171891	171891		

Table 2: Project mobilised or matched funding during the reporting period (1 April 2024 – 31 March 2025)

	Secured to date	Expected by end of project	Sources
Matched funding leveraged by the partners to deliver the project (£)			USAID Segré foundation US State Dept INL funds (currently under review) Awarded by GIZ as an 'emergency grant' following termination of the USAID funding.
Total additional finance mobilised for new activities occurring outside of the project, building on evidence, best practices and the project (£)			

16. Other comments on progress not covered elsewhere

The project design has worked well to date. During the project period we have refineddesigned methods for new activities such as the format of the training for Legal Aid Bureau lawyers as this was the first meeting of its kind. No significant difficulties directly related to the project other than the reduced time period. The main external pressure in the past quarter has been the termination of US government funding, which required substantial re-budgeting and reorganising of activities across the organisation but has not directly affected this project.

17. OPTIONAL: Outstanding achievements or progress of your project so far (300-400 words maximum). This section may be used for publicity purposes.

We will include text for this section in next year's report when further outputs have been completed.

Checklist for submission

	Check
Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the correct template (checking fund, scheme, type of report (i.e. Annual or Final), and year) and deleted the blue guidance text before submission?	Y
Is the report less than 10MB? If so, please email to BCF-Reports@niras.com putting the project number in the subject line.	Y
Is your report more than 10MB? If so, please consider the best way to submit. One zipped file, or a download option is recommended. We can work with most online options and will be in touch if we have a problem accessing material. If unsure, please discuss with BCF-Reports@niras.com about the best way to deliver the report, putting the project number in the subject line.	
Have you included means of verification? You should not submit every project document, but the main outputs and a selection of the others would strengthen the report.	Y
Have you provided an updated risk register? If you have an existing risk register you should provide an updated version alongside your report. If your project was funded prior to this being a requirement, you are encourage to develop a risk register.	Y
If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 17)?	
Have you involved your partners in preparation of the report and named the main contributors	Y – through providing updates/outputs
Have you completed the Project Expenditure table fully?	Y
Do not include claim forms or other communications with this report.	