

Example IAP outline and structure

1. Introduction

A general introduction

- Introduce the initiative as a whole.
- How does the site fit into the initiative.

Situation analysis and identification of the Management Issue

- Describe the site (use the situation analysis you have already done), include a map of the site showing different habitats, villages etc.
- What is the problem at the site? Why are you running the project at this site? Specifically state what the Management Issue is.
- Identify the stakeholders? (A *stakeholder* is anyone who can - significantly impact the formulation of recommendations; implement recommended actions; be significantly impacted by the proposed actions).

Overall aims of the initiative at the site

- What are you trying to achieve at the site – don't be too specific use wide-ranging and long-term general aims.

2. Assessment Methodology

Integrated assessment approach

- Describe general integrated approach using Toolkit (insert diagrams to show approach), and how each assessment related to each other in your survey planning (describe the level of integration that was possible).
- Describe how you conducted the different surveys: methods used, maps of where surveys took place, timelines, limitations and problems faced etc.

3. Overview of biodiversity and ecosystem service values

Results of the surveys relevant for biodiversity and ecosystem services. Use your biodiversity assessment findings and include RedList data for the species you have found at the site (or that may be at the site based on the species mapped to the catchment the site is in, using the RedList species maps). Don't include proposed actions!!

4. Overview of livelihoods

Briefly review results of the surveys relevant for livelihoods. Review the primary livelihood problems, including those specific to gender, age, class and ethnicity or caste. Use your livelihoods assessment findings. Don't include proposed actions!!

5. Overview of institutions, policy and conflict

Briefly review results of the surveys relevant for institutions, policy and conflict. Review the primary institutional problems (management conflicts etc). Use your institutional assessment findings. Don't include proposed actions!!

6. Synthesis chapter

Analyse results together. Pull out the results of the Sections 3, 4 and 5 and show how they relate to each other - use maps to overlay different information. Don't include proposed actions!!

7. Methodology

Describe the process through which the Integrated Action Plans were developed with the participation of multiple stakeholders.

- Go through each interventions proposed by the team prior to action planning fieldwork. Outline briefly why these interventions were proposed (e.g. priorities outlined by stakeholders; problems identified; feasibility).
- Outline the process through which these interventions were proposed to stakeholders (e.g. through focus group ranking exercises).
- Outline the criteria for rejecting or accepting proposals.
- How did you gain feedback from stakeholders regarding the proposals themselves, and the practicalities of their implementation.
- Did you give the stakeholders the opportunity to come up with their own proposals?

8. Management proposals

Identify actions that will solve the *Management Issue* of the site and the general aims in Section 1. The proposed actions need to be achievable with the resources or stakeholders you have. Remember the actions (and the monitoring) need to be sustainable in the medium to long-term.

1) Firstly, outline any actions which were originally proposed, but rejected following consultation with stakeholders. Outline why it was rejected (e.g. lack of interest and low priority with stakeholders, practical constraints).

2) Then, go on to discuss the proposals that will be pursued. For each action proposed include:

- Objectives
 - What do you want to achieve – be *specific*?
 - It needs to be *measurable* - so you can say whether the objective has been a success or failure (what would a success be? What would a failure be?).

- You need to give *timescales* – over what time is the action to be undertaken – when will you know it is a success or failure?
- You will need to outline potential problems. What problems were identified by stakeholders during field visits? What conflicts of interest existed between stakeholders over the most appropriate plans or the implementation of plans?
- Implementer
 - Who will undertake the action?
 - How will they do it?
 - Over what timescale?
- Indicator
 - Identify indicators – what will you monitor to see if your action is a success? This is where the bioeconomic models can be brought in. They can be used to ‘predict’ the outcome of a particular intervention.
 - Over what time scale is the monitoring going to continue?

9. References

Reference all sources you use in compiling the report.

10. Annexes

Attach any annexes (results) that are not directly relevant to the findings of the report but may be of interest to the reader.