



Mercian Woodland Biodiversity Project

Guidance on
how to record
and report your
interventions

Introduction



The Mercian Woodland Biodiversity Project is focussed on improving biodiversity and habitat in each of its participants' woodlands across the Severn and Trent catchment areas.

Once signed up to the project, Biodiversity Advisors from the project are available to help you assess the biodiversity potential of your woodland, help draw up a management plan and provide a plan of action to achieve biodiversity improvement.

To ensure that your woodland is embedded within the project and woodland management objectives are achieved, some evidence

and monitoring is required, in the following forms:

- A Mercian Woodland Biodiversity Project management plan
- A digital map of the participant's woodland including points of intervention in a GIS compatible format
- Photographic evidence immediately before and immediately after any intervention work undertaken under the project management plan
- Photographic follow up evidence 12 months after intervention work

How Biodiversity Advisors can help

Assessment and management plans

Biodiversity Advisors can help to undertake assessments of a participant's woodland and will draw up a biodiversity management plan in consultation with participants, along with a project plan of action.

Digital mapping

Advisors can produce baseline GIS compatible mapping of the site during these assessments using the project's own professional GIS mapping equipment, along with some background photographs.

Interventions

Advisors will help you decide on the most suitable Simple and Challenge Interventions (see *Managing Woodlands for Biodiversity – An Introduction*) for your woodland during the process of drawing up your management plan, help facilitate Challenge Interventions and guide you through monitoring and evidence provision.



What Participants need to do



Pexels / Uriel Mont

Once the assessments, management plan and baseline mapping have been completed by the project's Biodiversity Advisor, participants are required to follow up by completing work on, and reporting on, the interventions as indicated in the management plan.

Taking the following simple steps will ensure participants meet reporting requirements:

- Use the Avenza Maps application (see box on next page) to record your intervention work, pin photographs and make notes
- Take before and after photographs of your specific area of intervention work using Avenza. Your Biodiversity Advisor can guide you on how best to do this

- Upload you completed Avenza file to your specific Extranet project folder

This simple 3 step system of reporting can be used throughout the life of the project to create a living record of your woodland's management work and the enhancement of its habitats.

As a funded programme of work, there is a requirement for Small Woods Association on behalf of the project, to report progress to the funder, Severn Trent Water at quarterly intervals and to complete a formal report on all completed work on each site at the end of each financial year – 15th March of each year.

The reporting and monitoring required to meet these obligations is quite straightforward.

In support of these project reporting requirements each participant should ensure that:

- Simple interventions laid out in the management plan are completed by the 1st of Feb, in the same financial year as sign-up to the project
- That the required reporting for any interventions undertaken by 1st February is provided to Small Woods Association by 15th February of the same financial year. This will allow your woodland to move forward with Challenge Interventions
- That participants provide the required follow-up reporting of any intervention works, 12 months after their completion
- Any Challenge Interventions facilitated by the project are recorded and evidence submitted in the same way as Simple Interventions. This must be completed before the end of the project in December 2025
- Your Mercian Woodland Biodiversity Advisor will be on hand throughout the life of the project to help guide you through all monitoring and evidence provision requirements.

Avenza Maps app

Avenza is a free smartphone app that is intuitive, simple to use, has OS map availability and does not affect data allowance whilst mapping. You can export .kml format digital map files to your project Extranet folder and these can be incorporated directly into the projects overall mapping schema.

Avenza should be used by all participants to record their evidence and monitoring – although .kml files can be used on other mapping programmes such as Google Earth, they do not allow the level of detail required for the project recording.

You can find guides on using Avenza in your Extranet folders along with a list of useful online tutorials.

Do you have any questions about the Mercian Woodland Biodiversity Project?

Contact the project co-ordinator

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Visit our website

🌐 smallwoods.org.uk/mercian

