



Durham  
**Biodiversity**  
Partnership

Action for wildlife in Gateshead, South Tyneside,  
Sunderland, Darlington & County Durham

## **Roles and responsibilities in delivering Biodiversity Action Plans**

### **Guidelines for BAP partners**

#### **Overview**

The Durham Biodiversity Action Plan contains 21 Habitat Action Plans (HAPs) and 37 Species Action Plans (SAPs). There are many different partners involved in delivering these plans, with some taking on specific roles to ensure that actions are achieved, and importantly, recorded.

#### **Specific Roles**

##### **DBAP Implementation Officer**

- Oversees the implementation of Durham Biodiversity Action Plan
- Co-ordinates and facilitates delivery of projects in the DBAP area
- Ensures that the DBAP links to local and regional strategies and feeds into the NEBAP and UKBAP
- Reports on overall progress towards delivering the DBAP and provides updates on activity to the whole partnership

##### **DBAP Data and Information Officer**

- Provides training to partners on the Biodiversity Action Reporting System (BARS)
- Collates information on the status, trend and losses of the species and habitat and records on BARS
- Assists Action Plan Lead Partners, Action Contacts and Action Partners in reporting progress towards actions and targets on BARS
- Works with the Implementation Officer and Lead Partners to ensure that any changes made to action plans are updated on BARS

##### **Steering Group**

- Delivers the overarching actions of the DBAP Delivery and Communications Plans
- Signs off any changes needed to existing plans or habitat definitions, which are identified by the sub-groups

- Formally adopts any new HAPs or SAPs put forward by the sub-groups
- Communicates positive action for biodiversity and promotes the work of the partnership.

### **Sub-groups**

- Provides local expertise and buy-in from wider partners to the BAP process
- Co-ordinates the formulation and delivery of specialised projects towards actions in the plans.
- Assists in recording the activities of the partnership towards actions and targets in the plan.
- Makes decisions on the continued relevance of plans and recommends changes to plans or habitat definitions to the Steering group
- Develops additional action plans where new species or habitat are identified as a priority
- Provides information on the status, trend and losses of species and habitats to the Data and Information Officer and Action Plan Lead Partners

### **Action Plan Lead Partner**

- Contributes to the development and ongoing review of an action plan
- Provides local expertise on the specific species or habitat and advice on the type of actions required to benefit the relevant habitat or species
- Assists the Implementation Officer to report on progress towards the targets of the specific HAP or SAP, determining whether any work has taken place that will contribute towards these goals
- Assists the Implementation Officer to collate information on the status, trend and losses of the species and habitat
- Maintains an overview of progress made towards delivering the plan by other partners
- Ensures that those partners who co-ordinate the delivery of specific actions (Action Contacts) report any progress made on BARS (ideally monitoring every 6 months)
- Responds to any general enquires made about the specific HAP or SAP
- Identifies other partners who could be involved in delivering the plans

### **Action Contact**

- Co-ordinates the delivery of specific actions from a plan within the agreed timeframe
- Reports progress towards the action on BARS or provides information on actions undertaken to the Data and Information Officer
- Identifies where changes are required to an action, in terms of partners involved or timescale
- Suggests new actions to be incorporated into the plan.
- Is listed as a contact for the action on BARS

## **Action Partners**

- Works with the Action Contact to deliver specific actions within the agreed timeframe
- Provides information on actions undertaken to the Action Contact
- Works with other partners to develop projects that will deliver against specific actions and objectives