

Assignment 3: MoRPHE Compliant Project Design

Wreck Inspect

Monitoring Climate Change on Protected Wrecks

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1.0 Summary Description

- 1.0.1 Historic England's Research Agenda (2017) identified environmental changes caused by human-driven climate change as a threat to the historic environment, these environmental changes have the potential to negatively affect the preservation and survival of heritage assets in the marine environment.
- 1.0.2 MSDS Marine propose to use an existing audience of divers who are licenced to dive on wrecks protected under the Protection of Wrecks Act 1973 (these individual divers, or groups thereof are known as licensees or licensee teams) to monitor climate change indicators on English protected wrecks. This will help to build up a picture of the rate at which climate change is affecting the environment of these sites.
- 1.0.3 This project design has been written to comply with Historic England's MoRPHE project management system (2017) and uses Historic England guidance including Guidance for Tendered Projects (2021).

2.0 Background

- 2.0.1 The effects of climate change on English wreck sites are poorly understood, therefore monitoring climate change indicators such as pH, temperature, turbidity, frequency of storm events is key for understanding this important threat to heritage assets.
- 2.0.2 Alongside standard measurements, species identification can be used to monitor climate change. The migration of select invasive and non-native species identified in England, such as the blacktip shipworm, certain types of wrack and algae, and other marine weeds and corals, can be attributed to climate change factors such as warming waters and ocean acidification. These species are recognisable key indicators for real time climate change and as such are useful for monitoring

3.0 Research Aims and Objectives

3.1 Aims

3.1.1 The aims of the project are to:

- Develop a method for submitting climate change data collected on wreck sites
- Engage protected wreck licensee teams in a citizen science project to actively collect environmental data and to join the discussion about the effects on climate change on historic marine sites.
- Enable the monitoring of environmental change on protected wreck sites

3.2 Objectives

- 3.2.1 Aim 1 will be achieved by developing an online form for the submission of new data to the database. This database would be hosted on the MSDS Marine website and be open access.
- 3.2.2 Aim 2 will be achieved will be achieved by firstly developing best practice methodologies for collecting environmental data on wreck sites, and by holding bespoke seminars for protected wreck licensee teams to provide training on data collection and submission.
- 3.2.3 Aim 3 will be achieved by undertaking comparative analysis of the established baseline and the data submitted to the online form. This comparison will provide insight into changes to environmental conditions on wrecks sites and how this is affecting these wrecks. This aim will be achieved over many years.

4.0 Business Case

4.1 Heritage 2020 and the Historic England Corporate Plan (2018)

- 4.1.1 Heritage 2020 sets out how heritage organisations will work together to benefit the historic environment. It is coordinated on behalf of the whole sector by the Historic Environment Forum. The Historic England Corporate Plan forms the contribution of Historic England to Heritage 2020.
- 4.1.2 The project actively supports Aim 1.3 of the Historic England Corporate Plan which seeks to support people who want to care for or stand up for an area or place - in this protected wreck licensees who are custodians wreck sites and want to ensure their survival.
- 4.1.3 MSDS Marine will be proactive in working with licenced teams and individuals through the life cycle of the project and beyond to ensure that they are engaged and working in partnership with the heritage sector for the benefit of the historic environment as a whole.
- 4.1.4 Aims 4 and 5 of the Historic England Corporate Plan 2019-22 note that Historic England will:

- Aim 4: Give people the skills, knowledge, confidence and motivation to fight for, look after and make the most of their historic environment
- Aim 5: Expand the digital availability of our assets to improve both access to our resources and users' experience of them

4.1.5 Historic England aims to do this by increasing knowledge, expertise and opportunity amongst people who want to participate in heritage conservation and maximise its benefits to society, and by producing content, events, and projects that illustrate the benefits of inclusion and show the relevance of the historic environment to people's lives.

4.1.6 The project fits well with this strategy as it aims to equip community groups and individuals with the relevant tools and skills to maximise their contribution to the marine historic environment. The project also aims to promote inclusion of the public in heritage management and demonstrate the relevance of heritage protection to people's lives.

4.2 National Planning Policy Framework

4.2.1 The National Planning Policy Framework (NPPF) (2021) sets out how the Government's planning policies for England and how they should be applied. The NPPF recognises the need to protect and manage marine cultural heritage in a manner appropriate to its significance.

4.2.2 The project will contribute to the aims of the NPPF by providing evidence about climate change driven changes to environmental conditions on nationally significant wreck sites that enables appropriate management plans to be developed to address these changes.

4.3 Historic England Heritage Information Access Strategy (HIAS)

4.3.1 The project also contributes to Principle 4 of Historic England's Heritage Information Access Strategy (HIAS). This states that 'investigative research data or knowledge should be readily uploaded, validated and accessed online.' The project involves the development of a database containing data relating to environmental conditions on wreck sites; this will be made open-access in order to fulfil Principle 4.

4.4 Historic England's Research Agenda

4.4.1 The research carried out and funded by Historic England is guided by the objectives set out in the Corporate Plan. The Historic England Research Agenda (2018) defined nine broad themes that describes Historic England's research interests. The project would be developed to address the theme #adapt. The project will contribute to answering the question posed by the research agenda under this theme: "what are the impacts of natural and environmental change on the historic environment?".

5.0 Project Scope

- 5.0.1 This project will only focus on wreck sites protected under the Protection of Wrecks Act 1973 that are present in English territorial waters so that it is line with maritime HERs as governed by Historic England standards and guidelines.

6.0 Stakeholders and Interfaces

- 6.0.1 A number of stakeholders have been identified during the design stage which include:

Stakeholder	Involvement
Historic England	Historic England will be the Client. Their input will be sought at all stages of the project.
Protected Wreck Association	The Protected Wreck Association is the body that represents the teams working on England's protected wreck sites. The members are also classed as affiliated volunteers by Historic England.
Researchers	Scientists researching climate change in the UK Marine environment will be able to use the data generated by the project.

- 6.0.1 The project could also interface with a number of current projects, one of which is described below:

- **Seasearch and Big Seaweed Search (Marine Conservation Society/Natural History Museum):** Seasearch is a citizen science project aimed at monitoring marine biodiversity, and the Big Seaweed Search is a citizen science approach for recording specific climate change indicator species of seaweed. Project coordinators will be contacted, and advice and consultation will be sought.

7.0 Communications and Project Review

7.1 Communications

Internal

- 7.1.1 MSDS Marine has a well-established internal systems for communication which includes a mixture of face-to-face meetings, phone calls and email. Communication between the project team will be frequent throughout the project.

External

- 7.1.2 Ongoing communication with Historic England will be via email and online meetings as required. Prior to the commencement of any dissemination a communications plan will be developed and agreed with Historic England. The communications plan will ensure a streamlined and consistent message will be disseminated.

7.2 Review

- 7.2.1 During the project, the Project Executive will encourage a culture of ongoing critical review or results against the project's original aims and objectives. The review process will take the form suggested in MoRPHE of Act, Report, Plan, Decide, Act as this flexible approach will allow resolution of any issues as they arise during the project. This will operate both formally, at each stage, and more informally on an ongoing basis within the Project Team.

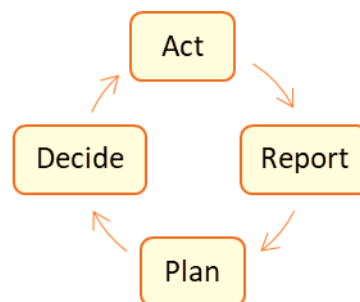


Figure 1 Cycle of continuous review as suggested in the MoRPHE Project Managers Guide.

7.3 Risk Log

- 7.3.1 The Project Manager will maintain the risk log, provided in Annex A, throughout the course of the project. It will be checked when reviewing progress to assess whether the likelihood of any risk has changed and whether any anticipated risks are occurring.

7.4 Issues Log

- 7.4.1 Once the project is commissioned an issues log will be created and maintained by MSDS Marine. It will provide a record, in a single document, of all unseen events, results and discoveries, discussion or review outcomes and other Issues that might otherwise be dispersed within other project documents. It will be updated by the Project Manager whenever an issue is raised and again when the issue is resolved. An example issues log is given in Annex B

7.5 Highlight Report and Review Points

7.5.1 The end of each project stage will form a review point which, where indicated in the task list, will result in a Highlight Report being produced and submitted to Historic England. Highlight Reports will follow the format set out for Highlight Reports in the MoRPHE Project Managers Guide:

- Project Name and Number
- Author
- Date
- Circulated to
- Period Covered
- General Progress
- Timetable
- Budget
- Resources
- Product and Tasks completed during the period
- Products and Tasks to be completed during the next period
- Project Risks
- An up-to-date report by task against the task list

7.5.2 Any issues will be reported to Historic England in a timely manner

8.0 Health and Safety

8.0.1 MSDS Marine are an ISO 45001 accredited company and adhere to all relevant health and safety legislation during the course of its work. Bespoke risk assessments will be produced for all venues and sites visited as a part of this project.

8.0.2 As set out in Section 8 above, a risk log will be created and updated throughout the course of the project to identify any risks and changes thereof.

9.0 Project Team

9.1 MSDS Marine

Alison James, MCIfA- Project Executive

- 9.1.1 Alison James will be the Project Executive for this project. Alison has extensive Project Management experience, managing high profile projects such as the *London* and *Rooswijk* on behalf of Historic England and acting as a Project Assurance Officer for several Historic England funded organisations.
- 9.1.2 Alison previously managed the Protected Wreck Affiliated Volunteers, the largest number of volunteers within the organisation. Alison has an established, and successful, working relationship with the affiliated volunteer team working on the *London*.

Phoebe Wild, PCIfA- Project Manager

- 9.1.3 Phoebe will be the Project Manager for the project. Phoebe has experience in research and assessment of marine and intertidal archaeology through desk-based research, site visits, GIS interrogation, the review of digital, photographic, cartographic, documentary, geophysical and geotechnical sources in addition to the results of diver surveys and data held by heritage bodies and organisations such as the UKHO. Phoebe also has experience in data collection, collation, and management.

Position to be filled- Project Officer

- 9.1.4 The Project Officer will be hired during Stage 1 of the project as an employee of MSDS Marine for the duration of this project. The Project Officer will be a member of CfA at PCIfA level at minimum. They will hold a full driving license and may be based anywhere in England.

10.0 Methods Statement

10.1 Stage 1: Project Planning

Communications Plan

10.1.1 A communications plan will be developed and agreed with Historic England.

Project Officer Hire

10.1.2 Advertisement for a Project Officer for this project will be posted on archaeological job sites including BAJR, CifA's JIST, and other appropriate websites and forums. A Project Officer will be hired as an employee of MSDS Marine following an interview process.

10.2 Stage 2: Project Set up

Consultation with Scientist

10.2.1 Advice will be sought from a climate change specialist on climate change indicators in the marine environment. This will also include a discussion of different species which may indicate changes to the environment. Advice on appropriate data resolution and collection methods will be sought.

Development of Methodology

10.2.2 Following advice from a climate scientist appropriate data types for collection will be selected. These will be determined by their usefulness for the study of climate change as well as their ease of collection for volunteer divers.

10.2.3 A best practice methodology for collection of the data types will be developed in order to ensure consistency across the data. This will involve a review of current methodologies and technologies for collection of pH and temperature data, such as the *Guide to best practices for ocean acidification research and data reporting* (2011) which led on from the work undertaken by the European Project on Ocean Acidification (EPOCA). It will also review methodologies implemented on other marine archaeological projects.

Creation of Form

10.2.4 A form for data submission will be created using Microsoft Forms. The form will require details including date and location as well as data relating to environmental conditions including pH and other variables such as temperature, water depths etc. (pending development of methodology and selection of data types) The list of relevant variables will be identified during the method development stage. These form submissions would become records within a database.

Creation of Training Materials

10.2.5 The Project Officer will create training materials for use with the target audience, this will include putting together monitoring kits which include pH monitors, data collection guides, climate change indicator species identifying guides etc.

Highlight Report

- 10.2.6 A highlight report will be produced and submitted to Historic England detailing progress made in Stages 1 and 2 of the project.

10.3 Stage 3: Engagement Programme

Training

- 10.3.1 The Project Officer will engage with licensed teams and individuals to train them in the use of the data form, data collection and climate change indicator species identification. This will involve one-to-one sessions with individuals, sessions with licenced teams, groups of teams and online and in person. The project is due to last for three years, and there are 52 protected wreck sites as such the Project Officer will aim to meet with one group or individual at least once a year. The Project Officer will visit groups and provide them with monitoring kits. The project includes provision to buy five CTD monitors which the Project Officer will lend to individuals and teams for periodic use on their sites.

Project Promotion

- 10.3.2 The Project Officer will ensure that the project and its updates are promoted via blogs and on social media throughout the project.

Highlight Report

- 10.3.3 A highlight report will be produced and submitted to Historic England at the end of 2023 and 2024 detailing progress made in Stage 3 of the project.

10.4 Stage 4: Dissemination and Archiving

Articles for Press

- 10.4.1 The Project Officer will create articles for press about the project and its results.

Conference Paper

- 10.4.2 A conference paper will be produced to present at an appropriate conference. This may extend into 2026 to be presented at the CHERISH conference.

Final Report and Recommendations

- 10.4.3 A final report detailing the results of the project will be produced and submitted to Historic England. This will include recommendations for further work if deemed necessary.

Archiving

- 10.4.4 Archiving will be undertaken according to the ClfA "Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives" (2014).

11.0 Stages, Products, and Tasks

11.1 Stages and Tasks

11.1.1 The following individuals are identified within the stages below and associated task lists, all individuals will be employed by MSDS Marine:

Initial	Role
PE	Project Executive
PM	Project Manager
PO	Project Officer

11.1.2 The project stages and tasks are detailed below:

Task No	Description	Person Responsible	Product	Days
Stage 1 – Project Planning				
1	Project management and co-ordination	PE	1-10	0.25
2	Communications plan	PE	1	0.25
3	Project Officer Hire	PE	2	3
4	Quality Assurance	PE	1-10	0.25
Stage 2 – Project Set up				
1	Project management and co-ordination	PE	1-10	0.25
5	Consultation with climate scientist	PM	3	0.25
		PO		0.25
6	Development of best practice for data collection and methodology	PM	4	1
		PO		4
7	Creation of a form for data submission	PO	4	2
8	Creation of training materials with details of the form and best practice for data collection	PO	5	5
9	Highlight Report	PE	6	1
4	Quality Assurance	PE	1-10	0.25
Stage 3 – Engagement Programme				
1	Project management and co-ordination	PE	1-10	0.25
10	Provide bespoke training to licensees/licenced teams	PM	3-5	78
		PO	3-5	156
11	Promote the scheme via social media platforms	PO	1	39
12	Annual Highlight Report	PE	6	3
4	Quality Assurance	PE	1-10	0.25
Stage 4 – Dissemination				
1	Project management and co-ordination	PE	1-10	0.25
13	Production of articles for dive and archaeology press	PO	7	5
14	Conference paper	PM	8	4
		PO		1
15	Reporting and recommendations	PE	9	3
16	Archiving to ADS and OASIS	PM	10	1
4	Quality Assurance	PE	1-10	0.25

11.2 Products

11.2.1 It is envisaged that the Project will produce the following products:

Product Number	Product	Stage(s)
1	Communications Plan	1
2	Project Officer Job Description	1
3	Methodologies for environmental data collection	2
4	Online form and database	2
5	Training materials	2
6	Periodical highlight reports	2 and 3
7	Conference paper	4
8	Articles for publication	4
9	Report with recommendations	4
10	Archiving	4

11.2.2 Full product descriptions are given in Annex C.

12.0 Ownership

12.1 Material Produced Under The Project

- 12.1.1 All hard copy and digital documentation produced under the contract will be the copyright of MSDS Marine. A third-party in-perpetuity licence will be given to Historic England for reproduction of the works subject to agreement in writing from MSDS Marine.
- 12.1.2 All products will be produced to meet accessibility guidelines.

12.2 Material originating from External Sources

- 12.2.1 Wherever external images or material are obtained for reports or for the purposes of dissemination appropriate copyright permissions will be obtained.
- 12.2.2 Where material and information are obtained from external sources, be this written, photographic, data or verbal sources, this will be fully acknowledged and where appropriate permissions for reproduction obtained.

13.0 Budget

13.0.1 Below is a summary of the budget for this project (please note VAT will be charged at the prevailing rate, currently 20%):

Direct Costs					
Item	Details	Day Rate (£)	Days	Cost (£)	Total (£)
Staff Cost	Project Executive	400.00	12.25	4900.00	
	Project Manager	325.00	84.25	27381.25	
	Project Officer	250.00	212.25	53062.50	
Travel and Subsistence	Accommodation	60.00 pp/pn	117 units	7020.00	
	Subsistence (night)	30.00 pp/pn	117 units	3510.00	
	Subsistence (day)	10 pp/pd	117 units	1170.00	
	Travel	0.45/per mile	5000 miles	2250.00	
Total costs					99293.75
Indirect Costs					
Subcontractor	Consultancy	£300.00	1.0	300.00	
Total indirect costs					300.00
Capital Equipment cost					
CTD monitors	Monitoring kits	500.00 (unit)	5 units	2500.00	
pH monitors	Monitoring kits	10.00 (unit)	52 units	520.00	
Misc. equipment	Monitoring kits	50.00 (unit)	52	2600.00	
Total capital equipment cost					5620.00
Overheads					
Direct costs	@ 25%				24823.44
Indirect costs	@ 10%				30.00
Net Total Stage 1					125967.19
VAT @ 20%					25193.44
Total Stage 1 plus VAT					151160.63

14.0 Timetable

14.0.1 Key project dates are as follows:

Stage	Commencement Date	Completion Date
Stage 1: Project Planning	Jan 2023	Jan 2023
Stage 2: Project Set-up	Jan 2023	Jan 2023
Stage 3: Engagement Programme	Mar 2023	Oct 2025
Stage 4: Dissemination	Oct 2025	Dec 2025

14.0.2 The below chart is an indicative timetable for the completion of tasks within each stage based on the project commencing in January 2023.

Year	2023												2024												2025												
Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Stage 1: Project Planning																																					
Communications Plan																																					
Project Officer Hire																																					
Stage 2: Project Set-up																																					
Consultation with Scientist																																					
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Articles for Press																																					
Conference Paper																																					
Final Report and Recommendations																																					
Archiving																																					

15.0 Annex A- Risk Log

Risk Number	Description	Probability	Impact	Counter measures	Estimated/ Time cost	Owner	Date this entry last updated
1	Illness of Project Team Members	Low	Low	Timescales allow for alterations to project due to illness.	N/A	PE	11.04.2022
2	Loss of data through IT failure	Low	High	Regular backups to cloud.	N/A	PE	11.04.2022
3	Limited interest by the licensed teams and licensees to participate	Low	High	Increased education about climate change threat to underwater cultural heritage.	Extra time spent by PO in Stage 3	PE	11.04.2022

16.0 Annex B- Issues Log

Issue Number	Description of the Issue	Raised by		Resolution	Date entry last updated	Status	Priority
1							
2							
3							
4							
5							

17.0 Annex C- Product Descriptions

17.0.1 MSDS Marine have identified the following as products and the following descriptions are intended to act as specifications for them. MSDS Marine recognise that it may be necessary to add product descriptions during the course of the project if additional products are identified.

Product Number	1
Product Title	Communications Plan
Purpose of Product	To enable MSDS Marine and Historic England to ensure a streamlined and consistent approach for engagement as agreed.
Composition	A document containing the following information: • Background • Purpose, Audience, and the Message • Key Roles and Responsibilities • Branding • Channels of Communication • Evaluation and Assessing Impact • Action Plan
Format	PDF
Allocated to	Project Executive
Quality criteria and method	Review by Project Executive to ensure contents are achievable and will meet the requirements of Historic England.
Person responsible for Quality Assurance	Alison James
Planned Completion Date	January 2023

Product Number	2
Product Title	Project Officer Job Description
Purpose of Product	To enable a suitable Project Officer to be employed for this project.
Composition	A document containing the following information: • Role requirements • Role activities • Salary • Basis
Format	PDF
Allocated to	Project Executive
Quality criteria and method	Review by Project Executive to ensure contents are achievable and will meet the requirements of Historic England.
Person responsible for Quality Assurance	Alison James
Planned Completion Date	January 2023

Product Number	3
Product Title	Methodologies for environmental data collection
Purpose of Product	To create suitable methodologies for data collection to allow training materials to be produced. This will have input from a climate scientist

Composition	A document detailing the results of investigations into climate change indicator data types and consultation with a climate scientist.
Format	PDF
Allocated to	Project Manager and Project Officer
Quality criteria and method	Review by Project Executive to ensure contents are achievable and will meet the requirements of Historic England.
Person responsible for Quality Assurance	Alison James
Planned Completion Date	March 2023

Product Number	4
Product Title	Online Form and database
Purpose of Product	To enable submission of data collected by divers
Composition	A form containing questions asking for data values, date, and location. The resulting data is compiled into a database.
Format	Microsoft Form/Excel
Allocated to	Project Officer
Quality criteria and method	Review by Project Executive to ensure contents are achievable and will meet the requirements of Historic England.
Person responsible for Quality Assurance	Alison James
Planned Completion Date	March 2023

Product Number	5
Product Title	Training Materials
Purpose of Product	To be used by the PO to train divers
Composition	Various materials containing information on data collection and climate change indicator species identification
Format	PDFs, physical documents, dive slates, presentations, handouts
Allocated to	Project Officer
Quality criteria and method	Review by Project Executive to ensure contents are achievable and will meet the requirements of Historic England.
Person responsible for Quality Assurance	Alison James
Planned Completion Date	March 2023

Product Number	6
Product Title	Periodical Highlight Reporting
Purpose of Product	To keep Historic England updated with progress of the project at each stage
Composition	A report containing the following information: • Date • Circulated to • Period covered • Schedule status • Budget status • Resources • Products and tasks completed during this period • Products and tasks to be completed during the next period

	- Project risks - Project issues
Format	PDF
Allocated to	Project Executive
Quality criteria and method	Review by Project Executive to ensure contents are achievable and will meet the requirements of Historic England.
Person responsible for Quality Assurance	Alison James
Planned Completion Date	April 2023, December 2024, December 2025

Product Number	7
Product Title	Articles for Press
Purpose of Product	To disseminate the results of the project to the public
Composition	Brief articles for press containing details of the project, images, and results.
Format	PDFs
Allocated to	Project Officer
Quality criteria and method	Review by Project Executive to ensure contents are achievable and will meet the requirements of Historic England.
Person responsible for Quality Assurance	Alison James
Planned Completion Date	December 2025

Product Number	8
Product Title	Conference Paper
Purpose of Product	To disseminate the results of the project to the archaeological and scientific industries
Composition	A conference paper which will be given at a conference and will comprise: - Project background - Project methodology - Key findings from the analysis
Format	PowerPoint
Allocated to	Project Manager and Project Officer
Quality criteria and method	Review by Project Executive to ensure contents are achievable and will meet the requirements of Historic England.
Person responsible for Quality Assurance	Alison James
Planned Completion Date	December 2025

Product Number	10
Product Title	Report with Recommendations
Purpose of Product	To inform Historic England on the results of the project and any recommendations for further work
Composition	A report to include the results of stages 1-4 detailing the overall success of the project
Format	PDF
Allocated to	Project Executive
Quality criteria and method	Review by Project Executive to ensure contents are achievable and will meet the requirements of Historic England.

Person responsible for Quality Assurance	Alison James
Planned Completion Date	December 2025

Product Number	10
Product Title	Archiving
Purpose of Product	A digital archive of the project materials will be deposited with ADS as appropriate. This will ensure that the legacy of the project is held securely.
Composition	Documentary and digital data complied to agreed standards.
Format	Various in line with digital archiving standards and requirements of the ADS
Allocated to	Project Manager
Quality criteria and method	Review by Project Executive to ensure contents are achievable and will meet the requirements of Historic England.
Person responsible for Quality Assurance	Alison James
Planned Completion Date	December 2025

18.0 References

CIfA (2014) Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives.

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