

## APPENDIX 2

### Form of Impact Assessment

Impact Assessment of RFC No. Relating to original "Agreed Work Order Form FR/002742"

Project Title: Identification service for of invasive invertebrate pests and diseases in the UKOTs

#### SECTION 1: EXECUTIVE SUMMARY

1. To the best of your knowledge, information and belief, would implementation of the RFC:
  - a. have an adverse impact on delivery of the Services or the services provided to any Customer Party under any other Customer Agreement: Yes ☐ No ☒
  - b. result in a change to the price of the Services: Yes ☒ No ☐
  - c. alter any interfaces with third party systems or services: Yes ☐ No ☒
  - d. create any new Customer Party responsibilities: Yes ☐ No ☒
  - e. require the Customer to give any new warranties, representations, undertakings and/or indemnities: Yes ☐ No ☒
2. Please provide a short summary of the impact that the implementation of the RFC would have on the Services (include details of any impact on delivery timescales, price and risk):
 

There would be no impact on delivery timescales, as the additional work will be undertaken between September 2024 and project end (31<sup>st</sup> March 2025). The addition of these services will increase the cost by £13,930.02 (new total for Y3 £61,830.71).

#### SECTION 2: BENEFIT STATEMENT

Does the implementation of the RFC deliver the benefits anticipated: Yes ☒ No ☐  
 If No, please confirm that your technical proposal fully implements the RFC and shall not have an adverse impact on the Services or the business of the Customer. Please also provide details of the reason why the RFC will not deliver the benefits anticipated and suggest how such benefits could be realised.

#### SECTION 3: COMPANY'S TECHNICAL PROPOSAL

##### *a. Details of the change solution including any dependencies*

This change request is for additional work (gut content analysis of invasive predatory invertebrates in Saint Helena) to be added to the project between 1<sup>st</sup> September 2024 and 31<sup>st</sup> March 2025.

In addition to the services in the current work order and at an additional cost of £13,930.02, we propose to deliver two new activities under WP4 of the existing work order form:

- Additional gut content analysis of the invasive predatory wasp *Vespula vulgaris*.
  - o Analyse gut contents of 30-50 individual wasp larvae collected from nests found in localities with the highest endemic invertebrate species diversity.
- Pilot study: gut content analysis of invasive predatory ants on Saint Helena.
  - o Analyse gut contents of 30 individual ants collected from nests found in localities with the highest endemic invertebrate species diversity.

Both activities will use DNA-based methods (DNA metabarcoding) in the same way/to the same standard as

WP4 in the current Work Order Form. Samples will be collected from the island by the Invasive Invertebrates Team, based at the St Helena National Trust. Dissected insect gut samples will then be delivered to Fera’s laboratories in the UK for analysis over Q3 of FY24/25. Outputs from these activities will be detailed in the next WP4 report, due in April 2024; no interim reports are required.

Project timeframes are as follows:

Gut content analysis of invasive predatory wasps	
Analyse gut contents of 30-50 individual wasp larvae (DNA metabarcoding)	Sept 2024 – Dec 2024
Identify prey contents and give approximate figures for the total number of species	Dec 2024 – March 2025
Repeat analysis of Lepidoptera taxa matches within the 2023/2024 project datasets (the Natural History Museum DNA reference library available was only a subset and didn't include many barcoded endemic Lepidoptera.)	Nov 2024 – March 2025
Gut content analysis of invasive predatory ants on Saint Helena	
Analyse of the gut contents of 30 individual ants (DNA metabarcoding)	Oct 2024 – Feb 2025
Identify prey contents and give approximate figures for the total number of species	Dec 2024 – March 2025

b. Risks and impacts

No identified risk in terms of sample receipt as wasp larvae and ants have already been collected. No transport issues are expected as St Helena already submits samples to Fera as part of this project, so all protocols are already established.

c. Interfaces impacted

n/a

d. Cost

The below tables summarise the budget impact at a WO level and on a financial year basis.

Budget Impact - Overview

Work Order	Current (£)	Revised (£)	Change (£)
FR/002742	155,324.73	169,254.75	13,930.02

Budget Impact – Overview (by financial year)

Financial Year	Current (£)	Revised (£)	Change (£)
22/23	61,137.12		
23/24	46,286.92		
24/25	47,900.69	61,830.71	13,930.02
Project Total	155,324.73	169,254.75	13,930.02

e. Proposed date for implementation

16<sup>th</sup> September 2024

f. Expiry date of Impact Assessment

31<sup>st</sup> October 2024

SECTION 4: DETAILS OF IMPACT ON THE AGREEMENT

Clauses

Is any amendment required to the Clauses of this Call-Off Agreement: Yes ☐ No ☒. If Yes, please provide details of each proposed change to the Clauses.

Proposed Change 1.

[Guidance Note: Provide the Clause number and details of the changes to be made to that Clause and any defined terms and details of the changes to be made to those defined terms.]

Schedules

Is any amendment required to the Schedules to this Call-Off Agreement: Yes ☐ No ☒. If Yes, please provide details of each change proposed to the Schedules:

Proposed Change 1.

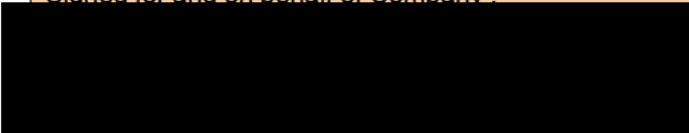
[Guidance Note: Provide the Schedule and Paragraph number and details of the changes to be made to that Paragraph and any defined terms and details of the changes to be made to those defined terms.]

SECTION 5: COMPLIANCE STATEMENT

Was the Impact Assessment completed within ten (10) Working Days of Company's receipt of the RFC or, if the Company raised the RFC, was the Impact Assessment delivered to the Customer with the RFC: Yes ☒ No ☐. If No, please explain why the Impact Assessment was not completed within the timescale required by this Call-Off Agreement.

SECTION 6: AUTHORISATION

Signed for and on behalf of Company :



APPENDIX 1

Form of Request for Change (RFC)

RFC No: 1 – relating to original “Agreed Work Order Form FR/002742”

Project Title: Identification service for of invasive invertebrate pests and diseases in the UKOTs

SECTION 1: ADMINISTRATIVE MATTERS

1. Change Title	Gut content analysis of invasive predatory invertebrates in Saint Helena	
2. Type of change	<input checked="" type="checkbox"/> Permitted Contract Change <input type="checkbox"/> Emergency Change	
3. Requesting Party	<input checked="" type="checkbox"/> Customer Company <input type="checkbox"/>	
4. Date Raised	21/8/2024	
5. Date by which change needs to implemented	31/8/2024	

SECTION 2: REQUESTING PARTY CONTACT DETAILS

1. Name	[REDACTED]	
2. Position	<u>Policy Advisor</u> Biodiversity in the UK Overseas Territories   Access, Landscapes, Peatland & Soil (ALPS)   Natural Environment, Trees and Landscapes (NETL)	
3. Organisation	Defra	
4. Email	[REDACTED]	
5. Telephone	Desk: n/a	Mobile: [REDACTED]

SECTION 3: DETAILS OF CHANGES PROPOSED

[Guidance Note: It is essential that each proposed change is documented. Please provide details to enable the change to be impact assessed. Please provide the following information:]

**Change required:**  
Under the existing Agreed Work Order Form, Fera is contracted to provide an identification service for of invasive invertebrate pests and diseases in the UK Overseas Territories (UKOTs) between 19th August 2022 and 31st March 2025. The purpose of this project is to strengthen biosecurity in the UKOTs by providing specialist expertise in the identification of suspected invasive non-native invertebrate pests and plant pathogen, providing training to biosecurity officers in the UKOTs and by providing rapid advice when bio-security threats are detected.



This change request is for additional work (gut content analysis of invasive predatory invertebrates in Saint Helena) to be added to the project between 1<sup>st</sup> September 2024 and 31<sup>st</sup> March 2025.

In addition to the services in the current work order and at an additional cost of £13,930.02, Fera are asked to deliver two new activities under WP4 of the existing work order form:

- Additional gut content analysis of the invasive predatory wasp *Vespula vulgaris*.
  - o Analyse gut contents of 30-50 individual wasp larvae collected from nests found in localities with the highest endemic invertebrate species diversity.
- Pilot study: gut content analysis of invasive predatory ants on Saint Helena.
  - o Analyse gut contents of 30 individual ants collected from nests found in localities with the highest endemic invertebrate species diversity.

Both activities will use DNA-based methods (DNA metabarcoding) in the same way/to the same standard as WP4 in the current Work Order Form. Samples will be collected from the island by the Invasive Invertebrates Team, based at the St Helena National Trust. Dissected insect gut samples will then be delivered to Fera's laboratories in the UK for analysis over Q3 of FY24/25. No transport issues are expected as St Helena already sends samples to Fera as part of this project, so all protocols are already established.

Outputs from these activities will be detailed in the next WP4 report, due in April 2024; no interim reports are required.

Project timeframes are as follows:

Gut content analysis of invasive predatory wasps	
Analyse gut contents of 30-50 individual wasp larvae (DNA metabarcoding)	Sept 2024 – Dec 2024
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Gut content analysis of invasive predatory ants on Saint Helena	
Analyse of the gut contents of 30 individual ants (DNA metabarcoding)	Oct 2024 – Feb 2025
Identify prey contents and give approximate figures for the total number of species	Dec 2024 – March 2025

#### Reason for the change:

The UKOTs are recognised as having a rich biodiversity that is under serious threat from invasive non-native species. Preventing the establishment of invasive alien species in the UKOTs remains a priority in the refreshed UKOTs Biodiversity Strategy, due for publication later this year. This project also supports objectives in the GB Non-Native Species Strategy.

The UKOT of St Helena is a small tropical island in the South Atlantic with a very high degree of endemism within the invertebrate fauna, with over 420 species found nowhere else in the world. Several invasive invertebrate predatory and parasitoid species have invaded St Helena and many pose a significant threat to the endemic biodiversity. In 2023/2024 Fera analysed the gut content of *Vespula vulgaris* 'Common wasp' and *Miomantis caffra* 'Springbok mantis', two invasive, highly polyphagous predatory arthropods that have recently arrived in St. Helena. The *M. caffra* samples analysed failed to amplify dietary DNA, however the *V. vulgaris* samples gave interesting insights into the feeding habits of these invasive

arthropods. At least nine endemic species were detected in the *V. vulgaris* guts, and three were IUCN Red listed as Vulnerable species providing evidence of the potential impact the wasp may have on local ecosystems.

Invasive ants also have a considerable negative impact on Saint Helena’s ecology and economy. They are very efficient, systematic general predators of other invertebrates and thus very likely to have been responsible for the decline and perhaps extinction of some endemic species.

Fera has since received a number of requests from their contacts in Saint Helena to do further work on invasive predator gut-content barcoding analysis. This will provide a better understanding of the diets of these insects and the threats they pose to native wildlife, which will inform St Helena’s biosecurity activities.

**Impact of not implementing the change:**  
Fera will not be able to deliver the further gut content analysis of invasive predatory invertebrates in Saint Helena. St Helena’s biosecurity strategies and efforts will not benefit from the additional insights this work would have provided.

**Any known dependencies/constraints:**  
None known.

**Any related RFCs:**  
None.

**Any further relevant information:**  
None.

SECTION 4: JUSTIFICATION / BENEFITS OF CHANGE

**1. Please provide full details of the justification or benefits that would result from the agreement and subsequent implementation of this RFC.**

Funding Fera to provide this additional service would help Defra to meet its commitments set out in the 25 Year Environment Plan, specifically taking action to recover threatened, iconic or economically important species and, where possible, to prevent human-induced extinction or loss of known threatened species in the UKOTs.

In addition, it would also contribute to improving St Helena’s ability to meet international obligations to protect biodiversity, including under the Convention on Biological Diversity and UN Sustainable Delivery Goals.

SECTION 5: AUTHORISATION

1. Signature	<div></div>
2. Name	<div></div>
3. Position	Policy Advisor
4. Date	25 September 2024   13:48 BST

5. Organisation	Defra	
6. Email	[REDACTED]	
7. Telephone	Desk: [REDACTED]	Mobile: [REDACTED]

SECTION 6: FOR COMPLETION BY COMPANY

Is further information required to progress to an Impact Assessment?  
Yes ☐ No ☒  
If Yes please clarify what further information is required:

Signed for and on behalf of the Customer:  
Signature: [REDACTED]  
Print Name: [REDACTED]  
Position: Policy Advisor  
Date: 25 September 2024 | 13:48 BST

Certificate Of Completion

Envelope Id: AC4210288C5B4BBFB33E9E93DA3B48ED

Status: Completed

Subject: Complete with DocuSign: Impact Assessment Form FR002742 SR.doc, Incomplete Fera\_Gut content ana...

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Signatures: 3

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Timestamp

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Viewed: 9/25/2024 10:30:28 AM

Signed: 9/25/2024 10:32:04 AM

Electronic Record and Signature Disclosure:

Accepted: 9/25/2024 10:30:28 AM

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Signed by:

Policy Advisor

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 148.252.1.60

Timestamp

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Viewed: 9/25/2024 1:46:15 PM

Signed: 9/25/2024 1:48:13 PM

Electronic Record and Signature Disclosure:

Accepted: 9/25/2024 1:46:15 PM

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Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

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Carbon Copy Events

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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	9/25/2024 1:46:15 PM
Signing Complete	Security Checked	9/25/2024 1:48:13 PM
Completed	Security Checked	9/25/2024 1:48:17 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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