

APPENDIX D:

KEY PERFORMANCE INDICATORS (KPIs)

Metric	KPI	What is required to make this measurable?	KPI Measurement	Below Standard	Acceptable Standard
Delivery Key outputs delivered	KPI 1: Submission of update and final project reports to time	Quarterly project reports and final report provided to Defra according to schedule set out.	Defra Science Team to review project reports.	Inaccurate or incomplete reporting and submitted beyond agreed deadline	Meets expectations – reports issued on time and accurately reflect agreed milestones
Delivery In full - in the quantity that is required within agreed upon schedule	KPI 2: Project Management	Project milestones and key deliverables achieved by the dates specified in the project proposal. Where milestones have not been achieved there should be a justification of this and an assessment of the impact of this on future milestones/ project delivery.	Defra Science Team will review the organisation's progress against the milestones and confirm whether the milestones have been achieved in line with the dates specified.	Milestones not achieved by the deadline	Milestones achieved by the deadline
Delivery Collaboration and dissemination	KPI 3: Objectives	Demonstration through quarterly reports and final report of how the project team are working collaboratively with the fishing industry and that progress and lessons	Defra Science Team will assess the project reports for evidence.	Reports do not contain evidence of progress and/or lessons learned working with the fishing industry. No evidence of dissemination of	Reports contain evidence of progress and lessons learned working with the fishing industry.

		learned are being captured. Evidence of dissemination of project progress and final findings of project.		progress or results to fishing industry and wider seafood sector.	Evidence of dissemination of progress or results to fishing industry and wider seafood sector.
Quality	KPI 4: Quality of project outputs	Reports are completed with a high level of quality, professionalism and attention to detail meeting the Key Objectives set out in the Project Plan	Defra Science Team will assess the quality and completeness of the reports against the Key Objectives set out in the Project Plan/response.	Reports are of a poor quality and/or contain errors and/or do not achieve all Key Objectives	Reports are of a high quality, error free and achieve all Key Objectives
Risk & Compliance Mitigate fraud risks by performing due diligence	KPI 5: Compliance with Regulatory Requirements	Organisation is complying with all regulatory requirements and can evidence	DEFRA Science Team will assess whether the project team are complying handling information securely and in compliance with GDPR. The project team will also be required to set out how health and safety codes of practice and ethical codes of practice in line with DEFRA standard are being met.	Little or no evidence that project outputs meet regulation and/or not realised within timeframe IP handled incorrectly	Evidence that project outputs meet regulation and realised within timeframe IP handled correctly
Risk & Compliance Manage project risks accordingly	KPI 6: Risk Management	The organisation maintains the risk log and staffing contingency plan throughout the project evidencing strength and implementation of procedures to identify and manage project risks	DEFRA Science Team will determine whether project risks are being managed correctly from quarterly update reports.	No/lack of risk log provided which raises concerns over future success of project	Risk log provided which clearly evidences mitigation of risks with contingencies developed to meet project milestones and objectives

Cost At the agreed price and within budget	KPI 7: Finance Management	Is the project delivered within the budget set out within project tender? If not, is there sound justification as to why this is the case and are there remedial plans in place?	DEFRA Science Team to check spend is in line with tender finances specified.	<p>Finances not in line with specified/agreed objectives with no clear cost justifications toward project delivery evidenced</p> <p>No In-kind contributions demonstrated</p> <p>Project likely to be outside budget</p>	<p>Finances in line with specified/agreed objectives with clear cost justifications toward project delivery evidenced</p> <p>In-kind contributions demonstrated</p> <p>Project within budget</p>
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