



11. Support services



The ‘engine room’ of JNCC, which facilitates its scientific activities, is the provision of support services, including publicity and marketing, human resources, financial management, office facilities and Information Technology.

Like any other organisation, compliance with legal requirements, such as financial reporting, employment law, Health and Safety, Freedom of Information, and Environmental Information Regulations, is essential. Important additional requirements have become necessary as a result of JNCC establishing a company limited by guarantee during the reporting year, with many support services previously provided by others now being carried out by the JNCC Support Co directly.

Personnel management

As an organisation in its own right, the JNCC Support Co needs to manage all of the various personnel management functions, and during the reporting year further policies and procedures were agreed with the Trade Unions and implemented. One of the main achievements this year

has been the success of the payroll service. Pay is a new function for JNCC and the Service Level Agreement with Defra has worked well with staff being paid correctly and on time. Additionally, a new data system introduced last year has now been extended to allow staff to access and update their own personal records.

We are a small organisation of some 120 people, but without the dedicated effort of staff of the JNCC Support Co (many of whom have been long-serving), JNCC could not survive.

Communications

JNCC’s Communications Team, which is responsible for press and media relations, design and production of publications and display materials, and our website content, co-ordinated one of the most successful multi-partner press initiatives on the release of the new vascular plants publication (see page 42).

The JNCC *Annual Report* was again nominated for an award in the PopComm Charity and Public Services Publishing Awards, the third year in a row, and for the second time running also received an Award of Excellence from the British Association of Communicators in Business Awards

50. Children pond dipping
© Adrian Davies/naturepl.com
Children love to explore and a great way to see nature ‘close up’ is by activities such as this. Through all of our work, which relies upon the solid back-up of our support services teams, we aim to aid the conservation of our environment for future generations.

in their *Annual Report and Accounts or Annual Review* – *public sector* category.

The Communications Team also assisted in raising the profile of the National Biodiversity Network at the Convention on Biological Diversity conference in Brazil during March 2006, with a range of eye-catching leaflets and displays.

IT services

Communication is critical to our success as an organisation and it is underpinned by our technological capabilities. During the year, we invested in various new technologies that have enabled staff to access email securely from any 'online' computer in the world.

Another technology introduced to enable staff to work more efficiently from home is Virtual Private Network (VPN) technology. The technology enables staff to connect to the JNCC office servers securely and work as if they were in the office.

VPN technology has been extended by JNCC to include mobile wireless technology. This means a member of staff with a JNCC laptop can connect securely to a public or private wireless access network, and access

the JNCC network resources without the need for a physically wired-up connection.

Environmental management

Although only a small, office-based organisation, we recognise the need to look carefully at our own environmental impacts and wish to do all we can to evaluate and reduce these where possible. These impacts are mainly associated with travel, waste generation, and consumption of energy, water and materials.

We are pleased that our own efforts can contribute to the wider government agenda of changing the way people work and the way they think about their own environmental impacts. In the past year, JNCC has critically reviewed all of its activities to ascertain the ecological 'footprint' of the organisation. This will allow us to compare our performance against others and look for future improvements.

JNCC won a Peterborough City Environmental Trust award for our workplace travel plan.

We are also composting an estimated metric ton of organic waste from our office every year!



51. Jane Schaedel greeting Committee member Peter Doyle

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At the end of the reporting year, our receptionist Jane Schaedel retired, after a presentation at one of our all-staff open meetings (which we hold every three months). A familiar and welcoming face to regular JNCC visitors over the years, Jane said, "I have enjoyed my years at JNCC, you could not ask to work with a more interesting – and dedicated – bunch of people!"

Contracts, papers and publications

Authors who are not JNCC Support Co staff are shown in square brackets.

Books published by JNCC

Annual Report 2004/2005
JNCC, Peterborough, 2005.

J Battersby
UK mammals: Species status and population trends. First report by the Tracking Mammals Partnership
JNCC, Peterborough, 2005.

[FA Dipper], CM Johnston
Marine Nature Conservation Review Sectors 15 and 3 – Sealochs in north-west Scotland: area summaries. Coast and seas of the United Kingdom, MNCR Series
JNCC, Peterborough, 2005.

[C Duigan, W Kovach, M Palmer]
Vegetation communities of British lakes: a revised classification
JNCC, Peterborough, 2006.

RA Mavor, M Parsons, [M Heuback, S Schmitt]
Seabird numbers and breeding success in Britain and Ireland, 2004
JNCC, Peterborough, 2005.

[JS Rodwell]
National Vegetation Classification users' handbook
JNCC, Peterborough, 2006.

GCR volumes

[M] Benton, E Cook, JJ Hooker]
Mesozoic and Tertiary fossil mammals and birds of Great Britain
GCR Series No. 32, JNCC, Peterborough, 2005.

JNCC Report Series

CA McSorley, A Webb, BJ Dean, JB Reid
UK inshore Special Protection Areas: a methodological evaluation of site selection and definition of the extent of an interest feature using line transect data
JNCC Report 344, Peterborough, 2005.

BJ Dean, A Webb, CA McSorley, JB Reid
Surveillance of wintering seaduck, divers and grebes in UK inshore areas: Aerial surveys 2002/03
JNCC Report 345, Peterborough, 2005.

[RF Shore, HM Malcolm, CL Wienburg, LA Walker, A Turk, JA Horne]
Wildlife and pollution: 2000/01 annual report
JNCC Report 351, Peterborough, 2005.

[RF Shore, HM Malcolm, CL Wienburg, LA Walker, A Turk, JA Horne]
Wildlife and pollution: 2001/02 annual report
JNCC Report 352, Peterborough, 2005.

[RF Shore, D Osborne, CL Wienburg, TM Sparks, R Broughton, R Wadsworth]
Potential modifications to the Predatory Bird Monitoring Scheme (PBMS): second report
JNCC Report 353, Peterborough, 2005.

[RL Swann]
Canna seabird studies 2003
JNCC Report 361, Peterborough, 2005.

[LJ Wilson, S Wanless, MP Harris, G Jones]
Isle of May seabird studies in 2003
JNCC Report 362, Peterborough, 2005.

[SC Jarvis, NV Proctor, WA Musk]
Rapid assessment of macroinvertebrate samples
JNCC Report 363, Peterborough, 2005.

[W Morgan-Jones, JS Poole, R Goodall]
Characterisation of hydrological protection zones at the margins of designated lowland raised peat bog sites
JNCC Report 365, Peterborough, 2005

[E] Milton, PD Hughes, K Anderson, J Schulz, R Lindsay, SB Kelday, CT Hill]
Remote sensing of bog surfaces
JNCC Report 366, Peterborough, 2005

[J Moore, F Bunker]
Development of methods for monitoring subtidal biotope extent using remote video: A report for the UK Marine SACs Project
JNCC Report 369, Peterborough, 2005.

[K Varnham]
Non-native species in UK Overseas Territories: a review
JNCC Report 372, Peterborough, 2005.
Published online with accompanying database of non-native species occurring in the UK Overseas Territories. www.jncc.gov.uk/page-3634.

[MP Harris, S Wanless, S Murray, E Mackley]
Isle of May seabird studies in 2004
JNCC Report 375, Peterborough, 2005.

[RL Swann]
Canna seabird studies 2004
JNCC Report 376, Peterborough, 2006.

UNEP-WCMC
Checklist of herpetofauna listed in the CITES appendices and in EC Regulation No. 338/97, 10th edition, JNCC Report 378,
Peterborough, 2005.

UNEP-WCMC
Checklist of fish and invertebrates listed in the CITES appendices and in EC Regulation No. 338/97, 7th edition, JNCC Report 379,
Peterborough, 2005.

UNEP-WCMC
Checklist of mammals listed in the CITES appendices and in EC Regulation No. 338/97, 7th edition, JNCC Report 380,
Peterborough, 2005.

UNEP-WCMC
Checklist of birds listed in the CITES appendices and in EC Regulation No. 338/97, 8th edition
JNCC Report 381, Peterborough, 2005.

[S] Falk, PJ Chandler]
A review of the scarce and threatened flies of Great Britain, Part 2: Nematocera and Aschiza
Species Status 2, JNCC, Peterborough, 2005.

[S] Falk, R Crossley]
A review of the scarce and threatened flies of Great Britain, Part 3: Empidoidea
Species Status 3, JNCC, Peterborough, 2005.

CM Cheffings, [L Farrell] (Eds)
The vascular plant Red Data List for Great Britain
Species Status 7, JNCC, Peterborough, 2005.

Key new JNCC website publications

Further to existing guidance published on the JNCC website the following were added in the reporting year:

Common Standards Monitoring guidance for upland habitats
www.jncc.gov.uk/page-2237

Common Standards Monitoring guidance for freshwater habitats and species
www.jncc.gov.uk/page-2232

Common Standards Monitoring guidance for freshwater fauna
www.jncc.gov.uk/page-3514

Common Standards Monitoring guidance for bryophytes and lichens
www.jncc.gov.uk/page-2231

Common Standards Monitoring guidance for marine mammals
www.jncc.gov.uk/page-2228

Other new web-based JNCC publications include

Conservation designations for UK taxa [A collation of the conservation status of species in terms of rarity, threats and legal protection]
www.jncc.gov.uk/page-3408

Wildlife and Countryside Act (1981) [Original text of the Act published, as it was unavailable anywhere else] www.jncc.gov.uk/page-3614

Other JNCC publications/Publications involving JNCC staff

Caring for our uplands: delivering the UK Upland Habitat Action Plans [A4 leaflet]. JNCC, Peterborough, 2005.

D Mortimer

The Ecosystem Approach – experiences from the UK. [A5 booklet], JNCC, Peterborough, 2006.

[J Larwood], E Durham

Involving people in geodiversity. [A4 booklet], JNCC, Peterborough, 2005.

[Kate Willis, Liz Cook, Jane Dodd]

Marine aliens. [Folded A3 leaflet describing the project reporting introduced species in Britain], Revised reprint by JNCC, Peterborough for JNCC, SNH and Esmée Fairburn Foundation, 2005.

[DBA Thompson, MF Price, CA Galbraith] (Eds)

Mountains of Northern Europe: conservation, management, people and nature. The Stationery Office, Edinburgh, 2005.

Nature News, Corporate magazine. [Two A4-sized editions (issues 11 and 12)], JNCC, Peterborough, 2005.

[J Latham, H Miller,] EP Mountford, [K] Kirby, F Ioras]

Protected Forest Areas in Europe – Analysis and Harmonisation (PROFOR), Country Report – United Kingdom. Description of the historical background that has led to the development of particular national Protected Forest Area frameworks. In Cost Action E27, Protected Forest Areas in Europe – Analysis and Harmonisation (PROFOR): Reports of Signatory States, Federal Research and Training Centre for Forests, Natural Hazards and Landscape (BFW), 2005.

Securing the requirements of the Habitats, Birds and Water Framework Directives through existing European funding measures. LUPG (www.lupg.org.uk), 2006.

Sustainable development: a necessity not a choice. A pre-condition for European growth and competitiveness. [Fold-out A4 leaflet], JNCC, Peterborough, for the Countryside Agency, Countryside Council for Wales, English Nature and Scottish Natural Heritage, 2006.

UK mammals: Species status and population trends. Information for volunteers on the first report by the Tracking Mammals Partnership. [A5 booklet], JNCC, Peterborough, for the Tracking Mammals Partnership, 2005.

MESH (Mapping European Seabed Habitats).

Unified maps for marine management. [Folded A4 leaflet], JNCC, Peterborough for 12 partners [see www.searchmesh.net], 2005.

[GC Boere, CA Galbraith], DA Stroud (Eds)

Waterbirds around the world, 3–8 April 2004, Edinburgh, UK, summary report, Wetlands International, 2006.

UK Butterfly Monitoring Scheme publications

[RLH Dennis, T Shreeve, H Arnold, DB Roy] (2005).

Does diet breadth control herbivorous insect distribution size? Life history and resource outlets for specialist butterflies. *Journal of Insect Conservation*, **9**, 187–200.

[RLH Dennis, TG Shreeve, N Isaac, DB Roy, PB Hardy, R Fox, J Asher] (2006).

The effects of visual apparency on bias in butterfly recording and monitoring. *Biological Conservation*, **128**, 486–92.

[T Brereton, DB Roy, JN Greatorex-Davies] (2006).

The contribution to conservation and ecology of butterfly-monitoring in the UK. *British Wildlife*, **17**, 162–70.

[R Fox, J Asher, T Brereton, DB Roy, M Warren] (2006). **The state of Butterflies in Britain and Ireland.** Pisces Publications, 112 pp.

[AR Westgarth-Smith, SAG Leroy, PEF Collins] (2005). **North Atlantic Oscillations and UK butterfly populations.** *Biologist*, **52**, 273–6.

[AR Westgarth-Smith, SAG Leroy, PEF Collins, DB Roy] (2005).

Mechanisms for the control of UK butterfly abundance by the North Atlantic Oscillation. *Antenna*, **29**, 257–66.

[AR Westgarth-Smith, SAG Leroy, PEF Collins, DB Roy] (2005).

The North Atlantic Oscillation and UK butterfly cycles, pigmentation, morphology, behaviour and conservation. *Antenna*, **29**, 186–96.

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