

GETTING READY FOR AN IMET ASSESSMENT

Short guide for protected and conserved area managers



Photo 1 - An IMET assessment in Benin (photo: Aristide Tehou)

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1 What is IMET?

The Integrated Management Effectiveness Tool (IMET) is a decision-support tool intended to develop the planning-monitoring-evaluation process to improve protected areas (PA) management effectiveness. It is suitable for all PAs, regardless of their management and governance category. IMET is a computer application that can be downloaded for free, installed on a PC and used without an Internet connection.

IMET collects, organizes, and visualizes PA data to facilitate analysis and guide decision-making for the planning, management and organization of operations. It includes several forms which organize data from many sources: management documents, research reports, digital observatories, and personal knowledge of PA stakeholders such as management teams, scientists, and community members.

1.1 IMET Content

IMET is divided into three interconnected modules:

- **The intervention context module** collects basic information, gives an in-depth understanding of the context and allows the identification priority elements for the management. Completing this part correctly can constitute a detailed monograph of the PA.
- **The management assessment module** analyzes management effectiveness through six elements : context, planning, inputs, process, outputs and outcomes, which correspond to the PAME Framework of the WCPA.
- **The analysis report** allows the compilation of the IMET assessment in a standardized report form, with graphs of IMET results, additional analyses, and main recommendations. The format is designed for decision-makers.

1.2 Download and Install

You can download IMET at <https://rris.biopama.org/pame/tools>

Installation Note: https://rris.biopama.org/sites/default/files/imet/2021-06-15%20IMET%202-2_Installation_Note.pdf

▲ Make sure your IMET works in your computer before the assessment starts

2 How is the IMET assessment organized?

2.1 Typical program of an IMET assessment

DAY 1

- Introduction: objectives of the mission, steps taken,
- General methodology
- Review of pre-filling
- Intervention context

DAY 2

- Management context
- Planning
- Inputs
- Process
- Results

DAY 3

- Outputs and outcomes
- Analysis of the results,
- Formulation of management improvement proposals
- Next steps

For a first-time assessment, a short training on Protected Area Management Effectiveness concepts is encouraged before doing the assessment. Pre-filling of some sections of Intervention Context is also very much encouraged.

2.2 Coaches

To maximize objectivity and participation, IMET coaches accompany the IMET assessment. They are PA professionals trained in the use of IMET, facilitation and results analysis. Rather than being auditors, IMET coaches act more as facilitators, analysts, and trainers. The coach can intervene at three levels:

- at site or PA level, by building the planning – monitoring – evaluation capacities of PA teams and institutions via the IMET tool;
- at national level, by ensuring the link between the interventions, the results of the multiple PAs and the national recommendations;
- as a link with the regional observatories of PA or other regional initiatives.

3 What to prepare before the IMET assessment?

3.1 Inform and invite key stakeholders to participate in the assessment

Ideally between 10-15 participants that are directly involved in the daily management of the PA. Depending on the management categories you will decide if local populations will be heavily represented. Local stakeholders and partners of the PAs should be invited too.

3.2 Logistics and Budget

Here is a checklist to consider while planning for the assessment



Budget

- ✓ Participants' transportation and accommodations
- ✓ Food during assessment
- ✓ Venue rental
- ✓ Coaches' expenses
- ✓ Results presentation workshop (optional)














Logistics

- ✓ Projector
- ✓ 2 laptops
- ✓ Air-conditioning, well-ventilated room

3.3 Gather PA management information and data

Below is the list of data and information to be collected. Icon  indicates questions that should be pre-populated and  questions that require specific information to be answered.

MODULE 1 : CONTEXT OF INTERVENTION

CTX 1.	General information about the protected area	CTX 4.	Key elements : chosen as indicators and require monitoring overtime
CTX 1.0	Assessment participants	 CTX 4.1	Animal species
 CTX 1.1	Basic data	 CTX 4.2	Plant species
 CTX 1.2	Governance and partnership	 CTX 4.3.1	Ecosystem and habitats
 CTX 1.3	Special designations	 CTX 4.3.2	Marine habitats
 CTX 1.4	Membership to a network	 CTX 4.4	Management of land cover, use and occupation
 CTX 1.5	Vision - mission - objectives		
 CTX 1.6	References of various contexts		
CTX 2.	Areas, boundaries and shape index, level of control	CTX 5.	Pressures and threats
 CTX 2.1	Localisation	CTX 5.1	Pressures and threats
 CTX 2.2	Surface area		

▲ CTX 2.3	Area domination of the sectors
★ CTX 2.4	Baseline territorial context
CTX 3.	Human, financial and material resources
★ CTX 3.1.1	Protected area staff
★ CTX 3.1.2	Partner staff
▲ CTX 3.1.3	Community staff
▲ CTX 3.2.1	Budget and management costs
▲ CTX 3.2.2	Available budget
★ CTX 3.2.3	Annual Budget items
★ CTX 3.2.4	Contribution of partners
★ CTX 3.3	Infrastructure, equipment, and facilities

CTX 6.	Climate change
▲ CTX 6.1	Key elements affected by climate change
CTX 7	Ecosystem services
CTX 7.1	Ecosystem services, importance and dependence of communities / society

MODULE 2 : EVALUATION OF MANAGEMENT EFFECTIVENESS

Management context

C1	Value and importance (V&I)
C1.1	(V&I) Special Designations
C1.2	(V&I) Key species
C1.3	(V&I) Terrestrial and marine habitats
C1.4	(V&I) Climate change
C1.5	(V&I) Ecosystem Services
C2	External constraints or supports
C3	Threats

Planning

P1	Adequacy of legal and regulatory provisions
P2	Design and layout
P3	Protected area demarcation
P4	Management plan
P5	Work / action plan
P6	Objectives of the protected area

Inputs

I1	Basic information
I2	Staff
I3	Current budget
I4	Securing future funding
I5	Infrastructure, equipment, and facilities

Process

Internal management systems and processes

PR1	Staff capacities and training
PR2	Human resources management policies and procedures
PR3	Work conditions and staff motivation
PR4	Management orientation
PR5	Budget and financial management
PR6	Maintenance of infrastructure, equipment and facilities

Protection and management

PR7	Managing values and key elements
PR8	Ranger patrols management
PR9	Intelligence, Investigations, and Legal Actions

Relationships with stakeholders

PR10	Cooperation with stakeholders
PR11	Benefits for local communities
PR12	Environmental education and public awareness

Tourism management

PR13	Management of visitors facilities and services
PR14	Managing of visitors impacts

Monitoring and research

PR15	Systems for monitoring natural and cultural resources
PR16	Research and long-term ecological monitoring

Managing adaptation to climate change and ecosystem services

PR17	Management to adaptation to climate change
PR18	Ecosystem services management

Results (outputs)

O/P1	Implementation of the work/action plan
▲ O/P2	Outputs achievements of the work/action plan
▲ O/P3	Area domination

Effects and impacts (outcomes)

▲ O/C1	Achievement of long-term conservation objectives of the management plan
▲ O/C2	Conditions and trends of the key elements of the protected area
▲ O/C3	Effects on the quality of life of local stakeholders

4 After an IMET Assessment

- **Secure your analysis in the IMET Analysis Report**
Very often, the IMET Analysis Report is still incomplete after the 3-day assessment. The management team, with the support of the coaches if needed, can take one day to go through the results to build stronger recommendations.
- **Share your results:** A workshop for presenting the IMET results to PA authorities and key partners is very much encouraged. This session can be very helpful to leverage support for the PA, and buy-in of the importance of PAME processes.
Update the global database on PAME and PA regional observatories about your assessment.
- **Build on stakeholders' engagement** to increase visibility, develop new partnerships and collaborations. An IMET assessment is a powerful communication opportunity!



Photo 2 – An IMET Assessment in Kibira, Burundi (photo: Léonidas Nzigiympa)