



Welcome

Welcome to this first edition of *Schedule 1 Update*. As part of our strategy to improve communication to Schedule 1 holders this will be an occasional publication letting you know what is going on with Schedule 1 permitting.

Topics will focus on top tips and seasonal reminders and will include topics you are talking to us about. This first edition deals with reporting for 2014 and renewals for 2015.

A copy of this document and all of the information you need to report, renew or apply for a Schedule 1 permit can be found on the BTO website at www.bto.org/schedule1.

Please send any queries or comments about the contents of this update to: ringing.schedule1@bto.org.

Jez Blackburn
Licensing & Sales Manager

Reporting for 2014

By now we hope that you will have submitted most of your records to the Nest Record Scheme. As we told you earlier in 2014 the Nest Record Scheme can now take details of any nest:

- for which you have at least one visit and were able to count eggs and/or chicks
- which you are sure eggs were laid in but were not able to count eggs or chicks
- where building activity occurred but no eggs were laid
- which had already finished/failed when you found it

In addition you can also record sites where:

- adults were present but you did not find evidence of a nest
- birds have bred in previous years but which was apparently unoccupied or was occupied by another species
- birds have bred in previous years but you did not visit so do not know whether breeding occurred or not.

You are only required to record empty sites for Schedule 1 species of specific interest to the Rare Breeding Birds Panel which **excludes**: Leach's Petrel, Red Kite, Barn Owl, Kingfisher, Crested Tit, Woodlark and Crossbill. We also encourage recording of empty sites of non-schedule 1 species on the RBBP list which can be found at www.rbbp.org.uk.

If you can not submit electronic records a supply of nest record cards can be obtained from nrs@bto.org.

You only need to submit a Schedule 1 report form if you have chosen not to submit a nest record. You can report making no visits on the renewal form.

Renewing for 2015

Information on renewing for 2015 is now available on the BTO website at www.bto.org/schedule1. Choose the orange button for the country you are renewing in and then choose the orange button for reporting and renewal.

A successful and quick renewal is best achieved by:

- Reporting all nests you have visited via the nest records scheme (or relevant Raptor Study Group in Scotland) along with any empty sites for species on the RBBP list (see above). Make sure that you have reported something for every species and county/area combination.
- Completing the renewal form fully. In particular for 2015:
 - Make sure you have indicated how you have reported on each species/area combination on your 2014 permit – **missing a species/area combination is the most common mistake**
 - Make any changes, additions or removals clear.
 - If you are not a ringer include your postal and email address.
 - Include the postal and email address for all Accredited Agents who are not ringers.

We will be processing renewal applications in order of submission. If your permit includes early nesting species (those where you will start visits before March) you should aim to get your renewal in by end November. All others should be submitted before Christmas to guarantee receipt before end February.

Accredited Agents for 2015

To ensure that fieldworkers are legal, to increase the flexibility with which permit holders can use accredited agents and so that we can improve communication to everyone involved with Schedule 1 permits we will be changing the way in which accredited agents are covered on BTO Schedule 1 permits. This is a big administrative change at the BTO so will be done in several stages over the next two permit years – it is not be a big change for most individual permit holders. To achieve this we will:

- 1) Be asking those permit holders who currently have Accredited Agents “as appointed by the licensee” for a list of these agents as part of the renewal process for 2015.
- 2) We will ask for the postal and email address of all permit holders and accredited agents who are not ringers as part of the renewal process for 2015. Individual records for these individuals will be set up over the course of 2015 and they will be added to a Schedule 1 mailing list. Ringers (for whom we already have postal and email addresses) who are accredited agents will also be added to this mailing list.
- 3) We will move to naming accredited agents of the permit holder rather than identifying them against each species/area combinations. It will be the permit holder’s responsibility (as now) to be clear on what species each accredited agent is monitoring and what area they are covering. For 2015 renewals this will be done for those permit holders who currently have accredited agents “as appointed by the licensee” plus anyone making big changes to their appointed agents. Everyone else will be changed over the next 18 months so that 2016 permits will all have the same format.

Full information will be sent as you are effected.

Schedule 1 Contacts

Jez Blackburn is the main contact. In Jez’s absence Allison Kew will deal with queries. Jane Waters can send copies of mislaid Schedule 1 permits but can not process upgrades.

Please use the ringing.schedule1@bto.org addresses whenever possible.