

**COORDINATED AGENDA FOR MARINE, ENVIRONMENT AND RURAL AFFAIRS
SCIENCE BOARD**

2nd BOARD MEETING

Wednesday 28 October 2009 - Room 449, Pentland House

MINUTE OF MEETING

Present:

Sue Walker (Chair)
David Pirie (Scottish Environment Protection Agency)
Ian Bainbridge (Scottish Natural Heritage) from Item 7.
Antje Branding (Environment Directorate, Scottish Government)
Gerry Selkirk (Rural Directorate, Scottish Government)
Ron Stagg (RERAD, Scottish Government) until Item 8.
Katy McNeil (Deer Commission Scotland)
Maggie Gill (RERAD, Scottish Government)
Martyn Cox (Marine Scotland, Scottish Government)
Gordon Machray (SASA, Scottish Government)
Anna Whyte (Food Standards Agency Scotland)
Charlotte Maltin (Quality Meat Scotland)
Roger Coppock (Forestry Commission Scotland) – Observer
Richard Allan (Scottish Water) - Observer
Kevin Rae (CAMERAS Secretariat)

Apologies:

James Curran (Scottish Environment Protection Agency)
Robin Cook (Marine Scotland Science, Scottish Government)
Rebekah Widdowfield (RERAD, Scottish Government)
Nick Halfhide (Deer Commission Scotland)

1. Welcome and introductions

SW welcomed the group to the 2nd CAMERAS Board meeting. Two new board members were introduced. Anna Whyte of Food Standards Agency Scotland and Charlotte Maltin of Quality Meat Scotland. Two observers were also in attendance: Roger Coppock of Forestry Commission Scotland and Richard Allan of Scottish Water.

Apologies were received from James Curran, Robin Cook, Rebekah Widdowfield and Nick Halfhide.

2. Actions arising from last meeting

The minutes of the last meeting were agreed and MG asked that the apologies were updated to reflect those received from Martyn Cox and Gordon Machray.

KR provided an update on actions arising from the last meeting of the Board (see annex).

SW informed the Board that since the last meeting Linda Saunderson had retired. She expressed her gratitude for all the work that Linda has done to get CAMERAS to this point and asked for this to be recorded and fed back to Linda.

3. Membership and links to other organisations.

The Board's interaction with organisations who may have an interest in CAMERAS but who are not members, such as local authorities and National Parks Authorities (NPAs) and Local Authorities was discussed. SW asked for volunteers to act as point of contact for such organisations, liaising with them and providing them with CAMERAS updates.

AB volunteered to feed information through an existing group, the Scottish Pollution Control Coordination Committee, which brings together Local Authorities, SEPA, Health Protection Scotland, REHIS and SG. CM volunteered to disseminate information through the Quality Meat Scotland Beef and Lamb forum. GS explained that Rural policy has existing connections with the NPAs and other SEARS partners and offered to disseminate information through these routes.

AP1 – Board members who wish to volunteer to act as liaison with other organisations to inform KR.

It was suggested that it would be useful to map these connections and KR was asked to gather the information and produce a network diagram. MG suggested that once this is produced gaps could be identified.

AP2 – KR to gather connections information and produce a network diagram, by next meeting.

The status of papers for this meeting and whether they could be share with a wider audience was discussed. MG did not feel that there would be any difficulties arising from sharing the meeting papers with a wider audience. SW suggested that if organisations had sensitivities over certain items these could be marked up eg papers marked as confidential.

4. CAMERAS Partner Activity Alignment Maps

MG presented the draft CAMERAS Partner Activity Alignment maps to the Board and thanked members for providing the information. She explained that the maps would be used to identify activity gaps and suggested that organisations might find them useful when refreshing science strategies. Members we invited to provide suggestions as to how Board might use these tools in the future.

It was suggested that it would be useful to identify areas that are gaps but where no action is necessary. RS felt that the map would be a useful tool for production of the Rural and Environment strategy but that it may first require disaggregation.

AP3 – KR to send map template to FCS and Scottish Water to allow them to map their activity. SEPA would provide their information.

GM noted that SASA carried out scientific activity in relation to wildlife crime that supported the delivery of some of the Safer and Stronger National Outcomes and questioned their inclusion in the map. GM reiterated that the map should be viewed as a living document and that other National Outcomes should be added.

AP4 – KR would distribute an updated version including all outcomes and members should send any final modifications of activity map to KR by mid December.

AP5 – KR to circulate updated partner activity map before next meeting to allow discussion.

SW noted that CAMERAS is already pursuing a co-ordinated agenda for applied and strategic science and that the Board should consider initiating consideration of a co-ordinated agenda for monitoring, bearing in mind the extensive monitoring undertaken by CAMERAS partners. There was support for considering this and DP agreed to instigate a meeting with CAMERAS partners to discuss how this might be taken forward with a view to reporting back to the next CAMERAS Board meeting. DP mentioned that SEPA had produced an internal paper on monitoring, which he offered to circulate to the group; however, he provided a health warning that the paper is very much a SEPA view of things.

AP6 – DP to instigate discussions on how a co-ordinated agenda for monitoring could be taken forward with a report back to the next CAMERAS Board..

AP7 – DP to circulate SEPA monitoring paper to group.

RS stressed the importance of how we take into account, and build upon, exiting activity/groups and the interaction of Earth Observations Framework (EOF). He offered to circulate an EOF web-link to the Group.

AP8 – RS to circulate EOF web link to Board members.

AP9 – KR to ensure that Partner Activity Map is reviewed at every other CAMERAS Board meeting.

5. The CAMERAS Statement and Action Plan

MG presented the CAMERAS statement document to the group. She explained that it should be viewed as a historic document, produced by the original CAMERAS members, and was the output from the consultation process. SW suggested that prior to web publication a short introduction should be added and that the next stage should be to produce an easy-read, 1-2 page, A4 document that was forward looking and linked to business use. MG agreed with this approach and asked for a volunteer to take the lead on drafting the short paper. DP suggested that SEPA might be able to take this on.

AP10 – The CAMERAS statement with minor modifications to be published on the SG website.

AP11 – SEPA to lead on the production of a short CAMERAS paper which would explain to policy makers and policy implementers what CAMERAS is about and have more of a forward look than the CAMERAS statement. This to be circulated for comment in advance of the next board meeting.

On review for the CAMERAS landscape diagram, there was a question of where CAMERAS sat in relation to the two science strategies. MG provided an explanation of the CAMERAS landscape and how it sits with Policy and Science Alignment Board (PSB) – a Board which looks at science across the SG. She explained that the role of the CAMERAS Board is alignment, ensuring that things don't fall between the two strategies and making sure that the strategies contribute to all of the key customers.

The CAMERAS action/implementation plan was discussed. MG explained that CAMERAS will not produce a strategy, as its purpose is to align the strategies of member organisations. She suggested that some of the CAMERAS outputs will be: the CAMERAS science conference; refreshes of Members strategies; and the finalised Partner Activity Map tool, etc. This means that there is a need to get timelines for members strategies refreshes to allow feeding into action plan. RC sees no problem with this with regards to FCS and their science strategy, which is being refreshed next year.

SW stressed that the action plan is a live document and will merit discussion as a standing item at each future Board meeting.

AP12 – KR to add CAMERAS Action Plan review standing item to future agenda.

6. Scottish Representation on UK Committees

MG presented a paper on Scottish Representation on UK Committees to the Board and asked if they felt it was a good idea to co-ordinate the representation on these committees i.e. a single CAMERAS member attending meetings and providing light touch feedback to Board members.

There were questions around what type of committees should be on the list and what should the criteria be for appearing on the list. MG suggested that if members felt that a group was relevant to CAMERAS, it should be added to the list, with the group type limited to science and monitoring.

It was agreed that a mapping exercise would be useful to show scale and the potential benefits. KR volunteered to gather this information from members.

AP13 – KR to send out template containing fields for meetings/committees and whether the input would be sharing info or co-representation.

AP14 - Members to return completed template to KR by end of November 2009..

7. Science strategy updates

RS provided a progress update on the Rural and Environment Science Strategy, presented a revised Project Initiation Document and asked the Board to note and endorse this document. He explained that some horizon scanning was taking place as part of this process.

At this point Ian Bainbridge joined the meeting.

RS also provided brief update on the Marine strategy on behalf of Robin Cook. That group had met twice and have broad agreement on how they are taking forward.

RS noted that the two groups have two differing approaches to Freshwater. Therefore, the intention is that each strategy group will develop a freshwater side and these will be coordinated across CAMERAS. MSS will also field a member from Freshwater Lab to sit on the Rural and Environment Strategy group.

MG explained that the name change to Rural and Environment strategy reflected a discussion at PSB where John Mason and Peter Russell agreed to sign off that strategy, an approach which mirrored Mike Neilson's approach with the Marine strategy.

8. CAMERAS Conference update

KR informed the Board the tendering exercise for an organisation to organise the CAMERAS conference was complete, with SNIFFER coming out as the successful bidder. It was reiterated that 13-14 January 2010 had been set as the provisional date for the conference.

MG presented a discussion paper on the conference to the group and the group discussed potential topics for the event. It was agreed that the target audience for the event should be defined - MG felt that it would be good to attract policy colleagues to the event and saw the scale of the event to be around 100 attendees each day. An organising committee consisting of individuals from member organisations would be established and work with SNIFFER. Members were asked to nominate someone, preferably with the ability to think strategically, to sit on the committee, It is important that the themes of the conference are carefully chosen to be appetising to the target audience of policy makers and implementers and would allow interaction with scientists.

AP15 – Members to provide names to KR of individuals to sit on organising committee, by end of next week.

At this point Ron Stagg left the meeting.

9. Date of future meetings

The draft list of future meetings was discussed and no objections were raised. The next meeting to be held on 14th January in conjunction with the conference.

10. AOB

GS asked whether CAMERAS Board papers would be published on a website. MG asked KR to look into establishing a CAMERAS website and take this forward.

AP16 – KR to set up a CAMERAS website to allow publication of papers and other relevant information for and from CAMERAS partners.

MG informed the group that the Rural Land Use summit was taking place at the beginning of November in Inverness and gave open invite to members if they wish to attend.

Future agenda items:

DP suggested the Audit Scotland environmental report.

AP17 - MG to invite Steve Albon to give presentation to national ecosystem assessment to group.

Agreed Actions

	Action	Responsibility	Timescale
AP1	Board member who with to volunteer to liaise with other organisations to inform KR.	Board Members	End Dec 2009
AP2	Gather connections information and produce a network diagram, by next meeting.	Kevin Rae	End Dec 2009
AP3	KR to send map to FCS and Scottish Water to allow them to map their activity.	Kevin Rae	Cleared
AP4	Final editions of activity map to be sent to KR by the next meeting.	Board Members	End Dec 2009
AP5	Circulate updated partner activity map before next meeting to allow discussion.	Kevin Rae	January 2010
AP6	Draft paper on Scotland's strategic long term monitoring for next CAMERAS board meeting.	David Pirie	End Dec 2009
AP7	Circulate SEPA monitoring paper to group.	David Pirie	End Dec 2009
AP8	Circulate EOF web link to Board members.	Ron Stagg	End Dec 2009
AP9	Partner Activity Map to be reviewed every second CAMERAS Board meeting – add to Agenda.	Kevin Rae	Ongoing
AP10	The CAMERAS statement with minor modifications to be published on the SG website.	Kevin Rae	End Dec 2009
AP11	SEPA to lead on the production of a short CAMERAS forward looking paper to be produced in advance of the next board meeting.	David Pirie	End Dec 2009
AP12	Add CAMERAS Action Plan review standing item to future agenda.	Kevin Rae	Ongoing
AP13	Send out template containing fields for meetings/committees and whether the input would be sharing info or co-representation.	Kevin Rae	Cleared
AP14	Members to return completed template to KR by end of November 2009..	Board Members	End Nov 2009
AP15	Members to provide names to KR of individuals to sit on CAMERAS Conference organising committee, by end of next week.	Board Members	6 Nov 2009
AP16	KR to set up as CAMERAS website.	Kevin Rae	End Dec 2009
AP17	Invite Steve Albon to give presentation to national ecosystem assessment to group.	Maggie Gill	End Dec 2009

Ongoing Actions from Previous Meetings

Original Action	Updated Action	Responsibility
Full report of CAMERAS consultation to be circulated to the Board	Circulate link to CAMERAS consultation report to Board members	Kevin Rae

ANNEX**CAMERAS Actions from 1st Board Meeting – 27 July 2009**

	Action	Responsibility	Timescale	Status
AP1	Updated Terms of Reference to be circulated to Board members along with the minutes of the meeting.	Kevin Rae	End of August 2009	Cleared
AP2	QMS to be invited to next CAMERAS Board meeting and FCS and FSAS to be approached.	Maggie Gill	For next meeting (Oct 2009)	Cleared
AP3	Consider the other organisations who may have an interest with CAMERAS and how they might be linked to CAMERAS	Maggie Gill	For next meeting (Oct 2009)	Cleared
AP4	Outcomes diagram to be updated to reflect National Performance Framework and outline framework circulated to organisations to populate scale they contribute to Outcomes.	Maggie Gill/Kevin Rae	For next meeting (Oct 2009)	Cleared – see agenda item 4 - Partner Activity Map
AP5	Draw up a brief paper to consider the CAMERAS governance structure.	Kevin Rae	For next meeting (Oct 2009)	Cleared – see CAMERAS Landscape Diagram
AP6	A collation of horizon scanning activity within the CAMERAS organisations to be organised and a brief paper on horizon scanning to be presented at the next meeting.	Ron Stagg	For next meeting (Oct 2009)	Ongoing – covered by Ron on Agenda Item 7 Science Strategy Update
AP7	Full report of CAMERAS consultation to be circulated to the Board	Linda Saunderson	For next meeting (Oct 2009)	Ongoing – link to consultation report will be emails to members.
AP8	Statement on purpose of CAMERAS and guidance on issues to circulate to Board members	Linda Saunderson	For next meeting (Oct 2009)	Cleared – see agenda item 5
AP9	Provide a paper to board to guide the development of the next CAMERAS implementation plan.	Linda Saunderson	For next meeting (Oct 2009)	Ongoing - - see agenda item 5
AP10	Project Initiation Document for Land-based science strategy operational group to be circulated to members along with email seeking participants for the group.	Ron Stagg	Mid August 2009	Cleared – see agenda item 7
AP11	Invite Board members to identify volunteers to take part in assessment of CAMERAS conference and knowledge exchange tenders.	Kevin Rae	For next meeting (Oct 2009)	Cleared
AP12	Dates to be identified for following	Kevin Rae	For next	Cleared – see agenda

	CAMERAS Board meetings and circulated to members.		meeting (Oct 2009)	item 9
AP13	Electronic copies of papers from this meeting along with a list of CAMERAS Board members to be circulated to the Board.	Kevin Rae	End July 2009.	Cleared