

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

7th BOARD MEETING

Wednesday 27 October 2010 – Saughton House, Edinburgh

MINUTE OF MEETING

Present:

Sue Walker (Chair)

Anna Whyte (Food Standards Agency Scotland)

Charlotte Maltin (Quality Meat Scotland)

Colin Galbraith (RERAD, Scottish Government)

Francis Brewis (Rural and Environment, Scottish Government) – *from item 3*

Gordon Machray (SASA, Scottish Government)

James Curran (Scottish Environment Protection Agency)

Kevin Rae (CAMERAS Secretariat)

Maggie Gill (RERAD, Scottish Government)

Rebekah Widdowfield (RERAD, Scottish Government)

Richard Allan (Scottish Water)

Roger Coppock (Forestry Commission Scotland)

In Attendance:

Avril Davidson (SG, Office of the Chief Scientific Adviser)

Craig Kennedy (Historic Scotland)

Gary Walker (Public Analysts)

Joanna Muse (Scottish Environment Protection Agency)– *until item 4*

Keith McNamara (Perth & Kinross Council)

Kenneth Fowler (Scottish Natural Heritage) – *until item 6*

Steve Browning (Technology Strategy Board) – *until item 4*

Apologies:

Ian Bainbridge (Scottish Natural Heritage)

Bruce Beveridge (Rural and Environment, Scottish Government)

Nick Halfhide (Scottish Natural Heritage)

Robin Cook (Marine Scotland Science, Scottish Government)

Ron Stagg (RERAD, Scottish Government)

1) Welcome and introductions

SW welcomed the group to the seventh meeting of the CAMERAS Board and introduced the visitors and observers.

Apologies were received from Ian Bainbridge, Bruce Beveridge, Nick Halfhide and Robin Cook. In light of Ron Stagg's recent accident, SW asked for the best wishes of the Board for a speedy recovery to be passed on to Ron's family.

2) Minutes of Last Meeting and Actions Arising

The minutes of the 6th Board meeting were agreed.

Actions Arising

KR referred the Board to the actions update paper.

Action Update – *Ascertain the appropriate titles for the CAMERAS 'strategy' documents (Maggie Gill)*

MG informed the Board that, with the exception of the Marine Science Strategy, these documents were not strategies in the traditional sense and suggested that the Board may wish to consider naming them 'CAMERAS Focus papers', e.g. CAMERAS: Focus on Fresh Water Science; CAMERAS: Focus on Rural and Environment Science; CAMERAS: Focus on Scottish Environmental Monitoring.

The Board agreed on this as a naming convention. A discussion took place around the timing for sign off of the Focus documents with the consensus being that the documents should be cleared by the relevant directors and be ready to be signed off at the Board meeting in January. JC felt that this timescale may not be entirely achievable for the Scottish Environmental Monitoring group but confirmed that he would endeavour to meet this deadline.

AP01 - Provide relevant Directors with final draft of Focus document for sign off by mid-December and provide Board with final version for sign off at January meeting (Richard Allan/James Curran/Colin Galbraith)

The look and feel of the Focus documents was discussed and KR explained that the intention was to build upon the visual identity that was beginning to take place since the publication of the booklet and launch of the website. RW reminded the Board that if these are to be public documents, we would be required to engage with Ministers and communication teams at the appropriate time. This was noted.

Action Update - *Pilot single CAMERAS co-ordinated approach for LWEC Partners Board (Maggie Gill)*

MG explained that although this action was ongoing an opportunity has arisen to take a CAMERAS approach to engaging with a UK level, LWEC Water Strategy meeting by RA attending on behalf of CAMERAS. The meeting was chaired by the UK Government Chief Scientific Adviser, Sir John Beddington, and RA fed back that the group, and Sir John, were very interested in the work of CAMERAS and would welcome further information, including early sight of the Focus documents.

AP02 - Provide Sir John Beddington with further information on CAMERAS including a link to the website (Kevin Rae)

AP03 - Provide Sir John Beddington with copies of Focus documents, once cleared by Directors (Kevin Rae)

Science Engagement/Citizen Science

JC provided the Board with an update on the work SEPA has been taking forward around citizen science and volunteer monitoring. He explained that they are promoting three pilot areas and are working with Learning Teaching Scotland to better link in to the Curriculum for Excellence. In his opinion this work has really synergies with the engagement activity being promoted by CAMERAS. With regard to the CAMERAS engagement project being taken forward by SEPA, there was a suggestion that social science support could prove to be beneficial to the project and JC agreed to investigate this further with RW.

AP04 - Discuss social science support for engagement project with Rebekah Widdowfield (James Curran)

3) Technology Strategy Board – SBRI

Stephen Browning gave a presentation to the Board on the SBRI, where he explained that SBRI was a procurement process designed to accelerate technology development through the feasibility and prototyping stages. Stephen also clarified that, despite the name, the scheme was open to more than small businesses, with academia and multi-nationals eligible and he also stated that it was not designed to fund pure research.

MG informed the Board that the Deputy First Minister fully endorsed and supported this initiative and viewed the SBRI as an opportunity as well as a responsibility. MG asked Board members to consider the SBRI in a CAMERAS context and feed any ideas for CAMERAS specific projects suitable for an SBRI approach to KR.

AP05 - Feed any ideas for CAMERAS specific projects suitable for an SBRI approach to Kevin Rae. (Board Members)

Joanna Muse suggested that she would be placed to pull together a paper on how the initiative could be used with regard to environmental monitoring. The Board agreed that this would be useful and JC suggested that it may be worthwhile for CAMERAS to establish a group to fully investigate the potential.

AP06 - Establish CAMERAS group to investigate SBRI potential (James Curran)

AP07 - Produce SBRI environmental monitoring paper for January Board meeting (Joanna Muse)

At this point Stephen Browning and Joanna Muse left the meeting

4) CAMERAS Marketing and Communications

It was decided to take item 5 before item 4

Kenneth Fowler, SNH Head of Information and Communications, provided the Board with information on the communications challenges that were faced during the SEARS project, reflecting that there were lessons learnt that would be of use to CAMERAS. He suggested that, around communications, there three questions that the Board needed to answer:

1. What do you want to say?
2. Who do you want to say it to?
3. How do you want to say it?

With regard to SEARS it was explained that the communication challenge was deciding who they were trying to communicate with. Over time they were able to develop a more co-ordinated approach to media engagement, co-ordinated approach to event presence e.g. stalls at shows and a monthly SEARS news bulletin, which went out to all staff within the organisations.

Kenneth told the Board that one lesson learnt was that there had been a lack of consistency of how SEARS was communicated to staff within the partner organisations.

In his view, CAMERAS partners need to agree upon the key messages and all partners must stick to them. The Board should develop a communication strategy which focuses on the achievable, has a shared vision, defined audience, expresses a division of labour and uses existing communication channels.

5) Communication and Engagement - Update

The Board were referred to the SNIFFER progress report. The Board discussed the suggestion that each organisation appoint a CAMERAS 'Champion' to help co-ordinate information dissemination and gathering within each partner organisation. There was recognition that this role could help to bed in the initiative and free Board members from some of the more routine information and dissemination activity.

AP08 - Contact Board members and discuss requirements around the role of CAMERAS Champion to allow them to identify a suitable candidate within their organisation. (Kevin Rae)

CAMERAS Website

The new CAMERAS website was discussed. RC felt that the site had two main audiences: staff from CAMERAS partner organisations plus other interested parties, such as MRPs staff and academics. In his view this meant that some separation of content would be required over time. It was noted that the Sharepoint site existed for content that was of a purely internal nature and this site is accessible via the website. CM suggested that the website could benefit from some form of forum facility. KR agreed to take these suggestions on board and discuss with SNIFFER

AP09 - Discuss further website development with SNIFFER (Kevin Rae)

Local Authority Single Outcomes Agreement Workshop

CG drew to the attention of the Board the need for a suitable location to hold the Local Authority focused workshop. He explained that although Elgin had been suggested as a suitable location, the time of the year and distance from the central belt did not lend itself hosting a well attended event. On the basis of this, CG suggested that Perth might be a more suitable location. The Board were content with this suggestion.

Annual CAMERAS Conference

CG proposed that 'Communicating Risk and Uncertainty' would be a suitable theme for the March 2011 conference, as this was something that had surface during talks with policy, had relevance to multiple policy areas, and was important to consider with regard to public engagement activity.

The Board were in broad agreement on this as a suitable theme for the conference; however, JC expressed the need for a good event title to attract participants. RW also suggested that the objectives for the conference needed to be clarified. CG explained that the intention was to use SNIFFER to run a workshop designed to develop the conference further and ensure that it meets the needs of stakeholders.

CAMERAS Internal Seminars

The Board were provided with feedback on a number of internal seminars that were recently delivered by CG and KR to Scottish Government staff in Victoria Quay, Saughton House and SASA. These events were designed to provide staff with some background to CAMERAS, inform them of current activity and give them some insight into future activity. The Board were told that CG and KR would be happy to deliver further seminars or provide Board members with a copy of their presentation to allow them to be proactive and deliver the material to their own staff. It was also suggested that Board members may wish to consider delivering presentations to staff from other CAMERAS partner organisations. AW suggested that this was something that MRP staff might also benefit from.

6) Social Science Analytical Capacity

RW asked the Board whether they felt there was any scope for identifying synergies for joining up in-house social science analysis and provided them with a brief outline of her team's work, supporting policy development and delivery. She went on to suggest that currently analytical engagement across partners was often ad-hoc and felt there was a question of how this resource is deployed across organisations and how connections could be operationalised. She also felt there was a question around what can be done over the short/long term to increase collaboration.

RC thought that it would be useful to convene a meeting of relevant partners and offered to provide RW with a lead contact within Forestry Commission Scotland. Anna explained that the Food Standards Agency did not have any analytical capacity in Scotland as it was centred in England.

RW stated that she was happy to take the lead on this and would trawl partners for lead contacts before setting up a meeting and feedback information to KR for inclusion in the Work plan.

AP10 - Trawl partners for analytical lead contact details and set up a meeting to look at analytical capacity (Rebekah Widdowfield)

7) Public Analysts

Keith McNamara, from Perth and Kinross Council, delivered a presentation to the Board on the work of the Public Analyst and provided some background in the activity being taken forward to combine the existing services into a national service. He suggested to the Board that there might be the opportunity to identify synergies across the CAMERAS partners.

JC felt that there were many areas of overlap and said that requirements in the future would bring even more online. Anna agreed that time ahead make this type of joining up important.

RA explained that Scottish Water had recently gone through a similar process of laboratory rationalisation and said that he was happy to share their experiences with the public analysts.

MG raised the point that the MRPs all had labs and felt that as they were now classified as public bodies, with publicly funded equipment that could be used for analysis, they should be thought about as part of any exercise.

It was agreed that Keith and Gary would consider the situation in light of these discussions and arrange a meeting with SEPA and Scottish Water to discuss synergies.

AP11 - Arrange a meeting with SEPA and Scottish Water to discuss synergies between the public analysts and CAMERAS Partners (Keith McNamara)

8) Opportunities to Align Research Commissioning

RC presented his paper to the Board which set out his proposal on how the partnership could begin to align research commissioning.

The Board welcomed the proposal with MG suggesting that they needed to be pragmatic but it was good to show that partner organisations were ahead of the game. CM expressed concern at the idea of dealing with organisations as two groups and felt that a theme based approach was needed to move this forward. JC agreed with MG that this was something that the partnership must take forward and suggested that it should be delegated down to those who commission research within the partner organisations. RC was asked to take this forward to the next stage based on these discussions.

AP12 - Take forward research commissioning alignment activity to the next stage and report back to Board (Roger Coppock)

9) Research Funding Opportunities

CM presented her paper to the Board and explained that the paper only represented a sample of what opportunities are available, covering both the UK and the EU. RW suggested that it may be useful for CAMERAS to begin thinking about engaging with

the UK Research Councils. KR agreed to post the document of the CAMERAS sharepoint site.

10)CAMERAS Skills

GM provided the Board with an update on skills activity. He informed them that the meeting with the Scottish Funding Council (SFC) had yet to take place but he had met with Andy Bishop, from the Office of the Chief Scientific Adviser, who has been able to provide him with information on engaging with the SFC. GM has also written to Mark Batho, head of SFC, and was awaiting a response.

11)AOB

KR informed the Board that the RERAD had recently trialled the production of a CAMERAS partnership letter of support for a NERC Fellowship application. The production of this letter involved canvassing opinions from SG policy, FCS and SNH and it was decided to pull all of this together into a single, CAMERAS branded letter, which was to be send out in MG's name. KR explained that he would send partners an email with a more detail about a possible CAMERAS level process and provide them with a copy of the letter that was produced.

AP13 - Send information to partners on letter of support process and include copy of the letter that was produced (Kevin Rae)

12)Date of future meetings

The next meeting to be held on 26th January 2011 in Saughton House.

7th Meeting of CAMERAS Board - Agreed Actions

	Action	Responsibility	Timescale
AP01	Provide relevant Directors with final draft of Focus document for sign off by mid-December and provide Board with final version for sign off at January meeting	Richard Allan/James Curran/CG Galbraith	26 Jan 2011
AP02	Provide Sir John Beddington with further information on CAMERAS including a link to the website	Kevin Rae	Cleared
AP03	Provide Sir John Beddington with copies of Focus documents, once cleared by Directors	Kevin Rae	January 2011
AP04	Discuss social science support for engagement project with Rebekah Widdowfield	James Curran	26 Jan 2011
AP05	Feed any ideas for CAMERAS specific projects suitable for an SBRI approach to Kevin Rae.	Board Members	26 Jan 2011
AP06	Establish CAMERAS group to investigate SBRI potential	James Curran	26 Jan 2011
AP07	Produce SBRI environmental monitoring paper for January Board meeting	Joanna Muse	12 January 2011
AP08	Contact Board members and discuss requirements around the role of CAMERAS Champion to allow them to identify a suitable candidate within their organisation.	Kevin Rae	30 November 2010
AP09	Discuss further website development with SNIFFER	Kevin Rae	January 2011
AP10	Trawl partners for analytical lead contact details and set up a meeting to look at analytical capacity	Rebekah Widdowfield	Cleared
AP11	Arrange a meeting with SEPA and Scottish Water to discuss synergies between the public analysts and CAMERAS Partners	Keith McNamara	26 Jan 2011
AP12	Take forward research commissioning alignment activity	Roger Coppock	26 Jan 2011
AP13	Send information to partners on letter of support process and include copy of the CAMERAS letter	Kevin Rae	30 November 2010

Ongoing Actions from Previous Meetings

Original Action	Updated Action	Responsibility
Nil		