

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

**11th BOARD MEETING**

**Wednesday 29 June 2011 – Saughton House, Edinburgh**

**MINUTE OF MEETING**

**Present:**

Sue Walker (Chair)

Charlotte Maltin (Quality Meat Scotland) (CMalt)

Colin Moffat (Marine Scotland Science, Scottish Government) (CMoff) - *by telephone*

Francis Brewis (Rural and Environment, Scottish Government)

Ian Bainbridge (Scottish Natural Heritage)

James Curran (Scottish Environment Protection Agency)

Kevin Rae (CAMERAS Secretariat)

Phil Balls (RESAS, Scottish Government)

Rebekah Widdowfield (RESAS, Scottish Government)

Valerie Macniven (Director of RPID, Scottish Government)

**In Attendance:**

Jo Ellis (Forestry Commission Scotland)

Peter Singleton (SEPA) – *until item 06*

**Apologies:**

Anna Whyte (Food Standards Agency Scotland)

Colin Galbraith (RESAS, Scottish Government)

Gordon Machray (SASA, Scottish Government)

Richard Allan (Scottish Water)

Roger Coppock (Forestry Commission)

## 1) Welcome and introductions

SW welcomed the group to the 11th meeting of the CAMERAS Board. Apologies were received from Anna Whyte, Colin Galbraith, Gordon Machray, Richard Allen and Roger Coppock.

SW welcomed Valerie Macniven and Phil Balls to their first Board meeting and thanked Jo Ellis for attending on behalf of Forestry Commission Scotland. Peter Singleton from SEPA was also thanked for attending to provide input for agenda items 4 and 5.

## 2) Minutes of last meeting and actions arising

The minutes of the 10<sup>th</sup> Board meeting were agreed. KR referred the Board to the actions update paper and updates were provided for any outstanding actions

### Actions Arising

**Soils Steering Group (AP06)** – in Roger Coppock's absence, and with a scientific adviser in his command playing a key role in the group, PB was asked to provide an update on the Soils Focus Group for the next Board meeting, given the Board's keenness to progress this area of work.

**AP01** - Provide an update on the Soils Focus Group for the next Board meeting (PB)

**CAMERAS Conference 2012 (AP09 & AP10)** – KR informed the Board that he had identified 11-12 April 2012 as a possible date for the next conference. He went on to explain that this date was during the Edinburgh Science Festival meaning that it could possibly help secure high quality speakers and could allow CAMERAS partners to sponsor relevant events during the actual festival. KR saw this approach as a way to build closer working with the Office of the Chief Scientist and an opportunity to further public engagement work. The Board had mixed views of this suggestion.

The possible theme of the next conference was discussed with 'celebrating scientific success' and 'sustainable cities' being put forward as the two main suggestions.

Through discussion it was agreed that, although there was real merit in investigating some form of sustainable cities event, the theme was not deemed broad enough for the conference. It was suggested that this could be something for SNIFFER to take forward as part of their work programme and may be an area that local authorities had an interest in. VM suggested testing the appetite of local authorities for involvement in such an event before taking this forward and JC was asked to investigate this possibility further and report back to the Board in September.

**AP02** - Investigate viability of a sustainable cities seminar and report back to Board in September (JC)

In relation to the 2012 conference, VM questioned the aims and audience of such an event. It was agreed that until these had been identified discussion around themes would be premature. RW and CM agreed to put some thought into this and circulate to Board member for agreement. Due to time scales it was agreed that this would need to take place well before the next Board meeting (can we put a date of this to ensure it happens in good time?).

**AP03** - Circulate proposal on key purpose and audience for 2012 CAMERAS conference and circulate to Board members for agreement as soon as possible (RW/CM)

VM stressed that due to the current financial climate she was keen for a non-commercial venue to be used for the conference.

**UK Engagement at Senior Level (AP17)** – VM told the Board that, as she understood it, the connections between Defra and RPID were still live; however, she asked Board members to make her aware on an ongoing basis of any issues around engagement with the UK Government.

**Report from the first meeting of the CAMERAS Communication Group** – KR talked to the update paper which had been tabled.

The Board agreed that the group should have a wider remit than simply communications and the feeling was that staff engagement was a critical aspect to the work. With regard to a title for the group the Board members suggested that 'CAMERAS Co-ordination and Engagement Group' would be a more fitting title and that members should be referred to as CAMERAS Co-ordinators. KR explained that the group would meet in advance of each Board meeting and the note of these meetings would be circulated to Board members.

The draft SNIFFER work plan was discussed and Board members were content with the identified activity.

The Board agreed that the focus for the activity of this group should be directed towards staff within CAMERAS partners in an effort to embed the CAMERAS way of working at a more operational level.

**Rural and environment science focus paper** – KR explained that the final text was with policy for sign off and the hope was that this was imminent. SW said that it was her hope that some form of co-ordinated launch for the focus papers could be arranged and asked that the final draft was cleared before the next Board meeting in September.

**AP04** - Liaise with the Director of Rural and Environment and have cleared text of the rural and environment cleared in time for the September Board meeting and also identify opportunities for a launch date, perhaps in conjunction with the Monitoring Focus document.(KR)

### **3) Update on developments within the Scottish Government**

VM provided the Board with an update on developments within the Scottish Government since the election. She explained that although the SNP had secured a majority in Parliament, the First Minister had stated that he wished to continue to display the kind of behaviours that were in place during the previous minority administration.

The 2011 spending review was due out in September, with work currently underway within the Scottish Government. The administration had indicated that amongst their priorities were health, local authorities (council tax freeze) and higher education which would result in other areas facing tighter budgets.

VM went on to explain of the need for the partnership to build connections with the rest of the community - main research providers, centres of expertise and strategic partnerships. She explained that a strategic programme board for the RESAS scientific programmes had been established and the Chair of the CAMERAS Board had been invited to sit on this. SW advised the Board that she had taken opportunities to meet with the Directors of the MRPs to explain the role of CAMERAS and establish strategic links. The Board were also informed that, although progress had been slow, work was progressing to fill the vacant RAE chief scientific adviser post.

IB asked how CAMERAS partners could help to steer the direction of these programmes. PB explained that consultative groups were to be established and these would allow the partners to have some form of influence on the programmes.

RW explained that she had already initiated a piece of work to investigate MRP/CAMERAS interactions.

The Board were told that the strategic programme documents had yet to be published on the Scottish Government website but that this was to take place shortly. Partners would be made aware of publication once it had taken place.

The Board members agreed that it would be useful if a map of key contacts within partner organisations, tied to the strategic programme themes, could be produced. The feeling was that this would help to identify synergies across the partnership and MRPs. KR told the Board that this had cross over with one of the pieces of work currently being taken forward by the CAMERAS Co-ordinators and agree to speak to PB and take this forward.

**AP05** - Map key contacts within partner organisations, tied to the strategic programme themes, and produce a contact list (KR)

RW suggested that in the future some form of RAE science awayday could be arranged to help with the joining up. The Board agreed that this was something that could provide real value.

## **4) CAMERAS Data**

### **NBN Data Needs**

In his absence, an update paper from Colin Galbraith on the CAMERAS partner National Biodiversity Network (NBN) data needs was tabled and briefly discussed. IB felt that there needed to be some form of integration between the NBN and the Scotland's Environment Web. CG was asked to provide the Board with a timeline indicating how this would be taken forward.

**AP06** - Provide a timeline to the Board on NBN data needs workstream and undertake discussions with the Scottish Environment website developers. (CG)

### **Biodiversity Data Forum**

IB provided a brief update on progress to establish a biodiversity data forum and explained that the group would meet for the first time in autumn.

### **Scotland's Environment Web**

Peter Singleton from SEPA gave a presentation on Scotland's Environment Web which would be launched in October 2012.

It was noted that QMS had not, up to this point, been involved in the project and CMalt agreed to investigate how they could feed into the process.

PS told the Board that the project had secured EU LIFE funding and explained that they were open to suggestion on how staff could be seconded into the project from other organisations. In order to progress the initiative, it would be important to engage all CAMERAS partners and other key data holders in the process.

KR was asked to circulate the presentation to Board members.

**AP07** - Circulate the Scotland's Environment Web presentation to Board members (KR)

### **5) Defra horizon scanning contract**

PS provided an update on activity within the Defra 'Risk Futures Centre' contract which the partnership had bought into.

He explained that two groups to steer the contract – a strategic group and a working group – were to be established and the question was who should represent CAMERAS on these groups. RW and CMoff agreed to speak to PS about who would be best place to represent CAMERAS on the strategic and working groups.

**AP08** - Speak to Peter Singleton about who would be best placed to represent CAMERAS on the strategic and working groups for the Defra 'Risk Futures Centre'. (RW/CMoff)

There was a brief discussion around funding for years 2 and 3 of the contract and VM confirmed that as the Scottish Government had agreed to cover year one the expectation was that other CAMERAS partners would fund the remaining two years. It was important for this funding requirement to be considered in the autumn budget round; however this might be too early to establish the value of the Centre. This matter should be the responsibility of the CAMERAS lead(s) on the strategic group.

## 6) Environmental monitoring

### Focus Paper sign off

The Board were informed that the final draft of the Environmental Monitoring Focus Paper had now been agreed and were asked to sign the document off, which they unanimously agreed to do.

SW formally thanked the group who produced the paper for the work put in to get to this point. CMoff suggested that particular thanks went to Martin Marsden and Colin Galbraith who both worked extremely hard to get to this point.

*[PS left the meeting at this point]*

### Innovation Group update

JC provided an update to the Board on the Environmental Monitoring Innovation Group of which SEPA are in the lead. He explained that a draft to the update paper had been circulated in error and asked KR to circulate the final version of the paper once this had been passed on by his office.

**AP09** - Circulate final version of the Environmental Monitoring Innovation Group paper to Board members (KR)

JC confirmed that the group had met for the first time in May 2011 and had agreed to target the water sector as the first key area of activity. The expectation was that the group would take this work forward over the coming year and report back to the Board in August 2012. At this point the future of the group could be reviewed. CMoff suggested that Marine Scotland Science should be involved in the group and JC welcomed this. CMalt also asked for QMS to be included in the group membership. IB suggested that SNH could act as a corresponding member.

The Board agreed that the group proceeded in the basis set out by JC.

## 7) Behavioural science

RW presented a proposal paper on behavioural science to the Board and opened discussion.

PB explained that the amount of behavioural work had been increased in the new RESAS programme of strategic science.

SW felt that there was an opportunity to identify current areas of work that would benefit from a behavioural aspect e.g. SEPA flooding activity.

RW explained that she would be presenting a paper at the September Board meeting on analytical capacity across the partnership and this could be picked up then.

Board members were asked to email RW with their answers to the questions for discussion contained within the paper before the next Board meeting in September.

**AP10** - Email Rebekah Widdowfield ([Rebekah.widdowfield@scotland.gsi.gov.uk](mailto:Rebekah.widdowfield@scotland.gsi.gov.uk)) answers to the questions for discussion from the behavioural science discussion paper (All Board members)

## 8) CAMERAS future work plan proposal

RW introduced CG's paper on the future CAMERAS work programme.

### Governance

The Board agreed that with the move to the implementation stage in the project there needed for a more formal programme management system, which could possibly include a CAMERAS level programme manager.

VM suggested that if the SEARS model of Board members acting as champions/owners of workstreams was employed this would remove the need to establish an implementation group.

The Board members present were comfortable with the idea of Board members taking ownership for the delivery of projects and reporting progress back to the Board.

*[PB left the meeting at this stage]*

The Board agreed to go forward with a governance structure without an implementation group, where Board members owned specific workstreams. In addition to this more robust programme management would be established.

JC suggested that the SEPA programme management team headed by Phil Hill would be well placed to advise on programme management approaches.

RW suggested that this was also the time to formalise the monitoring and evaluation of the initiative.

### Work Programme

The Board were generally comfortable with the draft work programme contained with the paper.

It was agreed that the section on communications (2.4) should be updated to reflect the broader role of the Co-ordination and Engagement group.

*[VM and CMalt left the meeting at this point]*

RW suggested that the Scottish Government were best place to lead on 2.3 contributing to policy.

CG was asked to refresh the paper based on the comments received, firm up the work plan with Board member leads against each workstream and circulate to the Board before the end of July.

**AP11** - Refresh the paper based on the comments received, firm up the work plan with Board member leads against each workstream and circulate to the Board before the end of July with a view to placing it on the website by the end of August (CG).

RW suggested that this would also be an apt time to revisit the terms of reference of the Board and draft a document covering the role of Board members. In his absence CG was asked to take this forward.

**AP12** - Review the terms of reference of the Board and draft a document covering the role of Board members. (CG)

## 9) AOB

### **QMS research and development publication**

The 2010 QMS research and development report was now available on the QMS website:

[http://www.qmscotland.co.uk/index.php?option=com\\_content&view=article&id=180&Itemid=58](http://www.qmscotland.co.uk/index.php?option=com_content&view=article&id=180&Itemid=58)

### **Waters Centre of Expertise**

Roger Owen, SEPA head of ecology had agreed to act as CAMERAS representative for the Waters Centre of Expertise. Contact: roger.owen@sepa.org.uk 01224 266601.

### **British Science Festival**

The British Science festival was taking place 4-9 September 2012 in Aberdeen. It was suggested that CAMERAS partners might want to use the opportunity to increase public engagement activity. KR was asked to speak to Ruth Allen from Marine Scotland about their involvement in the festival and look to discuss this at a future Co-ordination and Engagement group meeting.

**AP13** - Speak to Ruth Allen about the British Science festival in Aberdeen Sept 2012 (KR)

## 10)Date of future meetings

The next meeting take place on Wed 7 September 2011 in Saughton House, Edinburgh.

## Agreed Actions

	Action	Responsibility	Timescale
AP01	Provide an update on the Soils Focus Group for the next Board meeting.	Phil Balls	September Board Meeting
AP02	Investigate viability of a sustainable cities seminar and report back to Board in September.	James Curran	September Board Meeting
AP03	Circulate ideas on key purpose and audience for 2012 CAMERAS conference and circulate to Board members for agreement.	Rebekah Widdowfield/Charlotte Maltin	As soon as possible.
AP04	Liaise with the Director of Rural and Environment and have cleared text of the rural and environment cleared in time for the September Board meeting and also identify opportunities for a launch date, perhaps in conjunction with the Monitoring Focus document.(	Kevin Rae	September Board Meeting
AP05	Map key contacts within partner organisations, tied to the strategic programme themes, and produce a contact list.	Kevin Rae	End of September
AP06	Provide a timeline to the Board on NBN data needs workstream and undertake discussions with the Scottish Environment website developers.	Colin Galbraith	September Board Meeting
AP07	Circulate the Scotland's Environment Web presentation to Board members.	Kevin Rae	Cleared
AP08	Speak to Peter Singleton about who would be best placed to represent CAMERAS on the strategic and working groups for the Defra 'Risk Futures Centre'.	Rebekah Widdowfield Colin Moffat	September Board Meeting
AP09	Circulate final version of the environmental monitoring innovation group paper to Board members.	Kevin Rae	Cleared
AP10	Email Rebekah Widdowfield (Rebekah.widdowfield@scotland.gsi.gov.uk) answers to the questions for discussion from the behavioural science discussion paper	All Board members	September Board Meeting
AP11	Refresh the paper based on the comments received, firm up the work plan with Board member leads against each workstream and circulate to the Board before the end of July with a view to placing it on the website by the end of August	Colin Galbraith	End of July
AP12	Review the terms of reference of the Board and draft a document covering the role of Board members.	Colin Galbraith	September Board Meeting
AP13	Speak to Ruth Allen about the British Science festival in Aberdeen Sept 2012.	Kevin Rae	September Board Meeting

## Ongoing Actions from Previous Meetings

	Action	Responsibility	Timescale
<b>(08)- AP13</b>	Work Plan – Careers in Science - Arrange a workshop in spring to investigate the use of a standardised scientist competency framework across the partnership.	Gordon Machray	On hold until SG competency framework for scientists is officially signed off.
<b>(10)- AP13</b>	Further investigate communications training for scientists offered by DSC and report back to the Board	Colin Galbraith	September Board meeting
<b>(10)- AP16</b>	Produce outline draft of 2011-12 CAMERAS annual report and present to Board for comment.	Colin Galbraith	September Board meeting.