

# SBIF Review of the Biological Recording Infrastructure in Scotland

## Highlight Report



SPONSORS	SBIF Advisory Group
CIRCULATION LIST	SBIF Advisory Group, SBIF Working Group, Ed Mackey, Roddy Fairley
DATE	19 July 2017
AUTHOR	Ellen Wilson
FREQUENCY	Monthly
OVERALL RAG STATUS	Amber (due to questionnaire and interview analyses being still in progress, delaying the HLBC)

### Latest Update

Questionnaire and interview analysis continues to take longer than anticipated alongside other commitments however we have almost completed the work remaining. Preparations for drafting the **High Level Business Case** (setting out the perspectives and requirements of each Sector and the need for change) will now start on 28<sup>th</sup> July. The SBIF Advisory Group has approved an extended timeline to allow development of the **Detailed Business Case** (setting out the options evaluated and our preferred option) in late December and January given that workshop dates are now **18-19 September** (data flow options), **17-18 October** (service provision options), **9-10 November** (governance options) and **4-5 December** (funding options). DoodlePolls have this week gone out to over 180 SBIF Review stakeholders across all sectors and roles for them to indicate their availability and preferred workshops. Sponsors (BRISC, RSPB and SNH) have been found for the first three workshops and another has been in touch today who may sponsor the fourth. We have been allocated a 'primetime' slot at the NBN Conference in November to speak about our progress and partnership working.

Details of the Review and all highlight reports and approved papers are shared publicly (see <https://nbn.org.uk/about-us/where-we-are/in-scotland/review/>). Follow @ellenwilson on Twitter for informal news on the #SBIFReview.

### Overview

Our vision for the Review is that it determines the optimum infrastructure for biological recording in Scotland, an infrastructure that in turn will attract the necessary belief, commitment and investment by stakeholders to be sustainable and successful in fulfilling the original vision of SBIF:

















*High quality species and habitat data will be collected and managed through a sustainable, co-ordinated and integrated local and national framework of organisations, partnerships and initiatives. These data will be available to ensure that Scotland's biodiversity, ecosystems and people benefit.*

The Review will do this in such a way as to be cohesive across Scotland with support from all stakeholders and the willingness and energy to then make the transitions necessary to implement the new infrastructure by 2020.

Our objectives are:

- To build the energy and confidence of key stakeholders in the potential for an improved infrastructure that delivers the original vision of SBIF (above).
- To establish a register of all operational recording schemes and their operators so that data flows in Scotland are well-understood.
- To establish what funding and other income sources sustain the current infrastructure and what sources may continue to be available, or become available, in future.
- To hold stakeholder interviews to gain their current perspectives and to consult stakeholders on the infrastructure that they and their sector would need to meet their requirements.
- To run stakeholder workshops to identify the options for how these needs could best be fulfilled centrally, nationally and locally, and to evaluate these options in order to identify the preferred one(s).
- To identify where improved use of technology can help reduce duplication of effort and increase the efficiency of the biological recording infrastructure (so that data are made available for use and re-use).
- To identify what transition arrangements would be necessary to implement the preferred option(s).

## Stages and Milestones

STAGE/MILESTONE	DUE/DONE	STATUS	NOTES/RISKS/ISSUES
<b>STAGE 1: Set up the Working Group and complete planning for the Review (August 2016)</b>			
Paper 1 (Brief for the Review) approved	05 September 2016	Complete	
Paper 2 (high level plan for Stage 2) approved	05 September 2016	Complete	
Working Group meetings established	16 September 2016	Complete	
Logistics confirmed for Stage 2	28 February 2017	Complete	
<b>STAGE 2: Gather perspectives, requirements and other information from key stakeholders (September 2016 to July 2017)</b>			
Paper 2 (high level plan for Stage 2) approved	30 November 2016	Complete	
Questionnaire design completed	28 February 2017	Complete	
Interviews with Stage 2 consultees completed	10 March 2017	Complete	
Background data gathering completed	15 May 2017	Complete	
Logistics confirmed for Stage 3	21 June 2017	Complete	
 Analysis of questionnaire + interviews completed	15 August 2017	In progress	Deadlines extended to early August
 Paper 3 (high level business case) approved	31 August 2017	In progress	Sign-off likely to be by email
<b>STAGE 3: Hold workshops to find and evaluate options at central, national and local levels (July to November 2017)</b>			
Paper 2 (high level plan for Stage 3) approved	21 June 2017	Complete	
 Workshops with Stage 3 consultees completed	15 December 2017	In progress	18-19 Sep, 17-18 Oct, 9-10 Nov, 4-5 Dec
 Paper 4 (detailed business case) approved	February 2018		Sign-off likely to be by email
<b>STAGE 4: Issue recommendations and plan their implementation (December 2017 to March 2018)</b>			
 Paper 5 (Review recommendations) approved	March 2018		
 Review lessons learned from doing the Review	May 2018		With SBIF AG and Working Group
 Workshops with Stage 4 consultees completed	June 2018		
 Paper 6 (Implementation Plan) approved	August 2018		
<b>STAGE 5: Support implementation of recommendations and monitor progress (April 2018 onwards)</b>			
 Monitor implementation against key milestones	From April 2018		
 Paper 7 (progress report) approved	September 2018		
 Paper 7 (progress report) updated	March 2019		
 Paper 8 (outcomes) approved	March 2019		
 Paper 8 (outcomes) updated	As required		
 on track  SBIF Working Group attention needed  SBIF Advisory Group intervention needed			

## Activities

COMPLETED THIS MONTH	<ul style="list-style-type: none"> <li>• Briefed NBN Trustees on Review progress at their 5<sup>th</sup> July board meeting in London</li> <li>• Continued to develop rich pictures and supporting outputs from the interviews</li> <li>• Continued writing up the findings of the interviews and questionnaire responses</li> <li>• Prepared an update on the Review for the July edition of NBN Network News</li> <li>• Confirmed a slot at the NBN Conference in November to give an update on the Review</li> <li>• Booked Battleby Conference Centre for the confirmed dates for Stage 3 workshops</li> <li>• Confirmed catering options, costs and likely sponsors for each workshop</li> <li>• Updated the <a href="#">SBIF pages</a> on the NBN website</li> <li>• Confirmed the long list of potential attendees for the Stage 3 workshops</li> <li>• Issued DoodlePolls to seek workshop availability of potential attendees</li> <li>• Met with Jo Judge to plan our approach to drafting the high level business case</li> <li>• Tweeted from <a href="#">@ellenrwilson</a> to share Review progress and news via <a href="#">#SBIFReview</a></li> </ul>
NOT DONE THIS MONTH	<ul style="list-style-type: none"> <li>• Book follow-up meeting with Robert Nicol at COSLA.</li> <li>• Contact other countries for their ideas and lessons learned</li> <li>• Booking of date with Scottish Government planning department staff not yet fixed</li> <li>• Notify potential workshop invitees of the Stage 3 workshop dates</li> <li>• Investigate NERC Capital Funding and other funding sources</li> <li>• Book date with Scottish Government planning department staff</li> <li>• Start to look at planning system and how bespoke services could offer efficiency/value</li> <li>• Draft <b>Paper 3</b> (the High Level Business Case) with first draft circulated for review to the SBIF Advisory Group in advance of their 21 June meeting</li> </ul>
TO DO NEXT MONTH	<ul style="list-style-type: none"> <li>• Contact Scottish Government planning department staff</li> <li>• Complete writing up the questionnaire and interview findings</li> <li>• Draft <b>Paper 3</b> (the High Level Business Case) for review and approval by the SBIF Advisory Group by the end of August/early September</li> <li>• Publish the questionnaire and interview findings and High Level Business Case on the SBIF Review web pages</li> <li>• Confirm short list and reserve list of attendees for each of the Stage 3 workshops</li> <li>• Prepare detailed workshop design and facilitation for each of the Stage 3 workshops</li> <li>• Prime attendees with any advance information prior to the Stage 3 workshops</li> <li>• Confirm workshop sponsors to Battleby so that costs can be invoiced to each sponsor</li> <li>• Start to think about the way in which we will put together <b>Paper 4</b> (the detailed business case) in due course</li> <li>• Continue to tweet about the SBIF Review and maintain updates on the NBN Scotland web pages</li> </ul>

## Key Documents

The documents below will be available via <https://nbn.org.uk/about-us/where-we-are/in-scotland/review/> once each one is approved by the SBIF Advisory Group as the Review progresses:

DOCUMENT	TITLE	STATUS
Paper 1 Brief	Initiating a Review of the Biological Recording Infrastructure in Scotland (formation of, and Terms of Reference and Brief for, a Working Group to undertake this Review)	APPROVED (at 05/09/2016 SBIFAG meeting)
Paper 2 Plan	Detailed plan for the Review of the Biological Recording Infrastructure in Scotland (success criteria, activity plans, and timeline)	APPROVED (for Stage 2)
Paper 3 High level Business Case	The High Level Business Case for a Review of the Biological Recording Infrastructure in Scotland (reporting on the perspectives and requirements of each Sector and the need for change)	IN PREP; due for approval by the SBIFAG as soon as possible
Paper 4 Detailed Business Case	The Detailed Business Case for Changes to the Biological Recording Infrastructure in Scotland (reporting on the options evaluated and our preferred option)	IN PREP; workshops to consider detailed options now being planned
Paper 5 Implementation Plan	Implementation Plan for our preferred option for a Biological Recording Infrastructure in Scotland (reporting on the transition arrangements needed and potential roadmap for their implementation )	Not started
Paper 6 Final Recommendations	Recommendations from the Review of the Biological Recording Infrastructure in Scotland (recommendations and implementation roadmap)	Not started
Paper 7 Progress Reporting	Progress reporting for the Review of the Biological Recording Infrastructure in Scotland (implementation of our recommendations)	Not started
Paper 8 Outcomes	Outcomes and benefits from our Review of the Biological Recording Infrastructure in Scotland (successes and lessons learned)	Not started

## Key Diagrams and Leaflets

The diagrams and leaflets below will also be available via <https://nbn.org.uk/about-us/where-we-are/in-scotland/review/> and are listed here for ease of reference:

- **SBIF Value Model** (the ‘windmill’) illustrating the components of our biological recording infrastructure that provide value for various communities (decision-makers, biological recorders, data users and service providers).
- **SBIF Review Timeline** setting out the framework of activities involved in the Review and their timing.
- **SBIF Leaflet 1: Introducing the SBIF Review of the Biological Recording Infrastructure in Scotland** (leaflet for use at the NBN Conference and other events).
- **SBIF Review Questionnaire Findings** documenting the results of the questionnaire. *In prep; not yet available.*
- **SBIF Review Interview Findings** documenting the results of the key stakeholder interviews. *In prep; not yet available.*
- **SBIF Review High Level Business Case** documenting the need for change and the changes needed. *In prep; not yet available.*
- **SBIF Review Detailed Business Case** documenting the options evaluated and our preferred option. *In prep; not yet available.*