

Scottish Biodiversity Information Forum
2nd Advisory Group meeting, 20/01/2017, 12:00-14:30
SNH, Silvan House, Edinburgh
Minutes

Present

Ellen Wilson (EW) (RSPB) [Chair]; Gill Dowse (GD) (SWT); Nick Fraser (NF) (NMS); Guy Harewood (GH) (Stirling Council); Jo Judge (JJ) (NBN Trust); Claire Lacey (CL) (CIEEM); Rachel Stroud (RS) (NBN Trust); Jonathan Willet (JW) (BRISC); Graeme Wilson (GW) (TWIC); Christine Johnston (CJ) (NBN Trust)
[Minutes]

Apologies received

Andy Ford (CNP); Craig Macadam (Buglife); Iain Macgowan (SNH); Sandra Marks (Scottish Govt); Scot Mathieson (SM) (SEPA); Joanne Porter (Heriot-Watt University); David Roy (CEH)

1. Minutes and matters arising from the last meeting of the SBIF Steering Group (18/02/2016)

Matters arising:

AP AG01-3: SBIF, NBN & SNH to discuss funding options asap *JJ/EW*

JJ confirmed that SNH's funding for the NBN Scottish Liaison post has been extended for another year from the end of March 2017. Action **discharged**.

Actions **carried forward to the holding list** of actions that will be revisited after the Review is completed:

AP 09-1: Invite SEWeb to the next Steering Group meeting (to increase liaison and Advisory Group understanding of SEWeb) (action to be revisited after the Review is complete) *SM*

AP 10-3: report on how the NBN will measure success with the pathway (action to be revisited after the Review is complete) *NBN*

All other actions were **discharged**.

Note: a correction to v2 of the draft minutes for this last meeting was received from AF and has been incorporated into the final version.

As there were no further corrections, the minutes [SBIF Advisory Group minutes DRAFT-v3 05 Sep 2016] were approved for publication on the SBIF web pages.

2. Update on the Review of the Biological Recording Infrastructure

EW presented an overview of recent activities within the Review. This was followed by a general discussion with a focus on leadership and how the SBIF Advisory Group will lead the review effectively.

SBIF Paper 2016 03 Paper 2 (Detailed Plan): a revised version containing an updated timeline had been circulated and was **approved**.

Interview analysis and early outputs that will inform **SBIF Paper 2017 01 Paper 3** (High level business case) were discussed.

Recruitment and communications plan:

- Metrics for success to be added to the recruitment plan: nos of questionnaires completed; return rate of new ideas

- Suggested we consider issuing press releases at different stages to outline progress with and findings from the Questionnaire.
- And evening event for CIEEM has been organised for the 21st March (at RSPB, Edinburgh)

Funding intelligence: potential sources of funding:

- NERC – supporters of Big Data research (NF)
- look at existing core funding and income streams (from local authorities; national organisations, Scottish Government, consultants) (JW)
- The Google Foundation
- Universities: for the supply of data services (including interpretation) to students for their projects (GW)
- Big tech companies (EW)

Leadership: it was noted that an implementation / delivery group will be required to support the taking forward of the Review's recommendations.

Workshops:

Update at 05/06/2017: Please note that the previously advised dates of the 9-11th May 2017 and 16-18th May 2017 were cancelled and we are not yet in a position to confirm any dates.

Requirements:

- Suggest it advertised as a directed workshop; GW suggested 'flip chart size post-it notes' may be useful
- Agreed 50 attendees would be too many; 25 more appropriate, made up of decision-makers, but not just restricted to the Advisory Group.
- Accommodation needed is: room for 25-30 people with 3-4 breakout rooms or space for private discussions

Offers of accommodation:

- NMS / RBGE accommodation may be available; NF to discuss with Elspeth Haston at RBGE.
- JW suggested the AK Bell Library, Perth
- Possible venues: Edinburgh Central Library (GW); Edinburgh City Chambers (CL); Stirling Community Campus or Council Offices(GH)

3. Update on the SBIF mailing list

A paper [*Paper for Agenda item 4 - proposal to transfer SBIF mailing list*] outlining a proposal to transfer and manage the mailing list as part of the NBN's database of contacts, had been circulated in advance of the meeting. The meeting **approved** the approach with a recommendation that it is carried out sometime in the next six months.

AP AG02-1: take forward the transfer of SBIF mailing list to the NBN

CJ

4. Update on the NBN Atlas

JJ updated the group on the timescales for the replacement of the NBN Gateway:

- Initial development of the NBN Atlas complete by end Jan 2017
- User feedback sought during February 2017

- The NBN Atlas will be live by the end of March 2017 and the NBN Gateway will be switched off
- The NBN Secretariat will be creating user guides and lists of FAQs to compliment the launch of the NBN Atlas

5. Other activities for SBIF leadership in 2017

It was agreed that no additional activities should be timetabled for this year – the completion of the Review is our priority. **Note:** CJ is maintaining a holding list of SBIF Steering Group actions and activities that are outstanding from before April 2016 [holding list file name: 'To do list and tracking.xlsx'].

6. AoB

1. *Scottish Government consultation document – “People, Places & Planning”*

It was noted organisations have an opportunity to respond to the current Scottish Government consultation document on the future of the Scottish Planning system. Deadline for submission: 04/04/2017

2. *Publication of summary of historic papers*

The Review working group is intending to publish a summary of the historic papers that were collated during the Review. Claire Lacey offered to help write the summary.

AP AG02-2: Prepare a summary of historic papers for publication

EW / CL

3. *Presentation to the NBN Trustees*

EW will be presenting the Review to the next board meeting of the NBN Trustees on 09/02/2017.

4. *iRecord*

GW informed the meeting that TWIC has been exploring the potential to use iRecord as a basis for an online recording system but was finding that it could not meet their need to be able to download and manage their own activity. GW has brought the matter to the attention of SNH and BRC.

7. Date of next meeting

Wed 21 June 2017 at RSBP, Edinburgh Park – 11am-3pm – with the option for people to attend in person or by phone. Future dates are to be discussed at this meeting.

Please note that the previously advised dates (28 April 2017, 07 July 2017, 22 Sep 2017 and 16 Mar 2018) have been cancelled.

If you cannot attend please send a representative to the meeting, if possible