

Scottish Biodiversity Information Forum  
**3<sup>rd</sup> Advisory Group meeting, 20/01/2017, 11:00-15:00**  
**RSPB Scotland Board Room, Edinburgh Park, EH12 9DH**  
**Minutes**

**Present**

Ellen Wilson (EW) (RSPB) [Chair]; Gill Dowse (GD) (SWT); Andy Ford (AF) (CNP); Sandra Marks (SaM) (Scottish Govt); Graeme Wilson (GW) (TWIC); Christine Johnston (CJ) (NBN Trust) [Minutes]

**Apologies received**

Nick Fraser (NMS); Guy Harewood (Stirling Council); Sebastian Howell (Marine Scotland); Jo Judge (NBN Trust); Claire Lacey (CIEEM); Craig Macadam (Buglife); Iain Macgowan (SNH); Scot Mathieson (SEPA); Joanne Porter (Heriot-Watt University); Jonathan Willet (BRISC)

**1. Minutes and matters arising from the last meeting (20/01/2017)**

Matters arising:

The following actions were **transferred to the SBIF Working Group task list** to be actioned as part of the Working Group's activities:

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

*AP AG02-2: Prepare a summary of historic papers for publication* *EW / CL*

There were no other actions to be considered.

GW provided an update on iRecord functionality; he confirmed functionality had been upgraded to enable an organisation to run an activity in iRecord and to manage the records themselves. This will enable TWIC to enhance their online management and reporting of records for their current (and future) public surveys, and other organisations will also benefit.

As there were no further corrections, the minutes [SBIF Advisory Group minutes DRAFT 20 Jan 2017] were approved for publication on the SBIF web pages of the NBN website.

**2. Update on the Review of the Biological Recording Infrastructure**

- a. Progress update and next steps for Stage 2 (gathering background information and stakeholder perspectives and requirements) and the interview and questionnaire findings to date:
  - i. EW had prepared a presentation, for information (a copy of the presentation is attached).
- b. High level planning for Stage 3 (finding and evaluating options):
  - i. Workshop design: a paper on workshop plans and assumptions had been circulated in advance of the meeting and was discussed. The paper was **approved** with the following important points being noted:
    - We should build on the outputs of previous workshops and discussion, and in particular those to do with data flow (for workshop 1).
    - It is important to clearly define the limitations of the workshop discussions by defining what is in scope and out of scope, and to prime attendees in advance of the workshops, including through sharing a glossary of any acronyms or terms.
  - ii. Workshop attendees list: the long list of potential attendees was discussed (in confidence) and suggestions for additions were tabled. The focus is to achieve good coverage and input from all sectors and suggestions are sought for contacts in

Academia, Commercial, NGOs, Planning, and also for younger people who may be able to contribute. Contact names and addresses to be forwarded to CJ and EW.

- iii. Workshop costs: certain workshop costs will need to be covered (eg for catering and potentially travel costs). It was indicated that BRISC has offered £1000 to support the Review but additional sources of funding would be welcome.
- iv. Workshop venues: Battleby is the proposed location for all the workshops. SaM noted that Victoria Quay (Scottish Government) may be available (can accommodate 15-30 people in different rooms or up to 70 people)
- v. Review timeline:
  - a revised timeline was tabled for discussion and **approved [SBIF Review Timeline 20170619 Version 7]**. The Working Group has found it difficult to estimate the dates of the workshops. The dates are dependent on completion of the analysis of the questionnaire and interview answers, and planning needs to allow for priming of the workshop attendees in advance of the meetings, the timescale for which is difficult to estimate. It was noted that October and November is a busy time for conferences. **See below for the latest set of workshop dates.**
  - An updated version of Paper 2 had been circulated in advance of the meeting and was **approved [SBIF Paper 2016 03 Paper 2 (Detailed plan and success criteria) v3]**; this paper had been updated to note that approval of the revised timeline and permission to proceed from Stage 2 to the planning of Stage 3 would be sought at this meeting.

The transparency of the timeline and papers for the review was welcomed by the Advisory Group members.

- vi. Stakeholder engagement:

The effectiveness of our communications with different sectors was discussed. It was agreed that NGOs, Recorders and probably the Commercial sector appear quite involved, but that Academia is less involved. The following points were noted:

- A matrix analysis of sectors by methods of engagement might be a useful analysis. It would be useful to extend this analysis to groups with which we want to raise awareness of the review (but are not central or core to the review (eg Deer Management Groups, Land Managers))
- Members of the Advisory Group would welcome advice on progress and key messages to assist them when promoting the review, and when Tweeting should use the hashtag #SBIFReview.
- The Working Group should produce a short document that explains the benefits of the SBIF review in a nutshell – possibly by sector – illustrating ‘As-Is’ and ‘To-Be’ – for use by Advisory Group members in communicating with their sectors about the review. This document will be derived from the High Level Business Case once available.

### 3. AoB

None.

### 4. Dates of next meetings and workshops

#### **Dates of workshops [as agreed at the Working Group meeting 26/06/2017]**

Workshop venues: all to be held at Battleby

Workshop 1: 18/19<sup>th</sup> September 2017

Workshop 2: 17/18<sup>th</sup> October 2017

Workshop 3: 09/10<sup>th</sup> November 2017

Workshop 4: 5/6<sup>th</sup> December 2017.

**Date of next Advisory Group meeting**

20<sup>th</sup> October 2017 – venue RSPB, 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.

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