

Scottish Biodiversity Information Forum
1st Advisory Group meeting, 15/09/2016, 12:30-15:30
Board Room, RSPB Edinburgh offices, Edinburgh Park

Minutes

Present

Ellen Wilson (EW) (RSPB) [Chair]; Gill Dowse (GD) (SWT); Andy Ford (AF) (CNP); Nick Fraser (NF) (NMS); Guy Harewood (GH) (Stirling Council); Jo Judge (JJ) (NBN Trust); Craig Macadam (CM) (Buglife); Iain Macgowan (IM) (SNH); Jonathan Willet (JW) (BRISC); Christine Johnston (CJ) (NBN Trust) [Minutes]

By teleconference

Scot Mathieson (SM) (SEPA); David Roy (DR) (BRC)

Apologies received

Sebastian Howell (Marine Scotland); Sandra Marks (Scottish Government); Graeme Wilson (TWIC).
Joanne Porter (Heriot-Watt University) [teleconference link failed]

1. Welcome and introductions

The Advisory Group replaces the original SBIF Steering Group. The membership has changed since the last meeting (18/02/2016). New members are:

Gill Dowse – Scottish Wildlife Trust
Andy Ford – Cairngorms National Park
David Roy – Biological Records Centre / iRecord

Dan Chapman (CEH) resigned from the Steering Group in May 2016.

Members of the Group were invited to nominate a deputy from their sector should they be unable to attend the meeting themselves so that each meeting has full representation in the coming months.

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

Minutes and actions were reviewed. Completed actions and actions which will no longer be relevant once the Review is complete were discharged. Other actions will be carried forward; some will be retained in a separate 'holding space' and will help inform the next SBIF Action Plan, which will be developed after the Infrastructure Review is complete. Other actions are carried forward to be completed asap.

Actions discharged:

AP 09-2:	<i>Circulate mapping of Action Plan to the 'Route Map to 2020'</i>	SM/CM
AP 09-4:	<i>update & re-circulate draft letters seeking adoption of the DFP</i>	CJ
AP 09-7:	<i>provide report on the regional/national data analysis [by end Oct 2015]</i>	DC
AP 09-9:	<i>provide a briefing report on SEWeb's Ecosystem Services Data project [can be covered as part of AP 09-1]</i>	SM
AP 10-2:	<i>upload final version of data needs report to web pages</i>	CJ
AP 10-4:	<i>provide a dashboard about verification in Scotland [replaced by AP AG01-1 below]</i>	DR

AP 10-5: *arrange for case study booklet to be distributed at the SBS Conference in March 2016*
[action completed 24/02/2016] CJ

Actions **carried forward** to the holding space:

AP 09-1: *Invite SEWeb to the next Steering Group meeting [05/09/2016]* SM

AP 10-3: *report on how the NBN will measure success with the pathway* NBN

Actions **carried forward or added**:

AP 10-1: *circulate data needs report to Steering Group (now Advisory Group)* CJ
[action completed 28/09/2016]

AP AG01-1 *provide a summary of who is verifying records in Scotland where the gaps are* DR
[action completed 05/09/2016]

There were no corrections to the minutes.

3. Initiating the Review of the Biological Recording Infrastructure in Scotland

EW presented an overview and introduction to the Review, Paper 1 and Paper 2, which was followed by a general discussion and a focus on leadership and how the SBIF Advisory Group will lead the review effectively.

Discussion points noted:

- AF suggested we include the sector 'Land Managers' as an element in the Value Model (in the green arm describing data users). Organisations such as the NFU and Scottish Land & Estates operate within this sector.
- AF also suggested we connect and reflect the stakeholder analysis results within communications to each sector
- SM indicated he was willing to approach colleagues within SEPA for interview or to complete questionnaires
- JW suggested we could target attendees at the BRISC Conference in October (we will be giving a presentation at that event).
- JJ commented that a questionnaire could be shared via the NBN's Network News
- It was generally agreed that an additional gain from the Review would be greater involvement in biological recording.
- The Review outputs are intended to provide a range of options for consideration in terms of potential models for an achievable infrastructure (e.g. no change, least change, intermediate change, most change).

AP AG01-2: *Update the Review's documentation to reflect and include the discussion points noted above* EW/CJ

In summary the Group was asked the following questions for their **Approval**:

- Are we happy with the Brief's [Paper 1's] approach, scope and objectives?
 - Does the Working Group have the right members?
 - Does the Value Model show the right elements?
- Are we happy with the Plan's [Paper 2's] success criteria, activity plans and timeline?
- Do we have **approval to proceed to Stage 2** and to start interviews to gather requirements?

The Advisory Group unanimously **Approved** the above questions and both Paper 1 and Paper 2, giving approval to proceed to the next stage of the Review.

4. Funding options for the SBIF post

IM indicated there is a need for SBIF, NBN and SNH to discuss future funding options, timetables and mechanisms as the current funding finishes at the end of March 2017. It would be ideal if the funding base for the post could be widened.

AP AG01-3: SBIF, NBN & SNH to discuss funding options asap

JJ/EW

5. The development of a new SBIF Action Plan

CJ explained that a 'holding space' for unfinished actions and actions that arise from the Review has been created so that they can be retained to inform a new Action Plan that will be developed after the Review is completed. The focus of the Action Plan will be on:

- Following up the actions carried forward from the last Steering Group meeting (listed above)
- Championing the data flow pathway and identifying blockages
- Monitoring the outcomes of the Review
- Working in partnership with the NBN Working Groups

6. AoB

Local authority contacts for SBIF stakeholder analysis

The Group discussed identifying the correct person to contact in each of the local authorities, especially in authorities that do not currently use the services of a LERC.

JW suggested we ask LERCs for their local authority contact names and to interview both the LERC and the contact. He also suggested we contact the all local authority directors of planning, or possibly development infrastructure and roads departments. GH indicated he had contacts within SSN (Sustainable Scotland Network).

List of environmental layers for the Atlas of Living Scotland

CJ mentioned she would welcome comment and suggestions about which spatial environmental layers would be useful for the Atlas of Living Scotland spatial portal. A list of potential layers will be circulated for review.

7. Diary of dates – timeline for meetings and approval of papers (this section has changed since the meeting)

Following the meeting we have reviewed the Review timeline and re-thought the optimal dates for meetings and the approval of papers. The following dates are suggested:

Fri 25 Nov 2016 – approval of the latest version of Paper 2 (Plan) (by **email**)

Fri 20 Jan 2017 – **meeting** to sign-off Paper 3 (High-level Business case - summary of workshops)*

Fri 24 Mar 2017 – **meeting** to approve Paper 4 (Detailed Business case - recommendations)*

Fri 26 May 2017 – **meeting** to approve Paper 5 (Transition Arrangements - recommendations)*

*please ensure your sector sends a representative to the meeting