



Remit and Administration of Steering Group

1. Role

The MarPAMM-Argyll Steering Group will play an essential role in the development, production and implementation of the Regional MPA Management Plan for Argyll. The outputs of the project are not restricted to a set format or structure and could take a series of forms (e.g. a collection of short guidance documents, an interactive website to hold all up-to-date information etc.) The Steering Group will be required to:

- Advise on the development of the Argyll Regional MPA Management Plan and steer its progress.
- Support the preparation and completion of the plan including commenting on drafts.
- Discuss and provide information regarding:
 - the spatial use of the area by sectors;
 - sectoral interactions and informal/formal management practices.
- Discuss relevant issues and cooperate to develop solutions of relevance to MPAs in Argyll.
- Help facilitate the consultation and participation of local stakeholders and the wider community in the development of the plan.
- Identify the need for further research or programmes related to the plan.
- Help to identify future sources of funding to complete work proposed in the plan.

2. Administration

2.1 Project Officer and Chair

The Argyll MarPAMM Steering Group will be administered by Amie Williams, Argyll MPA Planning and Data Officer for SNH (hereinafter Project Officer) and initially Chaired by Andrew Campbell, Operations Manager, Argyll and the Outer Hebrides for SNH (see **2.4 Alternative Chair** below).

2.2 Role of the Chair

The role of the Chair will be to:

- Chair the Steering Group meetings.
- Assist in the establishment of a meeting schedule with the Project Officer.
- Contribute to any topic groups where necessary.
- Ensure the effective and efficient administration of Steering Group meetings.
- Scrutinise meeting papers and records.
- Act as spokesperson for and liaison of the Steering Group where appropriate.

2.3 Role of the Project Officer

The Project Officer will draft the plan based on the information provided by and the views of the Steering Group. The Chair will work closely with the Project Officer who will deal with administration of the Steering Group and undertake specific tasks e.g. taking minutes, sending out meeting papers and maintaining membership details. In particular they will work together to develop the agenda for each meeting and facilitate the management of meetings.

2.4 Alternative Chair

At the inaugural meeting of the group members will be invited to propose an alternative Chair. If no alternative is proposed then Andrew Campbell will Chair the group for the first

year of the project, after which a second opportunity to propose a different Chair will be presented.

2.5 Frequency and timing of meetings

Sufficient notice of Steering Group meetings will be provided and ideally at the first meeting it would be useful to establish dates for the following three meetings in the project year 1. Any additional meetings should have a 4 week notice period. It is envisaged that meetings will be held quarterly in the first year of the project, in years 2 and 3 there will be potential to reduce this if the consensus is that quarterly meetings are too frequent. Extra meetings can also be called at any time if Steering Group members agree this is necessary. It is envisaged that meetings will be held in Oban or Lochgilphead. Alternative locations can be discussed and agreed by the Steering Group.

2.6 Setting the agenda

Members will be invited to submit agenda items for Steering Group meetings to the Project Officer up to 10 days prior to the meeting. The final agenda along with any other necessary paperwork will be sent out no later than 7 days before the date of the meeting.

2.7 Minutes

The Project Officer will send out a draft meeting record to the Steering Group members for approval within 14 days of the meeting occurring. Any comments should be submitted to the Project Officer within 14 days of the meeting record being distributed. Comments will then be incorporated into the meeting record and recirculated. The meeting record will be posted on the project website in draft and approved at the next Steering Group meeting.

2.8 Voting

It is not envisaged that formal voting will be required in the Steering Group. It is hoped that issues will be debated to reach agreement on the most appropriate way forward compromise. If a member of the Steering Group objects to a decision it will be noted in the meeting minutes.

3. Topic groups

Steering Group meetings will be considered closed to the general public, however there is potential for non-members to be invited to Steering Group meetings to provide information and discuss specific issues from time to time. In addition, smaller, open "Topic Group" or subgroup meetings involving specific regulators or interest groups that focus on particular activities or issues may be organised if the Steering Group agree this is necessary. Feedback from these would be provided at the next Steering Group meeting.

4. Membership

4.1 Eligibility

The group is open to:

- Any organisation with coastal and marine statutory duties relevant to the Argyll Marine Region.
- Any organisation, corporate body or person who, in the view of SNH and the other Steering Group members, can provide significant additional relevant skills or expertise in delivering the objectives of the Argyll Regional MPA Management Plan which cannot be secured by other means.

4.2 Numbers

We are aiming to limit the numbers in the group to 15-20 to ensure effective running of the meetings while allowing fair representation of all relevant interests in the Argyll Marine Region.

4.3 Invitees

We plan to invite a single liaison of the following regulatory authorities:

- Argyll and Bute Council
- Harbour Authority
- SEPA
- Marine Scotland Policy
- Marine Scotland Compliance
- Historic Environment Scotland
- Northern Lighthouse Board
- District Salmon Fisheries Boards
- Scottish Natural Heritage

Along with a single liaison of the following:

- Commercial inshore fishing sector
- Commercial inshore fishing (local)
- Finfish aquaculture sector
- Local communities
- Recreation sector
- Tourism sector
- National marine environmental NGOs
- Local marine environmental NGOs
- Ministry of Defence (MOD)

4.4 Inaugural meeting

At the first meeting of the Steering Group as well as considering the appropriateness of the Chair, members will be invited to consider if all regulatory authorities and interests are sufficiently represented and, if the Steering Group agrees, further invites will be issued.

4.5 Late membership

Once the Steering Group is established, organisations, corporate bodies or individuals wishing to apply for membership will be asked to review the list of existing members and consider how their application will bring significant or unique expertise, in addition to the existing members. Any organisation, corporate body or person wishing to become a member should apply in writing and a decision on their membership will be taken at the next Steering Group meeting.

4.6 Member commitment

Members of the Steering Group are expected to commit to the project for the full duration of 3 years and attend as many of the quarterly meetings as possible. Members unable to attend will be expected to pass their apologies on to the Chair or Project Officer in advance and if possible brief another member of their organisation, corporate body or sector to attend in their place. If a member of the Steering Group leaves the organisation, corporate body or sector which he/she represents during the project, they will be expected to nominate a successor before leaving the Group.

Members will be expected to:

- Act as liaison between their affiliated organisation, corporate body or sector and the Steering Group
- Prepare for each meeting by reading all materials.

- Assist with the dissemination of information to their organisation, corporate body or sector and the wider community.

5. Wider liaison group

The MarPAMM-Argyll Wider Liaison Group (an email list and web page) will provide a means for the wider community to keep up to date and input into development of the Argyll Regional MPA Management Plan. Individuals will be able to put their views to the Project Officers or an appropriate liaison on the Steering Group for discussion at meetings.