

**WBP GROUP CHAIRS MEETING 4 - 5 OCTOBER 2010, WAG BUILDING, ABERYSTWYTH - ACTIONS**

No	Who/Action	Outcome	Who	Progress
<b>Actions carried forward from Meeting 3 (27 April 2010)</b>				
1	3. Diana Reynolds to ask academics who will sit on the ESGs and the SEG to form a WBP Evidence group, WEISG will also sit on this group. One representative from this group will be asked to sit on the WAG/Agency Evidence group to ensure priorities fed in at Government level.	Agreement on evidence requirements and sharing of information within WBP and between WBP and government	DR/Alys Edwards (WBP)	Done. A paper is being provided to SG12.
2	<b>8. Julia Korn to look into different possibilities for providing Secretariat for Wales level groups including the possibility of using post doc students and /or volunteers including contacting the WCVA Cardiff Office Secretariats needed for Enclosed farmland, Marine, SEG, Woodland and Upland. Tracey Lovering to follow up other possibilities mentioned at meeting 3.</b>	<b>Consistent and continued support for all the Wales level groups</b>	<b>TL</b>	<b>In progress</b>
3	11. Species Expert Group to look at gaps in the Lead partner provision and Stephen Bladwell to report back on gaps that still need plugging Send EGs nominations/suggestions to Stephen Bladwell e.g. no Welsh officer for invert.s	Complete cover of Species lead partners in Wales	SB All	Done
4	<b>13. 2 definitions need clarifying through MoA &amp; signing off by Nov. Draft is ready</b>	<b>Agreement to the principles within the Data Sharing Charter secured widely within Welsh Government</b>	<b>HW</b>	<b>Done</b>
5	18. Julia Korn to send Diana Reynolds a list of all Forestry Commission and Environment Agency Wales staff on Wales level Groups. Tracey Lovering to follow up.	WAG informed re. FC & EA membership on Wales level groups	TL	Provide through completion of action 6
6	<b>19. Tracey Lovering to update the membership database in Oct</b>	<b>Common knowledge of membership of the groups</b>	<b>TL</b>	<b>Done</b>
7	<b>24. Diana Reynolds to check remit letters of EAW and CCW to see if there is reference to WBP and the delivery of BAP in Wales.</b>	Greater government steer to key organisations to direct resources including staff time towards supporting the new approach	DR	FC don't get a remit letter; CCW & EA was in and will be in again. Workstreams & NEF now in place. All WAG work being drawn in NEF with appropriate

				focus on nature.
8	<b>26. Peter Jones and Stephen Bladwell to run a pilot on Fen looking at how species needs are integrated into habitat management and how progress can be monitored and reported.</b>	<b>Approach to species integration work trialled and developed to work across ESGs</b>	<b>SB &amp; PJ</b>	<b>Workshop date set for 18 March 2011 for first of a series of workshops. First workshop to cover Uplands, Heathland and Woodland habitats. Good response from interested participants. Subsequent workshops to be confirmed.</b>
9	27. Jan Sherry to see if Gavin Measures from Natural England would come and talk to the next Meeting of the Chairs on their species integration work.	Efficient use of existing information in development of Wales integration work	JS	Deferred
10	<b>32. Julia Korn to contact groups individually where a reporting contact is still required. Tracey Lovering to follow up.</b>		<b>TL</b>	<b>Forward to AOB next mtg</b>
<b>Actions from Meeting 4 (5 Oct 2010)</b>				
11	Environment Wales are releasing money for Ecosystem Group projects (2-4K/project) Those that didn't receive support for a project last time will be prioritised. Marine is a priority. Latest is that CCW has agreed to match fund WAG money therefore total of K140 now available. Diana to provide information to ESG Chairs.	Groups enabled to deliver or support priority projects	DR	Done
12	<b>Ask for rep from Dwr Cymru to FESG (Dusi)</b>	<b>FESG membership is representative of freshwater interests</b>	<b>TH-E</b>	<b>In progress. Dusi following up.</b>
13	DR to discuss with Oliver BARS GIS compatibility	BARS has effective GIS interface	DR	Done
14	<b>Amending actions – check with Sean current process and the feasibility of Chairs gaining access permission to amend actions directly.</b>	<b>Amendments to actions on BARS are efficiently and quickly made</b>	<b>TL</b>	<b>In progress</b>
15	'Company BAP', how do we do this? How can BARS Officers on each Group do this ?– check with Alys.		TL	<b>Done</b> -Awaiting BARS restructuring
16	<b>List of actions on BARS; which are in process; which remain to go on. Inform DR by end of year.</b>	<b>Actions continue to be fed into BARS for comment and action</b>	<b>TL</b>	<b>Done</b>
17	Diana to provide WAG organogram to all of staff who are at Diana's level or above. Begin to pair/group individuals from WAG & ES/SE Groups	Chairs are aware of who they can talk to in WAG to progress the work of each group	DR	Done

18	<b>Group chairs to present at CCW &amp; NGO Staff seminars</b>	<b>The purpose &amp; progress of each WBP ES &amp; SE Groups is effectively communicated to a wider audience within CCW &amp; NGOs. Staff feel engaged in the process and contribute to the groups.</b>	<b>Group chairs</b>	<b>In progress</b>
19	Group Chairs should agree 3 key messages at each mtg for LBAP Officers and other members to feedback to their respective organisations/groups	The progress of each WBP ES & SE Groups is effectively communicated	Group chairs	Done
20	<b>Diana to provide summary of Action Learning discussion needs of Group Chairs</b>	<b>Group chairs are supported in their roles, are able to provide effective support to their groups and effectively pursue the objectives of the group</b>	<b>DR</b>	<b>Done</b>
21	Diana to re-send to chairs terms of reference of ES & SE group membership. All to comment. In the light of Living Wales do we need to amend wording? If comments sent previously please check these are included in ToR-if not, please re-send comments to Diana.	Effective representation on each Group	Diana-Done All	Done
22a	<b>Groups to remind members of Group terms of reference, of membership responsibilities. Discuss with absent members whether they can commit themselves to attending/contributing? Perhaps nominate others, if necessary?</b>	<b>Effective representation on each Group</b>	<b>Group chairs</b>	<b>In progress</b>
22b	Tracey to continue Julia's initial work re. grant delivered action	Grant-aided projects that deliver biodiversity gains will be prioritised	TL	In progress (JK)
23	<b>Diana to confirm that the 'Partnership workstream' are aware of what the Chairs are working towards.</b>	<b>Living Wales Partnership workstream is aware of Group Chairs objectives</b>	<b>DR</b>	<b>Done</b>
24	Diana and Stephen to provide a taster session for Action Learning group for Chairs	Chairs will benefit from an 'Action Learning' experience	DR	Deferred as SB unable to make mtg 5
25	<b>Confirm date of Feb WBP Steering Group mtg</b>		<b>TL</b>	<b>Done</b>
26	Collate suggestions for a field trip e.g. to see the work a ES group has sponsored	Group Chairs will be able to report back to groups and others on the effectiveness of projects and lessons learnt	TL	In progress
27	<b>The 'State of the Environment' report has discrepancies re. groups progress. The indicators used are not felt to be always appropriate. Diana to pass on Barbara's comments.</b>	<b>Published reports accurately reflect the groups work and progress and include appropriate indicators of progress.</b>	<b>DR</b>	<b>Done</b>

28	Tracey to ask Helen whether we could meet at Llanerchaeron for our next meeting	Meeting venue reflects the needs of the Group Chairs.	TL	In progress
29	<b>Date of next meeting: 19 Jan 2011</b>		<b>All</b>	<b>Done</b>

**Our 3 Key Messages**

1. **Case-studies for Living Wales consultation. Please can all encourage group members, and others, to send in example case-studies to Fiona Evans/Diana Reynolds.**
2. **Conferences: UK BAP Conference 23-24 Nov, Stirling; Biomonitoring Conference ‘Strategies for understanding and responding to long-term trends in UK biodiversity’ 16-17 Nov, London**
3. **Links to Living Wales consultation papers. Please pass on key messages of NEF to all and encourage active participation in consultation including contributing to workstreams.**

<http://wales.gov.uk/consultations/environmentandcountryside/eshlivingwalescons/?lang=en> Closing Date for NEF consultation responses: 31st December 2010  
**& link to Lawton Report** <http://www.defra.gov.uk/environment/biodiversity/documents/201009space-for-nature.pdf>