

**MINUTE OF MEETING**

<b>Present</b>	David Adams McGilp	Visit Scotland
	Sarah Brown	Clyde Marne Planning Partnership
	Stuart Cresswell	Associated British Ports
	Lorraine Holdstock	Argyll & Bute Council (Marine & Coastal Development)
	Alastair McNeil	South West Inshore Fisheries Group
	Chris Savage	Ayrshire LAG
<b>Apologies</b>	Ishbel Crawford	LANTRA
	Clive Fox	SAMS
	Jim Traynor	Tobermory Harbour Association
	Nick Turnbull	Aquaculture
	Diana Whyte	North Ayrshire Council
	<b>In Attendance</b>	Colin Fulcher
Mary Louise Howat		Senior Development Officer
Sarah Hyslop		Ayrshire FLAG
Mary Simpson		European Support Officer
Kirsty Moyes		Development Officer

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**1. Welcome and Introductions , Sederunt / Apologies**

MLH welcomed all members to the meeting and gave a brief update on the development of the joint FLAG.

Attendance and apologies were noted as above.

**2. Membership summary (verbal update)**

CF provided a summary of current membership and requested that any outstanding membership forms be submitted.

There was discussion regarding the balance of membership between the public and private sectors. Concerns were raised over the lack of representation from Ayrshire. The FLAG discussed current membership size and the recruitment of experts.

**Action Point 1**

The FLAG was satisfied that membership was suitably balanced between the public and private sector.

Members agreed that Ayrshire is currently underrepresented and that attempts should be made by Ayrshire based FLAG members to recruit selected individuals.

The FLAG agreed that it would be more efficient to limit the number of core members and call upon industry experts to advise when necessary.

**3. Election of FLAG Chair**

MLH requested nominations for Chair. AM volunteered and the nomination was seconded by DAM and SC.

The group discussed the benefits of electing a Vice Chair. SB volunteered and was approved by members.

**Action Point 2**

AM was confirmed by the FLAG as Chair and SB as Vice Chair. MLH handed over to AM to lead the remainder of the meeting.

**4. Financial Allocation – Themes (discussion & decision)**

a) Financial Allocation

CF outlined the financial allocation and updated members on relevant guidance. The FLAG discussed whether it would be beneficial to split the allocation and debated how the allocation could potentially be divided.

**Action Point 3**

It was decided that the allocation should not be split and that it should be kept as one to encourage larger scale strategic projects.

b) Themes

As it stands, both Argyll and the Islands and Ayrshire have separate themes detailed in their respective strategies. CF outlined the current themes for Argyll and the Islands and SH the themes for Ayrshire. The FLAG proposed that these be combined to allow for joint working and large scale projects.

**Action Point 4**

It was agreed that MLH, CF and SH will work on developing a joint strategy/themes and seek further guidance from Marine Scotland.

**5. FLAG Name & Lead Administrative Partner (discussion & update)**

a) FLAG Name

AM invited FLAG members to suggest a name.

There was discussion regarding which name would best represent the geographical location and type of projects eligible. Members requested clarification of the areas covered by the joint FLAG.

**Action Point 5**

Members agreed that the name of the FLAG will be Argyll and Ayrshire FLAG. CF proposed that he send out a map to detail the boundaries of the area.

b) Lead Administrative Partner

MLH detailed Argyll & Bute Council's proposed role as Lead Administrative Partner and noted that this had been provisionally approved by SH.



Action Point 6

The FLAG accepted Argyll & Bute Council as the Lead Administrative Partner.

**6. Framework Agreement (verbal update)**

CF gave a brief update on the development of the framework and invited the FLAG to raise any questions/concerns.

Members requested clarification of specific terms and highlighted concerns relating to section 19.1 (16.1) which states that the FLAG agrees to fully indemnify Marine Scotland in specified circumstances. MLH noted that this was a concern shared by Argyll & Bute Council and that they have sought legal advice regarding this matter.

Action Point 7

MLH will feed back to the FLAG once a response has been received from the legal team.

**7. EMFF E-System & decision making process (verbal update)**

a) EMFF E-System

CF provided an update on the e-system and confirmed that it is now live. CF and SH have received training on the system and anticipate that it will be relatively straightforward for members to use. There was discussion about the potential training options available.

Action Point 8

CF and SH will get in touch with Marine Scotland to confirm details of the training available to FLAG members.

b) Decision Making Process

Discussion took place regarding the decision making process and it was noted that the process will primarily be carried out online.

Action Point 9

The FLAG agreed that the process will become clearer once members are familiar with the e-system and that any decisions relating to this should be made at a later stage.

**8. Application Timeline & Allocation Commitment (discussion)**

a) Application Timeline

CF informed the FLAG that following this meeting, paperwork will be submitted to confirm that the Argyll and Ayrshire FLAG has been formed. Discussion took place regarding proposed timelines.



Action Point 10

The FLAG recognised that whilst it would be beneficial to establish deadlines to allow staff to manage their workload, at this stage they do not wish to set any formal timeline. It was agreed that funding will be allocated on a case by case basis and as such there would be no annual budget or phased approach.

b) Allocation Commitment

The FLAG discussed whether they should set an intervention rate or a minimum/maximum value. Concerns were raised over making this decision prior to the receipt of any applications.

Action Point 11

The FLAG selected not to set a minimum and maximum limit at this stage, however they agreed that the FLAG will typically fund up to 50% of total project cost.

**(Lunch)**

**9. Communication & Future meetings (discussion)**

The FLAG suggested that they should limit the number of meetings they have in person and that the majority of communication should be through email, interactions on the EMFF E-system or through video conferencing.

Action Point 12

Members agreed that the FLAG will meet once every 6 months, if required. A date will be proposed through email communication. The FLAG agreed that the minutes of the meeting should be made available to the public.

**10. AOCB**

a) Register of Interest

CF confirmed that he will send out a register of interest for members to complete.

b) Relevant Courses/Resources

MLH encouraged members to pass on details of any upcoming courses or resources that they think might be beneficial for relevant staff or members of the FLAG.

The meeting closed at 14:00

Signed \_\_\_\_\_ date \_\_\_\_\_

