

## 5<sup>TH</sup> PROGRAMME BOARD MEETING ON NON-NATIVE SPECIES

### Minutes

12:30, 6th December 2006,  
Room D, Nobel House, London.

#### Present:

Hilary Thompson, WSC, Defra (Chair)	(HJT)
Michael Dunn, WAG	(MD)
Stephen Hunter, PHD, Defra	(SH)
Niall Moore, Secretariat	(NM)
Diane Owen, Secretariat	(DO)
Paul Raven, EA	(PR)
Michael Roberts, CSL	(MR)
Angela Robinson, SEERAD	(AR)
Peter Starling, HMRC	(PS)
Huw Thomas, WSC, Defra	(HT)

---

#### 1. Apologies

Apologies were received from Richard Cowan, Deryck Steer and Victoria Waite.

#### 2. Discussion of the draft Strategy (V5.8)

(PB Dec06-02 Draft Strategy V5.8,  
PB Dec06-03 Draft Strategy V5.8 Annex 3,  
PB Dec06-04 Agenda item 2 expanded,  
PB Dec06-05 Final stages gantt v1,  
PB Dec06-06 Strategy Dialogue Session Notes,  
PB Dec06-08 Minutes of SWG 4 20th Nov 06.doc)

HT tabled documents 4 (Agenda item 2 expanded) and 5 (Final Stages Gantt Chart), which had also been circulated by email on 5<sup>th</sup> December 2006. HT summarised the main changes to the draft Strategy since the Programme Board (PB) meeting on 25<sup>th</sup> October 2006. Changes had been incorporated following discussion at the Stakeholder Dialogue Session (31<sup>st</sup> October) and the Strategy Working Group meeting (20<sup>th</sup> November). Parts of the draft Strategy were highlighted for particular consideration by the PB. HT went through each of these and asked for consideration and agreement by the PB. HT was asked to circulate the revised draft Strategy to the PB at the same time as it went out to officials for comments.

<b>Action 1</b> – PR to advise HT on a paragraph referring to the Environment Agency Strategy.
--

**ACTION 2** – HT to circulate the next draft to the PB when it is issued to officials for comments.

The draft Strategy was agreed by the Programme Board, as there were no major outstanding issues.

### **Launch of the Strategy for public consultation**

The PB revised the March launch date for the public consultation on the Strategy to 28<sup>th</sup> February with (Friday) 2<sup>nd</sup> March as a fallback date. It was agreed that three separate submissions would be put to ministers in England, Wales and Scotland for clearance to publish the strategy.

### **Format and design ideas**

It was agreed that the draft Strategy for public consultation will not include pictures and will be launched as 'work in progress' to indicate that it is not a final document and that in its final form it will take into account the feedback from the public consultation. The consultation draft should however include a ministerial foreword.

MD informed the PB that the consultation documents did not need to be translated into Welsh because they will have a limited shelf life and will be superseded by the final Strategy document. However, a bilingual cover document is required.

### **Handling of consultation responses**

It was agreed that the Secretariat would collate and analyse the responses from the consultation, ensuring that both a composite and Wales, England and Scotland breakdown of responses is possible. The secretariat website will host the consultation documents and have a specific email address for responses and queries. The consultation period will be for 12 weeks.

### **Outline RIA**

(PB Dec06-07 - Outline RIA v1.0)

HT asked for any comments on the outline RIA. SH suggested that the Strategy was not a regulatory or legislative proposal and that a RIA was not strictly necessary. The PB considered this document was sufficient given the nature of the strategy's content.

## **3. AOB**

The Secretariat tabled logos for the Secretariat and the Secretariat website for comments. The PB agreed that logo no. 5 was the preferred option but enclosing it in a box would be an improvement).

## **4. Date and location of next meeting:**

2.00, 21<sup>st</sup> March 2007, LG01 Ergon House, London.