

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

### Minutes

11.00, 25<sup>th</sup> October 2006,  
Central Science Laboratory, York.

#### Present:

Hilary Thompson, WSC, Defra (Chair)	(HJT)
Richard Cowan, ASFFW, Defra	(RC)
Stephen Hunter, PHD, Defra	(SH)
Ian McLean, JNCC	(IM)
Niall Moore, Secretariat	(NM)
Diane Owen, Secretariat	(DO)
Paul Raven, EA	(PRa)
Diana Reynolds, WAG	(DR)
Pete Robertson, CSL	(PR)
Angela Robinson, SEERAD	(AR)
Huw Thomas, WSC, Defra	(HT)

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#### 1. Apologies

Michael Dunn, WAG (Diana Reynolds standing in via video link).  
Mike Roberts, CSL (Pete Robertson standing in).  
Peter Starling, HMRC  
Deryck Steer, JNCC (Ian McLean standing in).  
Victoria Waite, DfT.

The Chair, welcomed Paul Raven, Head of Conservation Ecology at the Environment Agency, to the Programme Board. HJT noted that no one was representing the Department for Transport for another meeting and suggested that a letter is drafted to encourage full participation in meetings by all PB members.

<b>Action 1</b> - NM to draft letter (for the Chair) to encourage participation in PB meetings and to circulate to the PB.
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#### 2. Minutes of meeting on 19th July 2006. (PB Oct06-02)

The minutes of the previous meeting were agreed and there were no matters arising.

#### 3. Actions (Annex 1) (PB Oct06-03)

1. Completed.
2. Completed.
3. Completed.
4. Completed.
5. The Secretariat received feedback on the spider diagrams from SEERAD. DO tabled an updated version of the diagram (PB Oct06-11) which included Natural England and the addition of the Environment Agency. Suggestions for improvements to the diagram proposed at the meeting included using different colours or symbols for the Working Groups and Forum to indicate that they are separate from the PB. The diagram will be used on the Secretariat website and should be more interactive with, for example, drop down menus to give full titles of organisations.

**ACTION 2** – DO to email spider diagrams to Diana Reynolds and Michael Dunn.

6. NM tabled a preliminary list of proposed contacts for emergency situations (PB Oct06-13). The list will be used by the Secretariat to direct enquiries/information to the correct people. There is also a need for the public to be aware that the Secretariat is the first port of call for emergencies. It was suggested that the name of the list of contacts could be changed to 'Rapid Reaction' to avoid connotations of being on call and being called out to emergencies in the middle of the night. There was also a suggestion for a decision tree for what to do and whom to contact in emergencies.

**ACTION 3** – PB to nominate people for primary and secondary contacts on the list and return the nominations to the Secretariat.

7. This action can be achieved once the PB have made their suggestions for contacts.

**ACTION 4** – NM to circulate the draft rapid reaction list once PB members have made their suggestions.

8. Discussion of the Secretariat website was deferred to item 4 on the agenda (Secretariat Report).
9. The Secretariat has received no comments from the PB on the list of proposed members for the Sounding Board. NM tabled the list again (PB Oct06-14) and the Chair asked for suggestions, which included: SITPRO, British Retail Consortium, Herpetological Society, Forestry Commission, Fisheries and Angling Conservation Trust, SAMS, BRC, BTO, ABTA, British Ports Authority, CLA, MBA, Water UK, Institute of Biology, Mammal Society, CEH and Royal Entomological Society.

**ACTION 5** – Secretariat to circulate the extended list of proposed members for the Sounding Board.

10. A meeting has been arranged for NM to meet Rolf Kluttig and Teresa Mills from the Defra Illegal Imports Team on 2<sup>nd</sup> November 2006.

11. Completed
12. NM will attend the Wales Biodiversity Partnership meeting on 8<sup>th</sup> November 2006 in Bangor.
13. The next Forum will be in April 2007 (approx. mid-way through the public consultation on the Strategy). RC offered to give a presentation on the proposed EC Aquaculture Regulation. It was suggested that there could be a presentation on the American or Antipodean perspective of non-native species issues, perhaps with a workshop to get better value for money. PR offered to enquire with his contacts in the States. AR suggested that any representatives from New Zealand and Australia could be someone used for the Risk Assessment project. An update on progress of the PB was suggested as an item e.g. development of the Risk Analysis Panel. SH suggested a presentation on invasive plants perhaps from Richard Baker (CSL) followed by an update on the state of eradication of *Ludwigia*.

**ACTION 6** – NM to expand on the suggestions for the next Forum and to circulate to the PB.

14. Completed.
15. Completed.
16. Completed.
17. Completed.
18. NM and HT are to arrange a meeting with Defra sponsors of the Environment Agency and Natural England to discuss their corporate priorities and contingency funding. HT suggested that they could also speak with sponsors for SNH and CCW. AR commented that SNH are a member of the Scottish Working Group and so are kept informed through that mechanism. NM offered to find out about CCW priorities at the Wales Biodiversity Group meeting on 8<sup>th</sup> November. IM commented that he had been informing SNH and CCW about progress of the PB but not at a senior level in relation to funding. The need to find out how decisions are made in emergency situations (post FMD) and the need for clear funding routes and roles compatible with the treasury and corporate plans was discussed as well as the urgency to fit in with business plans for next year. Priorities and costs will be discussed at the next PB meeting on 6<sup>th</sup> December 2006.

**ACTION 7** – HT and NM to arrange a meeting with Defra sponsors of the Environment Agency and Natural England to discuss their corporate priorities and contingency funding.

**ACTION 8** – HT and NM to develop a document detailing options for funding contingency responses and mechanisms for delivery.

19. A follow-up to last meetings 'Emerging Issues' was deferred to item 9 on the agenda.
20. An update of progress with the development of the Risk Analysis Panel was deferred to item 5 on the agenda.
21. Prioritisation of Risk Assessments was deferred to item 5 on the agenda.

#### **4. Secretariat Report**

(PB Oct06-04)

Feedback from the PB was positive. AR thanked the Secretariat for its input at the Scottish Working Group. IM asked if there was an agenda to the All Ireland meeting yet and mentioned that it was important to know what is happening in Ireland with non-native species for the Forum. NM agreed to forward the agenda to IM when it arrived and to prepare a summary of the meeting for the PB. DO displayed the current homepage of the website onto a projector and tabled draft documents for text for the website.

DO explained that there were two parts to the website: 1. Information pages for everyone on non-native species 2. Secretariat pages for more formal meeting information (such as agendas, minutes and documents), which can be password protected if required. The PB were keen not to have any peoples names on the website, just those of organisations. Links to the NBN were suggested to encourage involvement in monitoring. DO asked for comments on the website.

**ACTION 9** – PB to send any comments on the website to DO.

**ACTION 10** – NM to forward the All Ireland meeting agenda to IM when it arrives.

**ACTION 11** – NM to prepare a summary of the All Ireland meeting for the next PB meeting.

**ACTION 12** – DO to circulate NM's diary at the beginning of each month to inform the PB in case any issues or sensitivities need to be addressed.

## 5. Risk Analysis

(PB Oct06-05)

NM summarised the paper detailing developments of the proposed Risk Analysis Panel (NNRAP). AR commented that part of the current Risk Assessment Peer Review project was to find out how long it took to carry out an assessment and how much it should cost, which could inform costs of the NNRAP. It was suggested that a flow diagram would best illustrate how the whole Risk Assessment mechanism will work and interact with the PB and how, in particular, decisions will be made. The PB agreed that the proposals were sensible but that the expectations of the PB of the outcome of a Risk Assessment needed to be clarified. A small subgroup of the PB including NM, IM, PR, AR and PRa agreed to reconvene to continue to develop the RA mechanism and to agree a remit and *modus opperandi*.

**ACTION 13** – Secretariat to add a flow diagram to the Risk Analysis document to be circulated to the PB.

**ACTION 14** – PB subgroup to develop and agree a way forward with the RA mechanism.

## 6. Stakeholder Sounding Board

This item was discussed under item 3.9. (Actions).

## 7. Talk on 'Audit of Responsibilities Project' by Max Wade.

Professor Max Wade from RPS Ecologists presented a summary of the findings of the Audit of Responsibilities project, which is being completed and the final report of which will shortly be with Defra.

## **8. Strategy Working Group**

(PB Oct06-08)

The PB discussed the current draft of the Strategy (V5.4), which was introduced by HT. Comments on the draft Strategy included: add more on prevention, flag up 'liability' and emphasise legal responsibility to engage commercial trade and industry stakeholders, add a statement describing what the Strategy is to achieve at the front of the document and have the GB mechanism as an annex, downgrade mention of the overseas territories and focus on the mainland GB, the Strategy needs to clarify what it covers e.g. does it include endoparasites? HT is currently finding out if a Regulatory Impact Assessment is needed despite the Strategy not imposing any regulatory changes. AR informed the Board that the Strategy probably does not require a Strategic Environmental Assessment (SEA) because the strategy falls under UK law (under Scottish law it would require an SEA). The next draft of the Strategy will be circulated after the Working Group meeting on 20<sup>th</sup> November 2006 and will be sent to the PB for approval. The PB will discuss the next draft at the next PB meeting on 6th December 2006.

## **9. Emerging issues: Follow up.**

(PB Oct06-09)

9.1 *Ludwigia*.

9.2 Siberian Chipmunks

9.3 Bumble Bees

9.4 Bullfrogs

NM summarised the document and agreed to keep the PB informed of any developments.

## **10. Emerging Issues**

(PB Oct06-10)

10.1 Giant African Land Snails

10.2 Life + funding

NM summaries the two documents and again agreed to keep the PB informed of progress.

## **AOB**

HT informed the PB that Zebra mussels were on the agenda for the European Environment Council meeting.

## **Next meetings:**

D.Owen

14/03/07

Page 5 of 8

**ACTION 15** – DO to propose meeting dates for a PB meeting in December to discuss the Strategy and funding options, a full PB meeting in February or early March 2007 and the Stakeholder Forum in Mid April 2007.

Next PB meeting to discuss the draft Strategy and priorities and costs for next year: Wednesday 6<sup>th</sup> December 2006, 12.30 – 15.30, Rm D, Nobel House, Smith Square, London.

The next full PB meeting: Wednesday 21<sup>st</sup> March 2007, 2.00 LG01, Ergon House, London.

**ANNEX 1.****3rd Programme Board Meeting on Non-native Species**

11.00, 19th July 2006  
Millennium Stadium, Cardiff

**ACTIONS**

	<b>Description</b>	<b>Deadline</b>	<b>Completed</b>
1	NM to circulate Defra and SEERAD organigrams to PB.	Before next PB.	✓
2	SH to give the Secretariat minutes of the first WG on Risk Associated with the International Plant Trade.	ASAP	✓
3	Secretariat to circulate minutes of the first WG on Risk Associated with the International Plant Trade.	ASAP	✓
4	DO to add the SWG to the spider diagram and circulate diagrams to PB.	ASAP	✓
5	PB to give feedback on the spider diagrams to Secretariat.	Friday 25 <sup>th</sup> August.	
6	PB to provide the secretariat with contact details for an interim list of contacts for emergency situations.	Before next PB.	
7	NM to collate and develop the list of contacts for emergency situations and to circulate to the Board for comments.	Before next PB.	
8	DO to circulate draft templates of the Secretariat website to the Board.	Before next PB.	
9	PB to comment on the list (in PB July06-04a) of potential SB members and to give the Secretariat contact details of potential members.	Before next PB.	
10	NM to set up meeting with the Defra Illegal Imports Team.	Before next PB	In progress
11	NM to contact DOENI to discuss the GB remit of the PB.	ASAP	✓
12	NM to attend the November Wales Biodiversity Group meeting.		
13	PB to think of suitable topics for discussion for the next Forum as well as a potential independent chair for the Q&A session.	Jan 07	
14	Strategy WG to invite a maritime representative onto the Strategy WG.	Before next PB	✓
15	Strategy WG to investigate the IMO regulations.	Before next PB	✓
16	NM to distribute list of contacts for the Audit of Responsibilities contract to PB.	ASAP	✓

17	Secretariat to communicate the Boards suggestions with regards to the marine remit to the Strategy WG.	ASAP	✓
18	NM and HT to visit the Defra sponsors of EA and NE to discuss their corporate priorities.	Before next PB	
19	NM to prepare a more detailed briefing on the <i>Ludwigia</i> and Bumble Bee situation for HJT to use to persuade the appropriate people that urgent action is needed.	Before next PB	Overtaken by events – Agenda Item 9.
20	NM to proceed as outlined in the Risk Assessment Panel document (PB July06-10) and to report back to the PB before the next meeting.	Before next PB.	✓
21	NM to include guidance on how to prioritise risk assessments in the revised Risk Assessment Panel paper.	Before next PB.	✓