

Minutes of the Space Hub Sutherland Programme Board held on Friday 22nd February 2019 at 1430 hours.

Present: David Oxley Chair
Roy Kirk

[REDACTED]

Apologies: **[REDACTED]**

MINUTES

1. WELCOME AND INTRODUCTIONS

David Oxley, Chair welcomed everyone to the meeting. He noted he would have to leave the meeting for a short while and at that time **[REDACTED]** would act as Chair on his behalf.

The Terms of Reference were discussed and changes to these were tabled as follows:

- Change of name from UKVL Project Board to Space Hub Sutherland Programme Board (various places throughout the document).
- Addition of **[REDACTED]** HIE **[REDACTED]**, **[REDACTED]** and **[REDACTED]**

David Oxley asked for the Terms of Reference to be updated and sent to him and Roy Kirk to consider further. **[REDACTED]** offered to help with the updating of the ToR.

Action: SHSPB(2019)M002/A001: [REDACTED] to send updated ToRs to David Oxley and Roy Kirk.

Action: SHSPB(2019)M002/A002: David Oxley/Roy Kirk/[REDACTED] to discuss ToRs and agree final draft version for issue at next SHS Programme Board meeting.

David Oxley noted that **[REDACTED]** would be joining the SHS project team for a short period. She would look at governance in terms of record keeping, processes etc. This was expected to be completed by Easter.

2. MINUTES OF LAST MEETING

The minutes of the last meeting had been circulated in advance of the meeting – UKVLPB(2019)M001 refers. These were accepted as a true reflection of the meeting.

3. STATUS OF ACTIONS

See Actions status appended to minutes.

4. PROGRAMME ACTIVITIES

David Oxley noted the flowchart showing the various key dates for the project. UKVLPB(2019)P003 refers. It was agreed that some of the key dates needed to be updated reflecting current knowledge. UKVLPB(2019)P004 describing the various stages of critical activities was also tabled for information.

Roy Kirk noted that there had been various discussions relating to the planning application and some thinking around the timeline for this activity. **[REDACTED]**

[REDACTED]

It was noted that the planning was not on the critical path and timelines were still required to be further developed.

Discussions were ongoing on the process for a land court hearing with regards potential timelines. HIE would be seeking advice from **[REDACTED]** which would allow a better understanding of the process involved.

[REDACTED] noted that the programme for the **[REDACTED]** **[REDACTED]** and it would be useful to maintain an understanding on this.

Roy Kirk stated he has spoken with LMSS with a further discussion organised for early next week to discuss 'go' dates for construction for IOC, completion of IOC and timing for LMSS pathfinder launch. This would allow consolidation of the programmes.

Action: SHSPB(2019)M002/A003: [REDACTED] to update flowchart reflecting current dates and activities.

Roy Kirk noted he had held discussions with MCE Chair and had been re-assured that negotiations remained positive. MCE Directors were shortly holding a meeting with their solicitors and then a meeting with HIE would be convened. David Oxley noted that by making progress on the lease would provide stakeholder confidence. He asked that he be updated as soon as the meetings had been held and HIE was in a position to know the outcome.

Action: SHSPB(2019)M002/A004: Roy Kirk to update David Oxley on progress with MCE legal undertakings for lease.

Preparations **[REDACTED]**

[REDACTED]

[REDACTED]

Action: SHSPB(2019)M002/A005: [REDACTED] to circulate [REDACTED]

Risk Register

UKVLPB(2019)P006 – summary of risk register as at February 2019 – was tabled. Following review and discussion it was noted that the two biggest risks at present were **[REDACTED]**. David Oxley

noted that in high level discussions with LMSS there had been an offer to provide support if required.

5. PROCUREMENT ACTIVITIES

[REDACTED] noted that a number of procurement activities were now complete or well underway. These included:

- **[REDACTED]** that were now embedded into the project.
- Responses to the design tender had now been received and a scoring panel would be set up early next week to take this through due process.
- **[REDACTED]** would meet next Tuesday.

David Oxley stated that it would be important to ensure that the model for LSO procurement had the right input. He noted that **[REDACTED]** would be setting up a technical advisory group, which would involve LMSS and Orbex, but to also have some independent expert advice. There needed to be a high level meeting which had the ability to deep dive into the activities for all regulatory aspects and ensure all issues had been identified.

[REDACTED] noted that he had asked whether UKSA would be interested in taking part in the procurement considerations for the LSO. While LMSS/Orbex had fed into the initial piece of work for independency and transparency they could not be involved in the scoring panel. David Oxley noted that the more people involved in the assessment would ensure that the process was robust.

[REDACTED] **[REDACTED]** noted that the LSO piece of work was complicated and had the ability to offer so many options. He agreed to write a short paper providing the options along with the different pros/cons of each for consideration.

Action: SHSPB(2019)M002/A006: [REDACTED] to draft short paper on the options for LSO procurement and the pros/cons against each option.

At this point David Oxley left the meeting and **[REDACTED]** took over the chair.

Roy Kirk stressed that **[REDACTED]** and was re-enforcing David Oxley's comment about not delaying this. While it was important to get this right there needed to be a decision following the review of the options to ensure this stayed on programme.

Action: SHSPB(2019)M002/A007: [REDACTED] to organise technical panel to review LSO procurement options.

It was noted that the LSO procurement was currently programmed for the end of April, therefore it was urgent to commence this as quickly as possible and approval papers to proceed would be required by early March. **[REDACTED]** stated it would be important to get dates in the diary of those involved now. **[REDACTED]** noted he would organise a date and get this in the diary of the key people required ensuring that finance and legal were involved at the onset.

[REDACTED] felt it would be useful for Charlotte Wright to be sighted on this to ensure that when the decision was made it allowed work to continue at pace.

Action: SHSPB(2019)M002/A008: David Oxley to update Charlotte Wright on LSO procurement outcomes and timelines.

[REDACTED] tabled an updated budget update (UKVL(2019)P007) refers.

6. LAND ISSUES

It was noted that this topic had been discussed earlier in the meeting.

David Oxley returned to the meeting.

7. COMMUNICATIONS

The following was noted:

- UKSA had now set up a regular communication meeting with HIE.
- **[REDACTED]** noted that **[REDACTED]** had met with Northern Times to explore best ways of providing updates of progress on this project. Discussions were also ongoing with a P&J representative.
- **[REDACTED]** noted that two community engagement sessions had been held – one in Melness looking at potential community benefit and one in Thurso as a general project update. There had been a number of positive discussions and the local press had attended the Thurso session and was looking to produce an article for the Caithness Courier next week.
 - Roy Kirk noted that ITAR training was taking place in Inverness on the 12th March which would allow key personnel in the project to be trained appropriately for dealing with some correspondence.
- **[REDACTED]** noted that there was a potential for a parliamentary debate on the 14th March on the space programme. This may take the shape of a two and a half hour session with the Minister opening proceedings, followed by Q&As. Those attending would be any MSP with an interest in the space industry. HIE may be asked to provide some briefings, etc. David Oxley noted it would be important to ensure all HIE areas were aware of this.

Action: SHSPB(2019)M002/A009: [REDACTED] to make all HIE area teams aware of the Scottish Government Parliamentary debate on 14th March 2019.

8. ANY OTHER BUSINESS

- **[REDACTED]** noted that new members had recently joined the HIE board and it would be useful to provide a short briefing paper to those new members so they are aware of the background of this project. He also felt it may be useful for members to meet with David Oxley/Roy Kirk to discuss the project in more detail. This was agreed.

Action: SHSPB(2019)M002/A010: David Oxley/Roy Kirk to provide briefing to new HIE Board members as background information for the space project.

- **[REDACTED]** noted that he was working with **[REDACTED]** and **[REDACTED]** on the wider benefits realisation piece of work and suggested he update the SHS Programme Board at the next meeting. This was agreed.

Action: SHSPB(2019)M002/A011: [REDACTED] to include benefits realisation on the next SHS Programme Board agenda.

- David Oxley stated that he had some comfort that the project was making a lot of progress but noted that there was still a lot of work to be done and the pace and governance need to be maintained.

There being no further business, David Oxley thanked everyone for their input and formally closed the meeting.

David Oxley
SHS Programme Board, Chair
24th February 2019

STATUS OF ACTIONS

ACTIONS ARISING FROM THIS MEETING

SHSPB(2019)M002/A001: **[REDACTED]** to send updated ToRs to David Oxley and Roy Kirk.

SHSPB(2019)M002/A002: David Oxley/Roy Kirk/**[REDACTED]** to discuss ToRs and agree final draft version for issue at next SHS Programme Board meeting.

SHSPB(2019)M002/A003: **[REDACTED]** to update flowchart reflecting current dates and activities.

[REDACTED]

SHSPB(2019)M002/A005: **[REDACTED]** to circulate **[REDACTED]**

SHSPB(2019)M002/A006: **[REDACTED]** to draft short paper on the options for LSO procurement and the pros/cons against each option.

SHSPB(2019)M002/A007: **[REDACTED]** to organise technical panel to review LSO procurement options.

SHSPB(2019)M002/A008: David Oxley to update Charlotte Wright on LSO procurement outcomes and timelines.

SHSPB(2019)M002/A009: **[REDACTED]** to make all HIE area teams aware of the Scottish Government Parliamentary debate on 14th March 2019.

SHSPB(2019)M002/A010: David Oxley/Roy Kirk to provide briefing to new HIE Board members as background information for the space project.

SHSPB(2019)M002/A011: **[REDACTED]** to include benefits realisation on the next SHS Programme Board agenda.

ACTIONS ONGOING FROM PREVIOUS MEETING

UKVLPB(2019)M001/A002: **[REDACTED]** to circulate HC report on pre planning meeting when available. **Action ongoing** – the report was awaited.

UKVLPB(2019)M001/A006: Roy Kirk to provide a short paper providing a plan to secure the **[REDACTED]** **Action ongoing** - Roy Kirk noted that several discussions had been held with HIE's legal support for this project. Following a meeting which was due to take place next week a paper would be provided.

UKVLPB(2019)M001/A009: All members to ensure that documentation reflects change of name from UKVL Sutherland to Space Hub Sutherland. **Action ongoing.**

UKVLPB(2019)M001/A010: **[REDACTED]** to provide a plan to proactively engage with media. **Action ongoing.**

ACTIONS COMPLETED SINCE LAST MEETING

UKVLPB(2018)M005/A002: Roy Kirk to speak with [REDACTED] to identify a date for a Sutherland site visit. *The visit took place on 8th February 2019.*

UKVLPB(2018)M005/A005: Roy Kirk to provide detailed project plan and update on mitigation of risk and showing critical path with go/no goes identified and a narrative around accelerated activities for the next meeting. **Action complete:** This was produced for the Risk and Assurance group.

UKVLPB(2019)M001/A001: [REDACTED] to include [REDACTED] on membership list and update the ToRs to reflect this. **Action complete.**

UKVLPB(2019)M001/A003: David Oxley to raise discussion between Scottish Government and UK Government with [REDACTED] (needs for clarity on regulation). **Action complete.**

UKVLPB(2019)M001/A004: [REDACTED] to prepare LT paper to detail the financial models for LSO requirements for the February meeting. **Action complete.**

UKVLPB(2019)M001/A005: [REDACTED] to provide all information on procurement for LSO to David Oxley before 1100 hrs on Monday 14th January 2019. **Action complete.**

UKVLPB(2019)M001/A007: Roy Kirk to ensure website is up and running by 18th January 2019. **Action complete.** The website had been set up and further work continues to populate with further information.