

**Meeting with EDF Renewables to discuss the Sectoral Marine Plan for
Offshore Wind Energy and 'ScotWind' leasing round**

DATE: 13 August 2020

ATTENDEES:

- Paul Wheelhouse MSP (Minister for Energy, Connectivity and the Islands)
- Matthieu Hue (Chief Executive Officer, UK, EDF Renewables)
- Ryanne Burges (Head of Offshore Development, EDF Renewables)
- Lindsey Southworth (Senior External Communications Manager, EDF Renewables)
- **[redacted]** (Scottish Government)
- **[redacted]** (Scottish Government)
- **[redacted]** (Scottish Government)
- **[redacted]** Scottish Government)
- **[redacted]** (Scottish Government)

RECORD OF MEETING:

No written record is available for this meeting.

- **Action:** *Officials to consider appropriate timing for a call between the Cabinet Secretary and [redacted] regarding [redacted] – perhaps later w/c 7 Sept.*

- FH commented that [redacted] [redacted] and [redacted] [redacted] will need time to consider the options but keen that we work collaboratively to ensure reputation is maintain for both JV Driver and the Scottish Government.
- CS would like time to reflect on the options internally and then speak further.
- [redacted]
- [redacted]
- [redacted]
- FH emphasised the point that time is critical, asking JV Driver to reflect on the options and speak again in the next few days but reminding all of the sensitives associated with this challenging situation.
- It was agreed that a further call would be convened for Sunday at 17.00 (UK time)

Convention of the Highlands and Islands

DATE: 26 October 2020

ATTENDEES:

The attendee list of this meeting is publicly available at:

<https://www.gov.scot/publications/convention-of-the-highlands-and-islands-meeting-papers-october-2020-2/>

RECORD OF MEETING:

The transcript of this meeting is publicly available at:

<https://www.gov.scot/publications/convention-of-the-highlands-and-islands-meeting-papers-october-2020-2/>

Call with Comhairle nan Eilean Siar

DATE: 10 November 2020

ATTENDEES:

- Paul Wheelhouse MSP (Minister for Energy, Connectivity and the Islands)
- Cllr Gordon Murray (Comhairle nan Eilean Siar)
- **[redacted]** (Scottish Government)
- **[redacted]** (Scottish Government)

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the primary briefing material for Scottish Ministers, and therefore, we have opted to disclose this information.

Meeting with Claire Mack

DATE: 02 December 2020

ATTENDEES:

- Paul Wheelhouse MSP (Minister for Energy, Connectivity and the Islands)
- Claire Mack (Chief Executive, Scottish Renewables)
- **[redacted]** (Marine Planning and Strategy Team, Scottish Government)
- **[redacted]** (Heat Networks Bill Team, Scottish Government)

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the primary briefing material for Scottish Ministers, and therefore, we have opted to disclose this information.

Meeting with Just Transition Commission

DATE: 03 December 2020

ATTENDEES:

- Fiona Hyslop MSP (Cabinet Secretary for Economy, Fair Work and Culture)
- Professor Jim Skea (Chair, Just Transition Commission)
- **[redacted]** (Scottish Government)

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the primary briefing material for Scottish Ministers, and therefore, we have opted to disclose this information.

Bi-Lateral Meeting With Minister-President of Baden-Württemberg

DATE: 28 January 2021

ATTENDEES:

The attendee list of this meeting is publicly available at:

<https://www.gov.scot/publications/foi-202100239061/>

RECORD OF MEETING:

A record of this meeting is publicly available at:

<https://www.gov.scot/publications/foi-202100239061/>

Call with OGA

DATE: 10 February 2021

ATTENDEES:

The attendee list of this meeting is publicly available at:

<https://www.gov.scot/publications/foi-202100239061/>

RECORD OF MEETING:

A record of this meeting is publicly available at:

<https://www.gov.scot/publications/foi-202100239061/>

Oil & Gas and, Energy Transition Strategic Leadership Group

DATE: 18 February 2021

ATTENDEES:

The attendee list of this meeting is publicly available at:

<https://www.gov.scot/publications/oil-and-gas-and-energy-transition-strategic-leadership-group-minutes-february-2021/>

RECORD OF MEETING:

A record of this meeting is publicly available at:

<https://www.gov.scot/publications/oil-and-gas-and-energy-transition-strategic-leadership-group-minutes-february-2021/>

Scottish Offshore Wind Energy Council

DATE: 24 February 2021

ATTENDEES:

- Paul Wheelhouse MSP (Minister for Energy, Connectivity and the Islands)
- Brian McFarlane (co-chair)
- Claire Mack (CEO, Scottish Renewables)
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted] (Scottish Government)
- [redacted] (Scottish Government)
- [redacted] (Scottish Government)

RECORD OF MEETING:

Agenda

No	Description	Time	Mins	Owner	Type
1	Apologies and Review of Previous Meeting's Minutes & Actions	09:30	10	Paul Wheelhouse	Approval
2	Opening Remarks	09:40	15	Paul Wheelhouse	Update
3	Strategic Investment Assessment	09:55	10	Brian McFarlane	Update
4	Funding	10:05	15	Brian McFarlane	Discuss
5	ScotWind and SCDS	10:20	20	[redacted]	Update
6	SOWEC Review	10:40	15	[redacted]	Update
7	Engagement with SLGs	10:55	10	Brian McFarlane	Update
8	Engagement with BEIS	11:05	10	Brian McFarlane	Discuss
9	AOB	11:15	10	Paul Wheelhouse and Brian McFarlane	Info

1. Apologies and Review of Previous Meeting's Minutes & Actions

1.1 The Minister welcomed all to the meeting and noted that [redacted] was in attendance to support him during item 5 on the agenda.

1.2 The Council was content with the minutes for the previous meeting of SOWEC.

1.3 Most actions from the previous meeting were either complete or to be discussed further during this meeting.

2. Opening Remarks

2.1 The Minister noted progress made since the last meeting, in particular the majority of the Groups' reports and projects are due to conclude in March 2021.

2.2 He also made reference to the Economy, Energy and Fair Work Committee's recent interest in SOWEC's activities – something which he said should be welcomed and should encourage all on the Council to develop ambitious programmes of work for the year ahead.

2.3 The Minister concluded his remarks by providing an overview of green jobs commitments in the Scottish Government's Budget for 2021/22, including the commitment to establish a Green Jobs Workforce Academy and the allocation of £230.9 million to Skills Development Scotland.

2.4 **[redacted]** then briefly spoke about how these commitments will impact the Skills landscape in the Scottish offshore wind sector.

2.5 There has been a positive response to the Budget and **[redacted]** pointed out that this Budget is taking a more long term view in terms of how it has allocated funds to skills related budgets.

2.6 He also welcomed the recent launch of the Climate Emergency Skills Action Plan, the implementation of which he believes will be crucial.

3. Strategic Investment Assessment

3.1 Brian gave an update on the *Strategic Investment Assessment's* progress since the last meeting of the Council.

3.2 The need to appoint a new Working Group Lead at short notice following **[redacted]** **[redacted]** decision to step back from the assessment incurred a short delay. **[redacted]** **[redacted]** is now the Working Group Lead.

3.3 The second meeting of the Executive Committee was held in January with Brian and **[redacted]** in attendance to ensure connectivity with both SOWEC and OWIC respectively.

3.4 Interviews with sector stakeholders as part of the data collection phase have commenced and are understood to have been positive and constructive.

3.5 It is intended that the Assessment will be published during the latter half of April. Officials will consider whether it would be appropriate for the Minister to

contribute to a press release as part of the Assessment's publication during the Pre-election period.

3.6 Communication to the sector of SOWEC's outputs, including those relating to the Assessment, is something that will need to be considered carefully to ensure maximum impact and exposure. Brian will work with the PMO team to formalise SOWEC's approach in this regard.

3.7 Conversations between Brian and the PMO team regarding how best to incorporate the recommendations of the Assessment have begun and Brian suggested a meeting with the Council in April to discuss this further would be useful. This was agreed to by the Council.

3.8 It was noted that BEIS announced on 22 February 2021 an *Offshore Wind Manufacturing Investment Support* scheme which aims to support facilities that are to be used to manufacture offshore wind blades, towers, export & array cables, monopile foundations, and other strategically important components for offshore windfarms. Stephen and Brian will meet to discuss how the Scottish offshore wind supply chain can be a beneficiary of funds from this scheme.

4. Funding

4.1 Brian stressed the need to consider the Council's financial requirements for Financial Year 2021/22, in particular those requirements that do not meet Crown Estate Scotland's funding requirements.

4.2 The Developers Group has offered contributions totalling £58,000, though, as the Council's workload is expected to increase this year, Brian asked the Groups to consider individually how they can financially support this increased workload. Feedback on this is to be provided to [redacted].

4.3 There was some discussion around the need to consider SOWEC's financial asks of the sector in the context of wider financial asks coming from others. Developers have been feeding back to some members of the Council that they're supportive of the Council's Strategic Goals, however they believe that there is merit in contributing to a single strategic national fund that can support national level impact rather than regional impact. Brian is supportive of this so long as developers are supportive of the Council's Programme of Works. It was agreed that Brian, [redacted], [redacted], and [redacted] should meet to have an initial discussion around this.

4.4 PMO and Secretariat will do some pre-engagement to ensure that there is structured discussion around coordinating SOWEC's asks of the sector.

5. ScotWind and SCDS

5.1 Brian thanked the Minister for writing to the Council on 15 February 2021 to set out the rationale behind Crown Estate Scotland's decision to review the option structure of the ScotWind Leasing Round.

5.2 Minister gave a brief overview of the ScotWind review and stressed the desire of Scottish Ministers to see a timely and robust review of the option structure.

5.3 **[redacted]** stated that Marine Scotland will consider all the feedback it receives from the sector and stressed the intent of the Sectoral Marine Plan to enable a long term pipeline of projects to support domestic supply chain growth.

5.4 There was broad agreement from all Group Leads that the outcome of the review should be reflective of the barriers to deployment that projects in Scotland face – including TNUoS charges; the need to support R&D, particularly for floating offshore wind projects; and harsher conditions in deeper waters.

5.5 The Council's industry representative also agreed that ScotWind has an opportunity to deliver value to the sector, and indeed the supply chain, and that the current Leasing Round, and successive Leasing Rounds, should put value over cost alone in its approach.

5.6 All Group Leads stated the importance of a timely decision on the ScotWind Review and the need to allocated seabed if Scottish project timelines are to remain on track.

6. SOWEC Review

6.1 Process to refresh the Council's Vision & Strategic Goals to ensure that they are aligned with the Scottish Government's offshore wind and net zero targets is now well underway and is being led by Developers Group representatives from RWE, Equinor and Vattenfall.

6.2 A draft paper with initial recommendations will be shared with the Council in the coming weeks.

6.3 Developers Group representatives have been conducting a review of SOWEC's governance documents and is considering lessons learnt over the past two years and changes that could be made to improve the efficiency and efficacy of the Council.

6.4 It was agreed that draft 2021 Roadmaps will be submitted to the PMO team during March, however Group Leads will have time to finalise their Roadmaps to include the recommendations of the *Strategic Investment Assessment*. **[redacted]** will consider whether there is merit in modifying the Roadmap template to include a section that covers the longer term ambitions of SOWEC's Groups.

7. Engagement with SLGs

7.1 The Strategic Leadership Group (SLG) industry Co-Chairs (including Brian) are meeting quarterly to discuss a number of crosscutting issues, with the second meeting (8 February 2021) focussing on identifying "golden threads" which represent collaborative opportunities for growth across the sectors represented by the SLGs.

7.2 The three golden threads identified at this meeting were: (1) Net zero and its legacy; (2) cost of energy and value for consumers; (3) creation and continuation of jobs/development of skills.

7.3 It was noted that the upcoming Comprehensive Spending Reviews offer an opportunity for the Council to stress to UK Ministers what the offshore wind sector requires from UK Government to support the domestic supply chain. [redacted] [redacted] will be in touch with SOWEC's Group Leads to consider what the Council wants to propose to BEIS, and the Scottish Government will have the opportunity to feed into this.

8. Engagement with BEIS

8.1 Brian, [redacted], and [redacted] are meeting with BEIS officials during w/c 1 March 2021 to discuss the SOWEC's response to BEIS' consultation on Changes to Supply Chain Plans and the CfD Contract, and its Enabling a high renewable, net zero electricity system: call for evidence. [redacted] and [redacted] will liaise with the Council to determine its approach to this call for evidence.

8.2 The Minister made clear that while the Scottish Government respects the views of SOWEC with regards to its response to the Supply Chain Plans Consultation, he does not share the view that the proposed changes in this consultation are too onerous on applicants to CfD auctions.

8.3 There was agreement that SOWEC should use this meeting with BEIS to draw a distinction between the OWIC and SOWEC's response to the Supply Chain Plans consultation – namely that the SOWEC response encompassed the views of both developers and the Scottish supply chain.

9. AOB

9.1 The Minister stated that SOWEC should, if necessary, meet without him during the preelection period.

9.2 It was noted that the Council should consider how it should feed in to the activities taking place during COP26 later in the year.

9.3 Minister asked the Council to consider discussing the opportunity that the production of hydrogen offers the offshore wind sector in Scotland.

Next Meeting: TBC Post-election 2021

ANNEX A: Actions for Council

Paragraph Number	Description of Action	Allocated To
3.5	Consider the feasibility of the Minister contributing to a press release to accompany the publication of the Strategic	Scottish Government Officials

	Investment Assessment during the pre-election period.	
3.6	Work with the PMO team to formalise the Council's approach to communicating to the sector its upcoming team outputs and recommendations.	Brian McFarlane and PMO
3.7	The Council will meet in April to discuss how it should incorporate the outputs of the Strategic Investment Assessment into the Groups' Roadmaps.	SOWEC
4.2	The Group Leads will ask their Groups to consider the need for further funding and will come back to Colin on this.	Group Leads
4.3	Brian, [redacted] [redacted] and [redacted] to meet to discuss how best to coordinate the sector's funding asks of developers.	Brian McFarlane, [redacted] [redacted] , [redacted] [redacted], [redacted] [redacted]
4.4	PMO and Secretariat will enable discussions to ensure that SOWEC's asks of the sector are structured and fully aligned with the Council's Strategic Goals.	PMO team and Secretariat
6.4	Draft 2021 Roadmaps are to be submitted to the PMO team during March.	Group Leads
7.3	A short document outlining the sector's asks of UK Government as part of departmental Comprehensive Spending Reviews will be drafted by [redacted] [redacted] who will coordinate with the Group Leads on this.	[redacted] [redacted]
8.1	Sector's feedback on the High Renewable Consultation are to be passed on to Scottish Government Officials.	[redacted] [redacted] and [redacted] [redacted]

Convention of the Highlands and Islands

DATE: 15 March 2021

ATTENDEES:

The attendee list of this meeting is publicly available at:

<https://www.gov.scot/publications/convention-of-the-highlands-and-islands-meeting-papers-march-2021/>

RECORD OF MEETING:

The transcript of this meeting is publicly available at:

<https://www.gov.scot/publications/convention-of-the-highlands-and-islands-meeting-papers-march-2021/>

Scottish Energy Advisory Board

DATE: 18 March 2021

ATTENDEES:

The attendee list of this meeting is publicly available at:

<https://www.gov.scot/publications/scottish-energy-advisory-board-minutes-march-2021/>

RECORD OF MEETING:

The minutes of this meeting are publicly available at:

<https://www.gov.scot/publications/scottish-energy-advisory-board-minutes-march-2021/>

Mr Wheelhouse Meeting with BP and EnBW

DATE: 23 March 2021

ATTENDEES:

- Paul Wheelhouse MSP, Minister for Energy, Connectivity and the Islands
- Emeka Emembolu, Senior Vice President, North Sea, BP
- David Anderson, Senior Vice President, Renewables Growth, BP
- [redacted], Commercial Developer and Project Manager, BP
- [redacted], Political and External Affairs Advisor, BP
- Holger Grubel, Head of Portfolio Development, Offshore Wind, EnBW
- [redacted], Portfolio Development Manager, Offshore Wind, EnBW
- [redacted], Head of Large Scale Renewables Supply Chain & Infrastructure, Scottish Government
- [redacted], Policy Officer, Large Scale Renewables Supply Chain & Infrastructure, Scottish Government
- [redacted], Head of Oil and Gas, Scottish Government
- [redacted], Senior Policy Officer, Oil and Gas, Scottish Government
- [redacted], Senior Energy Sector Manager, Scottish Development International

RECORD OF MEETING:

PW: Welcomed BP and EnBW collaboration and welcomed BP's investment in offshore wind. I note The Crown Estate's Leasing Round results and noted that review of Crown Estate Scotland's ScotWind Leasing Round is ongoing. I am eager to hear views of BP and EnBW on Scotland's port capabilities.

DA: ScotWind project is important to us and The Crown Estate projects will assist us in how we approach ScotWind. We are looking at several areas for ScotWind, targeting both fixed and floating opportunities.

DA: We are exploring how BP can support Aberdeen, be that via electrification of oil & gas platforms, hydrogen, ports, or skills. We are in the process of forming our offshore wind business within BP which will bring our oil & gas skills over to us. Until very recently, we were not participants in offshore wind business, now we have 7GW in development.

HG: We have announced that we will be carbon neutral by 2035, still running coal plants which will need to be dismantled, to be replaced with hydrogen powered turbines and boilers.

HG: Engaging with and training young people is something that we believe we can bring into ScotWind.

Both BP and EnBW were keen to hear more details on the ScotWind review.

PW: Pleased to hear that BP and EnBW are engaging with the net zero agenda. Scotland's Energy Strategy recognises the expertise of oil & gas workers and how

they can transition into the renewables. The Oil & Gas and Energy Transition SLG is playing a big role in the transition.

PW: ScotWind is the first leasing round that we are responsible for after further devolution, approach was set out to support expansion of offshore wind generation at pace. There is a race for us to get investment into offshore wind capacity, alongside grid investments and hydrogen.

PW: We recently published the UK's first Hydrogen Strategy which set out that we have the ability to generate more green hydrogen than we need.

PW: Decision to pause ScotWind was taken by Crown Estate Scotland on the basis of revenues generated during The Crown Estate's leasing round auction. Crown Estate Scotland has a statutory duty to ensure that value is generated from assets. Understand that Crown Estate Scotland will make an announcement tomorrow.

EE: On emissions side, we have said a number of times that we are committed to reaching net zero as a company. We've reduced routine flaring on one of our platforms (name of platform was accidentally omitted from the note taken) which hasn't flared on 60% of days this year. PW welcomed this and encouraged them to use this example in the lead up to COP26.

[redacted]: Working with ports to understand their capabilities. Discussions with ports have been productive and we hope to use Scottish ports for our projects, but must note that no Scottish ports are able to support the entire scope of projects. **Offered a follow up session on ports with SE, HIE and SG officials which took place on 28 April 2021.**

[redacted]: We see a challenge on the East Coast with regards to offshore wind floating marshalling as we require 15m depth. On operations and maintenance, we require 80m of quay basis on the basis that turbine sizes will continue to increase. We also need 4-8km of warehousing space to run one project out of one port. **[redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]**. On the West Coast, much development is needed – engaging with Argyll and Bute Council on what is needed.

PW: Keen to have discussion on ports further, appreciate that we need a lot more collaboration and coordination between ports and harbours in Scotland.

PW: From a decommissioning point of view, we're pursuing an ultra deep port at Dales Voe in Shetland. Appreciate the commercial sensitivity of work, but early engagement with SG and agencies would allow us to assist where we can.

[redacted]: Would be good for SE and HIE colleagues to sit down with you and see where we can assist. We still want to see manufacturing at our quaysides and ports.

[redacted]: Engaging with a number of ports and harbours to understand investment but also looking to support SMEs and how we package the procurement plan.

PW: We've got a mature supply chain in oil & gas space but not in offshore wind. Key to SCDS is an opportunity to develop offshore wind supply chain instead of near the end of the process where it becomes harder.

PW: Mentioned the Strategic Investment Assessment and its aims – it will enable policy and financial interventions in the future.

[redacted]: Mentioned skills needs. PW noted the work of the Energy Skills Alliance and the SOWEC Skills Group.

Emeka reiterated BP's thanks to Mr Wheelhouse for his support. Mr Wheelhouse thanked them for this and thanked all stakeholders for their support.

Energy Transition Fund (ETF) Roundtable

DATE: 06 August 2021

ATTENDEES:

- Michael Matheson MSP, Cabinet Secretary for Net Zero, Energy and Transport
- Sir Ian Wood, Chairman, ETZ Ltd
- Maggie McGinley, CEO, ETZ Ltd
- Colette Cohen, CEO, Net Zero Technology Centre
- Neil Gordon, Chief Executive, Subsea UK
- Councillor Ryan Houghton, Aberdeen City Council
- Diedre Mitchie, CEO, OGUK
- Alistair McKenzie, Chairman, Aberdeen Harbour Board
- Geoff Aberdein, Comms and Engagement, ETZ Ltd
- Richard Sweetnam, Chief Officer City Growth, ACC
- **[redacted]**, Net Zero Technology Centre
- **[redacted]**, Scottish Government

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the primary briefing material for Scottish Ministers, and therefore, we have opted to disclose this information.

Scottish Offshore Wind Energy Council

DATE: 14 September 2021

ATTENDEES:

- Ivan McKee MSP, Minister for Business, Trade, Tourism and Enterprise
- Brian McFarlane (Co-Chair)
- Claire Mack, CEO Scottish Renewables
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted], Scottish Government
- [redacted], Scottish Government
- [redacted], Scottish Government

RECORD OF MEETING:

Agenda

No	Description	Time	Mins	Owner	Type
1	Welcome and Introductions including a Review of Previous Meeting's Minutes & Actions	10:00	25	Ivan McKee and Brian McFarlane	Approval
2.1	Strategic Investment Assessment Presentation	10:25	10	[redacted]	Info
2.2	SIA Next Steps and Work Towards Implementation	10:35	25	Brian McFarlane	Discuss
3	Finance	11:00	05	Brian McFarlane	Update
4	Updated Vision and Goals	11:05	20	[redacted]	Approval
5	Comms	11:25	05	[redacted]	Update
6	Roadmaps	11:30	10	[redacted]	Update
7	Energy Strategy Refresh	11:40	10	Brian McFarlane	Discuss
9	AOB	11:50	10	Ivan McKee and Brian McFarlane	Info

**Next meeting: 2 December 2021
(TBC)**

1. Welcome and Introductions including a Review of the Previous Meeting's Minutes & Actions

1.1 Brian welcomed everyone to the 10th meeting of SOWEC and welcomed the Minister to his first SOWEC meeting since taking up the role of Co-Chair.

1.2 In his opening remarks, the Minister thanked his predecessor Paul Wheelhouse for his work in driving forward the Scottish Government's offshore wind ambitions and noted that he was hugely respected by the sector.

1.3 The Minister outlined the Scottish Government's continued commitment to the offshore wind sector with the inclusion of a Strategic Investment Assessment in the 100 Days' Plan for Government, and a commitment in the Programme for Government to provide a strengthened framework of support for the sector.

1.4 The Minister noted that the first ScotWind leasing round had closed on 16 July 2021 and that 74 applications had been received. He added that successful bidders would be announced in early 2022 and that planning was underway for future leasing rounds during the course of this Parliament.

1.5 The Minister concluded his remarks by thanking Professor Sir Jim McDonald for his leadership in driving forward the Strategic Investment Assessment and said that he looked forward to working with members of SOWEC to implement the recommendations over the coming weeks and months.

1.6 Following the Minister's remarks, Brian asked each member of SOWEC to provide a short introduction.

1.7 Following the introductions, Brian gave a brief overview of the agenda and the action points from the previous meeting of 24 February 2021.

1.8 Claire asked if there was any feedback from the meeting with BEIS officials to discuss SOWEC's response to BEIS' consultations on Changes to Supply Chain Plans and the CfD Contract, and its Enabling a high renewable, net zero electricity system: call for evidence.

1.9 Brian confirmed that he and **[redacted]** had attended the meeting with BEIS and gave feedback. Brian said they discussed having a follow up meeting with BEIS officials before the end of the year, and said that SOWEC members should feed into what should be discussed at that follow up meeting.

1.10 The Council was content with the minutes from the previous meeting.

1.11 Most actions from the previous meeting were either complete or to be discussed further during this meeting.

2. Strategic Investment Assessment Presentation

2.1.1 **[redacted]** gave a presentation on the Strategic Investment Assessment. The presentation covered the background to the SIA, the methodology and delivery, and a summary of the recommendations.

2.1.2 During the presentation, **[redacted]** said that Prof. Sir Jim McDonald was keen to still be involved and help with the implementation of the SIA. **[redacted]** said Sir Jim has offered his time to help guide and encourage action, particularly around the creation of the Collaborative Framework.

2.2 **SIA Next Steps and Work Towards Implementation**

2.3 **[redacted]** gave a presentation on the SIA Implementation Plan, prioritisation of actions set out, with a focus initially on the establishment of the Collaborative Framework.

2.4 Regarding timescales, **[redacted]** said it was important that a draft Collaborative Framework is developed prior to ScotWind leasing announcements, so that successful developers can be properly engaged, and resulting port discussions are informed and coordinated.

2.5 It was recommended that SOWEC group leads and the Developer Group, plus OWIC rep and SDI attend a half day workshop for review and allocation of roles of Implementation Plan.

2.6 It was proposed that a small working group is formed with SOWEC Developer group, SE, HIE and SG representation to take forward the delivery of the Implementation Plan, with advice and input from experts who have experience of developing collaborative frameworks, for example the Net Zero Technology Centre.

2.7 In addition, **[redacted]** suggested that resource would be needed to support the delivery of the Implementation Plan action and gave an overview of a proposed part-time role to help develop the Collaborative Framework, and a full-time SIA project manager role to lead on the supply chain recommendations.

2.8 Brian thanked **[redacted]** for his work in producing the draft Implementation Plan and opened out for wider discussion.

2.9 The draft Implementation Plan was broadly welcomed by the Council. A discussion then followed on the importance of working together and providing leadership to develop the Collaborative Framework. Several issues were raised including ports funding and engagement, the CfD, and supporting the development of a skilled workforce across the sector.

2.10 It was suggested that SOWEC can learn lessons from other sectors that have a strong track record of collaboration such as the Scottish Whisky Association and the aerospace industry.

2.11 The Minister recognised the importance of developing the Collaborative Framework and agreed that there may be learning to be done from other sectors

about working closely together at a strategic level. The Minister suggested that there is a need to better understand how Scottish ports can compete with other ports in the UK such as Teesside and Humberside in terms of investment, space required and skills and training. Furthermore, the Minister said that work was ongoing on Green Ports with further news and information expected imminently.

3. Finance

3.1 Brian gave a brief update on finance and referenced the Crown Estate Scotland paper, circulated prior to the meeting, in which it was outlined that [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] to support SOWEC activities in the forthcoming year. Brian added that the intended focus of the funding would be on the delivery of the recommendations in the SIA, the roadmaps and any other SOWEC activities aligned with the CES strategy.

3.2 Brian confirmed that SOWEC had [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted].

3.3 The Minister confirmed that £100,000 of Scottish Government funding had been identified to support the SIA project management activity.

4. Updated Vision and Goals

4.1 [redacted] and [redacted] gave an overview of the vision and goals review work and provided an update on the new mission statement and updated goals.

4.2 Brian asked SOWEC to approve the updated vision and goals.

4.3 [redacted] said that he had proposed an amendment to the skills goal for consideration by the Council. In light of this, Brian said that the vision and goals would be recirculated, with the amended skills goal, for approval by email following the meeting.

5. Communications

5.1 [redacted] gave a brief update on recent communications work saying that there had been a steady stream of activity surrounding SOWEC's key deliverables and the SIA. Colin added that the majority of SOWEC's funding was allocated to communications and advocacy support to ensure that SOWEC's activities are visible.

5.2 [redacted] confirmed that, once approved by SOWEC, the updated vision and goals would be communicated out more widely and updated on the website.

6. Roadmaps

6.1 [redacted] gave a brief update on the work to date on the roadmaps. [redacted] said that analysis had been undertaken and that this had been fed back

to each of the SOWEC group leads. It was hoped the roadmaps would be concluded with the group leads over the coming weeks.

7. Energy Strategy Refresh

7.1 Brian gave a brief update on the Energy Strategy Refresh and the Energy Task Force. Brian said he would be seeking SOWEC's views going forward and said further updates would be given in future SOWEC meetings as the strategies develop.

8. AOB

8.1 **[redacted]** suggested that the next SOWEC meeting could take place at Nigg. However, Claire mentioned that the date of the next meeting was the same as the Green Energy Awards, which are taking place in Edinburgh.

8.2 The Minister thanked everyone for a good session and said that he looked forward to working with members going forward before Brian brought the meeting to a close.

ANNEX A: Actions for Council

Paragraph Number	Description of Action	Allocated to
2.1.2	Ask Professor Sir Jim McDonald to continue to be involved and help shape the Collaborative Framework.	Brian
2.2.1	Circulate draft SIA Implementation Plan.	PMO
2.2.3	SOWEC Leads and Developer Group, plus OWIC & SDI invited to half day workshop to review Implementation Plan.	PMO
2.2.4	Set up smaller working group to help drive forward the delivery of the Implementation Plan.	PMO
2.2.9	Explore if there is any current evidence or analysis on competitiveness of Scottish ports.	PMO
4.3	Circulate updated vision and goals for approval by email.	Secretariat
5.2	Once approved, publish and communicate SOWEC's updated vision and goals.	PMO
6.1	Finalise roadmaps.	Group leads

Orkney Harbour Authority Meeting

DATE: 16 September 2021

ATTENDEES:

- Ivan McKee MSP, Minister for Business, Trade, Tourism and Enterprise
- Paul Olvhoj, Business Development Manager, Orkney Harbour Authority
- James Buck, Head of Marine Services and Transport, and Harbour Master, Orkney Harbour Authority
- David Sawkins, Deputy Harbour Master Strategy and Support, Orkney Harbour Authority
- **[redacted]**, Ports Policy Manager, Transport Scotland, Scottish Government

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the primary briefing material for Scottish Ministers as a discussion topic. Accordingly, we have opted to disclose this information. The topics for discussion at this meeting are listed below:

1. Offshore wind / ScotWind / Masterplan –OHA plans to support the offshore wind sector.
2. Industry decarbonisation – Specifically, carbon free fuels, and production of H₂ and NH₃.
3. Planning – Specifically the National Planning Framework 4 (NPF4).
4. Investment Opportunities – Innovation and green funding.
5. Green ports – Orkney would appreciate it if the Minister could provide an update.
6. Tourism – Cruise restart and future.

Meeting with French Ambassador

DATE: 16 September 2021

ATTENDEES:

- Rt. Hon. Angus Robertson MP, Cabinet Secretary for the Constitution, External Affairs and Culture
- Catherine Colonna, Ambassador of France to the United Kingdom
- **[redacted]**, Head of Scotland House, London, Scottish Government

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the primary briefing material for Scottish Ministers, and therefore, we have opted to disclose this information.

Marine Scotland Business Prioritisation Meeting

DATE: 16 September 2021

ATTENDEES:

- Mairi Gougeon MSP, Cabinet Secretary for Rural Affairs and Islands
- Kate Higgins, Special Adviser, Scottish Government
- Liz Ditchburn, Director General Economy, Scottish Government
- Annabel Turpie, Director of Marine, Scottish Government
- Mike Palmer, Deputy Director, Marine Planning and Policy, Scottish Government
- Allan Gibb, Scottish Government
- Caroline Cowan, Interim Deputy Director, Marine Funding and Strategy, Scottish Government
- Iain Wallace, Deputy Director, Marine Directorate, Scottish Government
- [redacted], Head of Marine Scotland Change Programme, Scottish Government
- [redacted], Head of Aquaculture and Recreational Fisheries, Scottish Government
- [redacted], Scottish Government
- [redacted], Scottish Government
- [redacted], Scottish Government
- [redacted], Scottish Government

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the primary briefing material for Scottish Ministers, and therefore, we have opted to disclose this information.

Scottish Energy Advisory Board

DATE: 04 October 2021

ATTENDEES:

The attendee list of this meeting is publicly available at:

<https://www.gov.scot/publications/scottish-energy-advisory-board-minutes-october-2021/>

RECORD OF MEETING:

The transcript of this meeting is publicly available at:

<https://www.gov.scot/publications/scottish-energy-advisory-board-minutes-october-2021/>

**Introductory meeting with The Fishermen's Mutual Association (Pittenweem)
Ltd (FMA – Pittenweem)**

DATE: 07 October 2021

ATTENDEES:

- Mairi Gougeon MSP, Cabinet Secretary for Rural Affairs and Islands
- **[redacted]**, Fishermen's Mutual Association (Pittenweem) Ltd
- **[redacted]**, The 10 Metre and Under Association
- **[redacted]**, Scottish Government
- **[redacted]**, Scottish Government
- **[redacted]**, Scottish Government

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the primary briefing material for Scottish Ministers, and therefore, we have opted to disclose this information.

Meeting with Macquarie

DATE: 18 October 2021

ATTENDEES:

- Ivan McKee MSP, Minister for Business, Trade, Tourism and Enterprise
- Edward Northam, Head of Green Investment Group, Europe & UK, Macquarie
- **[redacted]**, Public Affairs, Macquarie London
- Mark Hallan, Global Investment Director, Scottish Development International (SDI)
- **[redacted]**, Head of Financial Services Industry and Regulation, Directorate for International Trade and Investment, Scottish Government

RECORD OF MEETING:

Ivan McKee, Minister for Business, Trade, Tourism and Enterprise last met Macquarie (alongside SDI) on 18 October 2021 at Scotland House in London.

- He met Edward Northam, Head of Green Investment Group, Europe & UK, Macquarie and **[redacted]**, Public Affairs, Macquarie London.
- During the meeting, the following areas were covered:
 - the Green Investment Group in Scotland;
 - Scotwind and seizing future industrial opportunities;
 - innovation;
 - infrastructure and pumped hydro;
 - the Acorn project;
 - COP26; and,
 - Skills requirements.
- Macquarie commented that the Scottish National Investment Bank would add value if it focused on those projects and areas the private sector would not consider.
- They also added that when the Green Investment Bank was publicly owned, they enjoyed their relationship with their shareholder (UKG); where they operated in a private market they felt they were trusted by government to make a difference and stimulate demand.
- They felt it would be important for Scotland to capture that spirit via the Bank.

Meeting with Ørsted

DATE: 18 October 2021

ATTENDEES:

- Ivan McKee MSP, Minister for Business, Trade, Tourism and Enterprise
- Mads Nipper, CEO, Ørsted
- Duncan Clark, Head of UK Region, Ørsted
- Mark Hallan, Global Investment Director, Scottish Development International
- **[redacted]**, Head of Financial Services Industry and Regulation, Directorate for International Trade and Investment, Scottish Government

RECORD OF MEETING:

From: **[redacted]** on behalf of Minister for Business, Trade, Tourism & Enterprise
Sent: 16 December 2021 14:16
To: **[redacted]**; Minister for Business, Trade, Tourism & Enterprise
Cc: Cabinet Secretary for Finance and Economy; Cabinet Secretary for Net Zero, Energy and Transport; Director of International Trade and Investment;
[redacted][redacted][redacted][redacted][redacted];
[redacted][redacted][redacted][redacted];
[redacted][redacted][redacted][redacted];
[redacted][redacted][redacted][redacted][redacted][redacted][redacted];
Hogg A (Andrew);
[redacted][redacted][redacted]; Communications Finance & Economy; Spads Admin;
Dobson L (Leanne)
Subject: RE: READOUTS: MBTTE London Visit (18 October 21) - Ministerial Investor Meetings: Ørsted and HSBC

Hi **[redacted]**,

Thanks for sending this on, Mr McKee is content.

Many thanks,

[redacted]

Deputy Private Secretary
Minister for Business, Trade, Tourism & Enterprise
The Scottish Government
Edinburgh
Email: MinisterBTTE@gov.scot

All e-mails and attachments sent by a Ministerial Private Office to any other official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

From: **[redacted]** <**[redacted]**@gov.scot>
Sent: 14 December 2021 16:44
To: Minister for Business, Trade, Tourism & Enterprise <MinisterBTTE@gov.scot>

Cc: Cabinet Secretary for Finance and Economy <CabSecFE@gov.scot>; Cabinet Secretary for Net Zero, Energy and Transport <CabSecNetZET@gov.scot>; Director of International Trade and Investment <DirectorDITI@gov.scot>;

[redacted]< [redacted]@gov.scot>; [redacted]< [redacted]@gov.scot>; [redacted]
<[redacted]@gov.scot>; [redacted]< [redacted]@gov.scot>; [redacted]<
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[redacted]@scotent.co.uk>[redacted]@gov.scot>[redacted]>; [redacted]@gov.scot>[redacted];
[redacted] [redacted]@gov.scot; [redacted] [redacted]@gov.scot; Communications Finance &
Economy
<CommunicationsFinance&Economy@gov.scot>; Spads Admin <Spads_Admin@gov.scot>; Dobson L (Leanne)
<Leanne.Dobson@gov.scot>
Subject: READOUTS: MBTTE London Visit (18 October 21) - Ministerial Investor Meetings: Ørsted and HSBC

Good afternoon PO / Minister BTTE

(Cc: PS / Cabinet Secretary for Finance and the Economy
PS / Cabinet Secretary for Net Zero, Energy and Transport)

Please see below readouts from the Minister's meetings with Ørsted and HSBC on 18 October during his London visit (please accept my apologies for the delay in sending these). Please let me know if the Minister is content.

1. ØRSTED

Meeting Attendees:

- Ivan McKee, Minister BTTE
- Mads Nipper, CEO, Ørsted
- Duncan Clark, Head of UK region, Ørsted
- [redacted], SG
- Mark Hallan, Global Investment Director, SDI / SE

Meeting Summary:

Energy Transition / Decarbonisation and opportunities in Scotland

- Ørsted recognise the opportunities in Scotland around energy transition and decarbonisation and are excited to see Scotland really leaning in this area. There's ample opportunity not just to create an industry but also to see floating offshore and opportunities within hydrogen. Ørsted also recognise the resources that Scotland has in terms of seabed and heritage of an oil and gas industry which can be converted into something truly future oriented.
- Minister Mr McKee reflected that Scotland's in a good place, with more to do. SG is setting a strong policy agenda around climate emergency and delivery, but we need to focus on supply chain which we are keen to develop. Scotland has a good story on investment that needs to communicate more widely and coherently.
- Ørsted mentioned that Scotland was the first place in the world where they put in a proposal for floating wind. Scotland and Denmark are examples of countries with such significant resources, with a real opportunity to export capability, hydrogen, green fuels and electricity.

- Ørsted provided an overview of its Green Fuels for Denmark project which is planned to reach a total capacity of 1.3 GW. There is a clear vision that there could be similar Green fuels project for Scotland. Scotland has the resources to deliver this and also the competitive opportunity.
- The other project flagged by Ørsted included their global flagship project on Synthetic Aviation Fuels. Ørsted have an MoU with Edinburgh Airport around assisting the Airport's sustainability targets.

Ports and Infrastructure

- Minister Mr McKee asked Ørsted for views on ports and infrastructure and what Scotland needs to do to improve.
- Ørsted reflected that ports need to be made world-class and need to be made ready. Need to work out which locations, setups, space, conditions support different jobs etc. Ørsted mentioned Denmark as the example where they had first mover advantage and reflected that in hydrogen and floating, first mover advantage is also possible for Scotland.

Ørsted's £12 billion Scottish investment announcement:

- Minister reflected that Ørsted's involvement in Scotland would be welcomed and would be very positive. Keen to understand what Ørsted would like to see from Scotland, given Ørsted have announced its intention of £12 billion investment into Scottish renewables.
- Ørsted really interested in the Cluster approach and keen to understand the central North Sea cluster and its resilience. There's also learning that can be done from Esbjerg which used to be an Oil and Gas hub in Denmark. It is now so far the number one port for renewables for offshore wind. There's plenty of opportunity for Scotland to copy that transformation and do even better. What is so great about Scotland's resources is that it can create critical mass.
- What Ørsted have found difficult is the speed of transformation of offshore as a technology. Predictability of what will happen is difficult. Difficult to say what consenting process will look like which means that the uncertainty for developers and the supply chain. There is however, real opportunity for Scotland to be a first-mover in this area.

Action: SE / SDI to continue its engagement with Ørsted around the potential £12 billion investment announcement into Scottish renewables.

Kind Regards,

[redacted] Senior Policy Advisor – Inward Investment | Directorate for International Trade & Investment | Scottish Government

Email: **[redacted]**@gov.scot | Mobile: **[redacted]**



Convention of the Highlands and Islands

DATE: 25 October 2021

ATTENDEES:

<https://www.gov.scot/publications/convention-of-the-highlands-and-islands-meeting-papers-october-2021/>

RECORD OF MEETING:

<https://www.gov.scot/publications/convention-of-the-highlands-and-islands-meeting-papers-october-2021/>

Ms Forbes Meeting with David Cairns VP Equinor

DATE: 01 November 2021

ATTENDEES:

The attendee list for this meeting is publicly available at:

<https://www.gov.scot/publications/foi-202400410353/>

RECORD OF MEETING:

The minutes of this meeting are publicly available at:

<https://www.gov.scot/publications/foi-202400410353/>

Meeting with Invenergy

DATE: 03 November 2021

ATTENDEES:

- Michael Polsky, Founder and CEO, Invenergy
- **[redacted]**, Head of Growth and Innovation, Invenergy
- Stuart Winter, Director, International Development, Invenergy
- **[redacted]**, Lead Generation, Scottish Development International
- **[redacted]**, Inward Investment Team, Scottish Government

RECORD OF MEETING:

Invenergy, discussed their intention to set up their Global Offshore Wind Operations in Edinburgh, should their ScotWind bid be successful. Invenergy seemed very aligned to Scotland's values and the type of investment we would look to attract.

Meeting with Macquarie Group's Global CEO Shemara Wikramanayake

DATE: 03 November 2021

ATTENDEES:

- Rt. Hon. Nicola Sturgeon MSP, First Minister
- Liz Lloyd, Special Adviser, Scottish Government
- Shemara Wikramanayake, CEO, Macquarie Group
- Mark Dooley, Global Head of Green Investment, Macquarie Group
- Leigh Harrison, Global Head of Asset Management, Macquarie Group
- Stephen Moir, Head of Corporate Affairs, EMEA, Macquarie Group & Head of Corporate Affairs, Green Investment Group

RECORD OF MEETING:

From: [redacted]
Sent: 08 November 2021 12:48
To: [redacted]
Subject: FW: Read-out from meeting with FM and Macquarie - from 4 November 2021
Attachments: RE: Scottish National Investment Bank and Macquarie Briefing - Cab Sec Finance and Economy - 5 November 2021 (A35188128)

[redacted] – here you go

Liz's note below and [redacted] note attached.

[redacted]

[redacted]

Scottish National Investment Bank Shareholder Team
Policy & Missions, Investment Division
Directorate of International Trade and Investment
The Scottish Government

In the light of the Coronavirus COVID-19 outbreak I am currently working from home and can be contacted during office hours by email: [redacted], MS Teams or mobile:

[redacted]



From: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>

Sent: 05 November 2021 08:50

To: [redacted]@gov.scot>; Cabinet Secretary for Finance and Economy <CabSecFE@gov.scot>

The Offshore licencing round was discussed only in the context of FM's confirmation that morning at the Offshore wind breakfast of future licencing rounds to follow this one. There was no discussion of the live licencing round.

Liz

Elizabeth Lloyd
Strategic Policy and Political Adviser to the First Minister
St Andrew's House
Regent Road
Edinburgh EH1 3DG
Tel: 0131 244 5647
Mobile: **[redacted]**
Elizabeth.Lloyd@gov.scot

Please note Scottish Ministers, Special advisers and the Permanent Secretary to the Scottish Government are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot for information.

Meeting with the Scottish National Investment Bank and Macquarie

DATE: 05 November 2021

ATTENDEES:

- Kate Forbes MSP, Cabinet Secretary for Finance and the Economy
- Willie Watt, Chair, Scottish National Investment Bank
- Eilidh Mactaggart, CEO, Scottish National Investment Bank
- Shemara Wikramanayake, Managing Director and CEO, Macquarie Group
- Mark Dooley, Global Head, Green Investment Group
- Leigh Harrison, Head of Real Assets, Macquarie Asset Management
- Ed Northam, Head of Green Investment Group, Europe & UK
- Peter Knott, Managing Director, Green Investment Group, and Board Member, Scottish National Investment Bank
- Paul Marriott, Global Head of Corporate Affairs, Macquarie Group
- Stephen Moir, Head of EMEA Corporate Affairs, Macquarie Group
- David Barnes, Interim Deputy Director Trade Policy, Scottish Government

RECORD OF MEETING:

From: Barnes D (David)
Sent: 05 November 2021 14:58
To: **[redacted]**; Cabinet Secretary for Finance and Economy
Cc: Director of International Trade and Investment; **[redacted] [redacted]**
[redacted] [redacted] [redacted] [redacted];
Dobson L (Leanne); Communications Finance & Economy; Lloyd E (Elizabeth)
Subject: Scottish National Investment Bank - Macquarie - Cab Sec Finance and Economy - note of meeting - 5 November 2021

Categories: Read, Action

Note of the meeting. Attendees were as in the brief.

Cab Sec was invited to speak initially about Scotland's approach to investment and infrastructure, and spoke as per the brief.

The Macquarie team explained the history of the GIG and how it complements their traditional sources of investment (sovereign funds, pensions) for whom low risk is still a priority. This also put Macquarie in a strong position for when technologies develop from early, high risk to established, lower risk status. They expressed a desire to put greater focus, when making major investments, on supporting the associated supply chain businesses inc SMEs, and communities.

The Bank team set out its stage of development and what has been achieved in the first year or so, citing some examples from the nine investments that have been made. It saw a role for itself in particular in emerging technologies and in smaller, supporting/supply chain businesses rather than large scale manufacturing, and it was noted that this seemed to match with Macquarie's desire to refocus.

Bilateral meeting with Baden-Württemberg (BW) Energy Minister

DATE: 07 November 2021

ATTENDEES:

- Michael Matheson MSP, Cabinet Secretary for Net Zero, Energy and Transport
- Kate Higgins, Special Adviser, Scottish Government
- Thekla Walker, Energy Minister, Baden-Württemberg
- [redacted], Baden-Württemberg
- [redacted], Baden-Württemberg
- [redacted], Head of Germany Hub, Scottish Government
- [redacted], International Climate Change, Scottish Government

RECORD OF MEETING:

COP26 ENGAGEMENT REPORT	
Minister	Cabinet Secretary for Net Zero, Energy and Transport Michael Matheson (MM)
Type of engagement	Bilateral meeting with Baden-Württemberg (BW) Energy Minister
Date	7 November 2021
Who	Thekla Walker , Energy Minister, Baden-Württemberg (TW) In attendance: *** [redacted], Baden-Württemberg [redacted], Baden-Württemberg
Key Points	<ul style="list-style-type: none">• MM and TW discussed wind power and the importance of the BW-Scotland relationship in relation to Hydrogen.• MM explained the ScotWind Leasing round results would be public mid-Jan and outlined Scotland's renewable electricity capacity; its ambitious onshore wind programme; and our capacity to produce green hydrogen, explaining that the Hydrogen Action Plan will be published during the next week.• TW was interested in partnership; MM was keen to work on a partnership focussed on technology development and market development. Both agreed to work together to pool capacity and develop a joint project based on their respective strengths of renewable production capacity, technology and research. Transport and decarbonisation of industrial processes were mentioned as potential areas.• TW asked how Scotland built capacity in onshore wind mentioning the challenges with lack of citizen buy in. MM mentioned that the Good Practice Guide included, for example, that onshore developments must have some community benefit to help buy in but that environmental aspects were more difficult and SG were conducting further studies.

	<ul style="list-style-type: none"> • On offshore, MM mentioned that ScotWind would be the largest commercial leasing round in the world; 3 in east, 2 in Scotland and 1 in Portugal. • Both discussed their commitments to move away from coal, gas and nuclear towards renewables and Hydrogen. MM highlighted that Scotland’s gas powered station is to become carbon capture and our hope to use old oil sites to put CO2 offshore. TW discussed the new Climate Protection Act raised BW’s goal to net zero by 2040. • MM discussed Scotland’s ambition for heat pumps and district heating and a transformation of the gas grid to a hydrogen grid, post-2025. Both discussed the importance and challenges of this transition happening quickly. TW asked how we support householders to change systems. MM discussed solutions such as loans and market solutions – some providers are now offering heat pump packages. • On skills and labour for this transition, MM highlighted that with Brexit, the UK lost a major part of the labour pool. Both mentioned that people would be transitioning to green jobs from the automotive and oil and gas sector for BW and Scotland respectively, showing the opportunities for the transition. • TW asked MM for Scotland’s position on the Fit for 55 package. MM welcomed the package, since it sends signals that all 27 Member States need to play their part; all are signed up. MM also mentioned that Scotland needs to decide how it will align environmental standards with EU environmental standards where it can. • TW asked about citizen assemblies pre-COP26 and MM discussed Scotland’s Climate Assembly. • Both closed the meeting agreeing to progress a Hydrogen MOU.
Comment	<p>An extremely positive meeting that built on earlier, more general engagement between Scotland and BW around climate, the U2 coalition, renewable energy, hydrogen higher education exchange and innovation policy. Built in particular on earlier proposal of an MOU with BW based on hydrogen technologies and potential import, and agreed that Scotland and BW should establish a suitable hydrogen project.</p>
Actions	<ul style="list-style-type: none"> • Energy officials to consider and develop a BW-Scotland hydrogen MOU and the most productive contact points and work up ideas for joint project. • Domestic Climate Change to share copy of the Citizens Assembly report, including the process undertaken.
Attending Officials	<p>Kate Higgins, Special Adviser [redacted], Head of Germany Hub [redacted], International Climate Change</p>

Copy List

First Minister
Cabinet Secretary for Constitution, External Affairs and Culture
Cabinet Secretary for Net Zero, Energy and Transport
Minister for Culture, Europe and International Development
Scott Wightman
Frank Strang
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
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[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
Liz Lloyd
Emily Mackintosh
Kate Higgins
[redacted]
[redacted]

Meeting with Teresa Jordà, Minister for Climate Action, Government of Catalonia

DATE: 07 November 2021

ATTENDEES:

- Michael Matheson MSP, Cabinet Secretary for Net Zero, Energy and Transport
- Teresa Jordà, Minister for Climate Action, Government of Catalonia
- **[redacted]**, Foreign Affairs and Cooperation Advisor at the Ministry for Environment and Sustainability, Government of Catalonia
- **[redacted]**, International Climate Change, Scottish Government
- **[redacted]**, Private Office, Scottish Government

RECORD OF MEETING:

Meeting with Teresa Jordà, Minister for Climate Action, Government of Catalonia	
Minister	Michael Matheson, Cabinet Secretary for Net Zero, Energy and Transport (MM)
Type of engagement	Meeting at the Under2 Coalition General Assembly
Date	07 November 2021
Who	Teresa Jordà, Minister for Climate Action, Government of Catalonia (TJ) In attendance: [redacted] , Foreign Affairs and Cooperation Advisor at the Ministry for Environment and Sustainability, Government of Catalonia
Key Points	<ul style="list-style-type: none"> • TJ expressed interest in learning about Scotland's Deposit Return Scheme (DRS). MM provided an overview of how the DRS is part of the Scottish Government's work on circular economy, and the progress made to date. • TJ shared Catalonia's plans to set up a public energy company, and MM outlined Scottish Government plans to develop a Public Energy Agency to support decarbonisation of homes and businesses. • MM gave an overview of Scotland's progress on renewable electricity, including an overview of the ScotWind project and lessons learned from past experiences. • TJ enquired about Scotland's Citizens Assembly. • MM expressed an interest in continuing to work with Catalonia, with SG and Catalonia officials to engage in sharing knowledge in relation to climate change, with Catalonia agreeing. • MM outlined Scotland's ambitions for the future of the Under2 Coalition.

Meeting at COP26, in Margins of Under 2 Coalition European Meeting

DATE: 07 November 2021

ATTENDEES:

- Arantxa Tapia, Minister of Economic Development, Sustainability and Environment, Basque Government
- [redacted], Basque Government
- [redacted], Basque Government
- [redacted], Basque Government
- [redacted], International Climate Change, Scottish Government
- [redacted], Domestic Climate Change, Scottish Government
- [redacted], Private Secretary, Scottish Government
- [redacted], Deputy Private Secretary, Scottish Government

RECORD OF MEETING:

COP26 ENGAGEMENT REPORT	
Minister	Michael Matheson, Cabinet Secretary for Net Zero, Energy and Transport (MM)
Type of engagement	Meeting at COP26, in margins of Under 2 Coalition European meeting
Date	7 November 2021
Who	Arantxa Tapia, Minister of Economic Development, Sustainability and Environment of the Basque Government (AT) <u>In attendance:</u> [redacted], Basque Government [redacted], Basque Government [redacted], Basque Government
Key Points	<ul style="list-style-type: none">• MM and AT discussed the role of the Scottish Government in raising global climate ambition and action, as well on renewables, specifically wind and hydrogen, where both governments have shared ambitions.• MM provided an overview of Scotland's experiences in offshore and onshore wind, noting that lessons have been learned from mistakes such as removal or drying of peatlands.• MM also provided an overview of the difficulties Scotland has experienced with the long time to deployment of wind turbines.• MM highlighted the significant opportunity Scotland has in offshore wind projects, which are more efficient and deliver more energy.• AT explained that in the Basque Country, the renewables industry is strong and pushing for growth but that there is significant opposition from environmental groups. MM said that officials could share Scotland's experience in building consensus and overcoming opposition to wind.

Meeting with BP

DATE: 23 November 2021

ATTENDEES:

- Michael Matheson MSP, Cabinet Secretary for Net Zero, Energy and Transport
- Emeka Emembolu, Senior Vice President, North Sea, BP
- Joaquin Oliveira, SVP Finance Gas and Low Carbon, Interim EVP of Gas and Low Carbon, BP
- Louise Kingham, Head of Country, UK BP
- **[redacted]**, Scottish Government
- **[redacted]**, Scottish Government

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included as an agenda item, and therefore, we have opted to disclose this information.

achieved quickly in respect of land allocation, planning permission and infrastructure works for early delivery. AHB and ETZ are focused on the maximisation of available lands to amplify the opportunities for attracting large scale renewables projects, such as offshore and floating wind.

- 5) The Minister noted community engagement was crucial throughout the construction of SH, and when it is operational. AHB have hired a new Comms lead, who will start in the New Year and will pick up more proactive community engagement, which has been limited due to Covid restrictions. Most residents are supportive of the SH development, especially with AHB's position as a Trust port, where all profits are invested in the port for future generations.
- 6) BS noted the green/freeports process had been delayed in Scotland by almost a year. Ports across Scotland were keen to ensure an equal playing field with English ports, so hoped the process would conclude soon, and be as closely aligned as possible to the system in England.

Regards
[redacted]

[redacted]

Head of Maritime Policy | Ports, Shipping, Freight and Canals Branch | Transport Scotland | Victoria Quay | Edinburgh | EH6 6QQ

Mob: **[redacted]**

Meeting with Kishorn Port

DATE: 16 December 2021

ATTENDEES:

- Michael Matheson MSP, Cabinet Secretary for Net Zero, Energy and Transport
- Alasdair Ferguson, Director, Ferguson Transport & Shipping
- Colin Ortlepp, Director, Ferguson Transport & Shipping
- **[redacted]**, Ports Policy Manager, Transport Scotland, Scottish Government

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the primary briefing material for Scottish Ministers, and therefore, we have opted to disclose this information.

Meeting with Willie Rennie MSP and Martin Whitfield MSP – ‘Fishing and Windfarms’

DATE: 12 January 2022

ATTENDEES:

- Mairi Gougeon MSP, Cabinet Secretary for Rural Affairs and Islands
- Willie Rennie MSP
- Martin Whitfield MSP
- **[redacted]**, Scottish Government
- **[redacted]**, Head of Marine Scotland Licensing Operations Team, Scottish Government
- **[redacted]**, Scottish Government

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the primary briefing material for Scottish Ministers, and therefore, we have opted to disclose this information.

ScotWind Discussion

DATE: 13 January 2022

ATTENDEES:

- Rt. Hon. Nicola Sturgeon MSP, First Minister
- John Swinney MSP, Deputy First Minister
- Michael Matheson MSP, Cabinet Secretary for Net Zero, Energy and Transport
- Mairi Gougeon MSP, Cabinet Secretary for Rural Affairs and Islands
- Màiri McAllan MSP, Minister for Environment and Land Reform
- Ivan McKee MSP, Minister for Business, Trade, Tourism and Enterprise
- Lorna Slater MSP, Minister for Green Skills, Circular Economy and Biodiversity
- John McFarlane, Special Adviser
- Kate Higgins, Special Adviser
- Harry Huyton, Special Adviser
- Colin McAllister, Special Adviser
- Elizabeth Lloyd, Special Adviser
- Callum McCaig, Special Adviser
- Roy Brannen, Director General Net Zero, Scottish Government
- Annabel Turpie, Director of Marine, Scottish Government
- Kersti Berge, Director of Energy and Climate Change, Scottish Government
- Kenneth Hannaway, Scottish Government
- Mike Palmer, Deputy Director, Marine Planning and Policy, Scottish Government
- Allan Gibb, Scottish Government
- [redacted], Scottish Government
- [redacted], Scottish Government
- [redacted], Scottish Government

RECORD OF MEETING:

No written record is available for this meeting. However, the ScotWind leasing round was included in the title of a meeting which involved Scottish Ministers, and therefore, we have opted to disclose this information.