

Meeting No: 3
Date and time: 8th April 2019 13:00-17:00
Place: 11-15 Thistle Street EH2 1DF

Attendees: Ian Russell, Chair
Benny Higgins
Grahame Smith
Jan Webb
John Trower
Ken Gillespie
Mary Pitcaithly
Rachel Skinner
Sara Thiam
Tony Rose
Jonathan Moore
Lynne Ward

Apologies: Iain Docherty

Item	Topic
1.	Introduction
	Minute as per above
2.	Minutes from Previous Meeting
	Minute as per above
3.	Actions from Previous Meeting
	Minute as per above
4.	Schedule of Stakeholder Meetings
	Minute as per above
5.	Initial Call for Evidence (ICfE)
	A verbal update was provided, confirming while no returns have been received yet, there has been significant interest in the Call. The Chair and Secretariat will continue to draw attention to the ICfE and Commissioners were likewise encouraged to highlight to their contacts.
6.	Scoping Paper
	The paper was seen to build upon the previous submissions while seeking to give a clearer guide on overall scope and methodology, with a timeline of action. There was wide discussion on the paper and recognition of the need for a clear focus whilst also allowing the programme and focus to be responsive to emerging evidence from the research and engagement activities over the next six months. The overall approach was agreed.

7.	Specialist Speaker: Phil Graham, CEO NIC
	Via VC Phil presented to the Commissioners on four themes: background to NIC; development of its remit; the process of “problem definition”; and lessons learned. These provided very valuable insights and agreed to be timely in the stage of development for the ICfS. Phil was warmly thanked for his contribution and time.
8.	Specialist Speaker: Ciaran Mulholland, Ipsos Mori
	Ciaran took the Commissioners through a presentation which provided a number of focused case studies; highlighted key considerations in determining the appropriate level and form of engagement; and reviewed the lessons from the Ipsos Mori “We Need to Talk About Infrastructure” report. The opportunity for discussion was welcome and Ciaran was thanked for his contribution and time.
9.	Stakeholder Engagement Plan
	<p>The engagement plan was seen to build on the previous strategy paper agreed in the March commission meeting, with a particular focus on the stakeholder groupings who weren’t anticipated to respond to the Initial Call for Evidence.</p> <p>The iterative nature of engagement was emphasised and that each stage should build on the last: both to inform the next stage of questions, but also in relation to who to engage and how. Therefore, while the proposals were agreed, including the securing of external support, the potential for future adaptation was also acknowledged.</p>
10.	AOB
	It was agreed that Commissioners could take up external speaking opportunities.
11.	Meeting Schedule
	Minute as per above
12.	Close
	Minute as per above