

Record of meeting

Project	RET	Date	28 May 2008
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Subject	Phase 2 Scoping Meeting	Page	1 of 2

Venue Victoria Quay

Date held 28 May 2008

Present Scottish Government Maritime Division

Graham Laidlaw (GL) Brian Wither (BW)

Halcrow

Neil Johnstone (NJ) Paul McCartney (PMcC) Peter Fuller (PF)

Apologies None

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PMcC tabled proposed scope for Phase 2 monitoring (previously circulated). He noted that the fee had changed from that set out in the initial proposal and explained that the main reason for the increase was due to the length of the pilot increasing from an estimated 12 months to 30 months. Another factor was the increase in day rates under the TTAA framework.

The submitted costs do not include expenses. **These will be estimated and added following the completion of the first surveys (currently underway).** PF

BW explained the revised proposal also embodies a greater level of benchmark monitoring on islands not included in the pilot, as requested. GL stressed that a robust study is necessary, and all relevant issues need to be covered. **GL will review and forward any comments.** GL

Noted that the first interview surveys on board the ferry routes to the Western Isles started this morning. **PMcC to contact CNE, HC and A&BC to ensure they are aware of this.** Monitoring surveys will continue at 3 monthly intervals in August, November, February and May, covering the same sailings on each occasion for consistency. PMcC

It was agreed that Phase 3 (not yet scoped and costed) will need to take place at a suitable time in order to inform the decision process about whether the RET project is to continue following the conclusion of the pilot. **GL to consider and advise in due course when the evaluation report will be required.** It was accepted that the GL

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evaluation will be needed before the pilot ends, but that the monitoring should continue throughout the pilot scheme period until April 2011.

Stakeholders should be briefed on the scope and programme for monitoring. **Agreed that a Stakeholder meeting should be arranged for September 2008** ahead of start of the pilot, and should continue at 6 month intervals. Quarterly monitoring reports should be circulated to all stakeholders. **PF**

Halcrow needs to discuss with CalMac the provision of traffic data to suit the timing of the quarterly reports. If necessary to secure CalMac assistance, a confidentiality agreement should be offered in order to obtain revenue data and to agree limitations on publication.

Information about demand in excess of capacity would be useful. Halcrow will discuss with CalMac how bookings transferred to alternative routes or sailings, or declined because of capacity constraints, might be recorded. Information about frustrated trips will also be sought from distribution companies as part of monitoring the impact of RET on their activities.

It was noted that CMAL are about to commence a STAG assessment for a new ship for the Stornoway – Ullapool route and would be undertaking passenger surveys. Interviewers need to be aware of each other's activities. There will need to be exchange of information between the two studies.

GL and BW explained the Scottish Government require 20 Hard **copies of each of the Final Reports** of Phase 1 tasks, and copies of these reports and of the minutes of previous Steering Group meetings in .pdf format, are to be forwarded to GL by the 31 May for inclusion on the Scottish Government website. **PMcC**

It was explained by PMcC that once the scope of Phase 2 is agreed, the Phase 1 Stage 5 Report should be revised and submitted to the Scottish Government. Once Halcrow receives approval the Report will be submitted in hard copy and pdf format **Halcrow**

Paul McCartney is leaving the project and Halcrow from Friday next and his role as Project Manager will be taken on by Peter Fuller.

Author Peter Fuller
Copies Attendees, Pamela Gidney