

# Cairngorms Capercaillie Project

## Summary of the Project Board meeting on 10 September 2020, held via VC.

Attendees: Adam Smith (Independent)  
Andy Ford (Head of Conservation, CNPA)  
Carolyn Robertson (Project Manager, CNPA)  
Claire Smith (Senior Conservation Officer, RSPB)  
Doug McAdam (CNPA Board member)  
Pete Mayhew (Director of Conservation and Visitor Experience, CNPA)  
Will Anderson (Chief Executive, Seafield and Strathspey Estates)

Apologies: Chris Donald (Area Manager, NatureScot) - unable to attend due to technical difficulties

### Actions from previous meeting

- See 'next steps' [here](#) - all completed.

### Highlight Report

- A draft Highlight Report, detailing the project's activities and progress from July to September, was discussed. It was agreed that the report should be updated to provide more detail and clarity in places. A final version will be published on the project website.

### Project Board membership

- Adam Smith was welcomed as a new Board member. Adam has been recruited to provide additional support for advocacy and relationship building. Another new Board member is still required to provide additional expertise related to community development. Potential candidates for this role were discussed and an agreement made regards the candidate to be invited to join the Board.

### Memorandum of Agreement (MoA)

- An updated draft of the MoA (shared at the previous meeting) was reviewed and amends were discussed.

### Communications

- An updated outline plan for project communications (July - Dec) was reviewed. It was agreed that this should be worked-up into a more detailed and long-term Communications Plan for the Project Board to sign-off. The key content and emphasis of the plan was discussed. Until the plan is in place it was agreed that all external project communications should be shared with the Project Board for sign-off.

### Actions

1. Carolyn to update the Highlight Report as discussed.
2. Pete to invite the new candidate to join the Project Board.
3. Carolyn to follow-up the proposed amends to the draft MoA.
4. Carolyn to draft a Communications Plan.