

## NDA COMPETITION INDUSTRY EVENT

### DSG STEERING GROUP MEETING HELD ON 22<sup>ND</sup> SEPTEMBER 2009 (and amended on 30<sup>th</sup> September following discussion with NDA Competition Team)

Present:	Derrick Milnes	DSG
	Alastair MacDonald	DSG
	David Flear	DSG/HC
	Roy Kirk	DSG/HIE
	Eann Sinclair	DSG/CNSRP
	Mark Raffle	DSRL
	Anna MacConnell	NDA
	June Love	DSG/DSRL

These notes are not a minute of the meeting but record all the actions agreed and how they will be taken forward. A revised draft programme is also appended.

- **Date of event:** Need to identify date for event as soon as possible. Likely to be sometime in March but confirmation is still required.
- **Civil Reception (evening before).**
  - Reception will include invites to all registrants and local community representatives involved in the event (a list of community representatives is appended).
- **Venue:**
  - Wick Assembly Rooms
  - May be transport required to take delegates from Thurso to Wick for registration
- **Registration:**
  - Registration will take place in Wick Assembly Rooms.
  - NDA will provide a brief introduction for the day
  - All registrants will be provided with a security brief from DSRL (at the appropriate time of the programme) and directed on to buses for the tour of Dounreay site.
- **Bus tour of Dounreay site**
  - Tours will be undertaken by DSRL staff and a consistent script will be provided to all those involved.

- **Requirements for bus tours**
  - Microphones will be required for each bus
  
- **Departure from Wick to Dounreay**
  - Agreed to go the Castletown route.
  - Agreed that a script for journey from Wick to Dounreay (via Castletown) will be provided for bus tour guides.
  - DSRL bus tour guides to be at Wick Assembly Rooms to accompany delegates on buses to Dounreay.
  
- **Industry Event programme - speakers**
  - Agreed a chairperson is required for the day and should be someone within CNSRP (Sir Anthony Cleaver or Sandy Park (diaries permitting)).
  
  - Jim Mather, MSP should be invited to talk about jobs, opportunities etc. Demonstrates a rounded produce and everyone is signed up to it.
  
  - If Jim Mather not available – alternatives are to find a replacement MSP or have a webcast.
  
  - John Thurso, MP invited to speak also.
  
- **Launch of Vision document:**
  - Eann Sinclair will launch vision document and provide brief overview.
  
- **Lunch:**
  - Agreed that North Highland Tourism would be approached to provide local produce lunch.
  - Need to agree where lunch is held – in main hall or in one of the other rooms.
  
- **Presentations**

- Agreed that presentations need to be seamless and focus on opportunities.
  - Presentations will take form of detailing opportunities, clips of people, loyal workforce, skilled and local workforce, why companies are operating from Caithness, quality of life, lower churn of people, etc.
  - Presenters will include CNSRP, Chamber of Commerce and Trade Union council but may include young people.
- **Break for tea/coffee and visit exhibitions:**
    - Decision needs to be taken on where exhibition stands are located.
- **Question and Answer session:**
    - Will include all main speakers *plus Sir Anthony Cleaver, Sandy Park, and Roy Kirk.*
    - Could have some prepared questions if required.
- **NDA wrap up and closing remarks:**
    - Identify who from NDA should do this – Tony Fountain, CEO/Randall Bargelt, Programme Director.
- **Evening reception/networking**
    - Invite to informal event in Caithness Horizons for glass of wine and chance to look round facility and network.

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## OTHER ISSUES TO BE TAKEN INTO CONSIDERATION

- **Transport/flights for registrants:**
  - Need to identify registrants travel arrangements and organise transport, ie additional flights into Wick, transport from Wick airport, etc.
- **Local community attendees:**
  - It was agreed that all list MSPs be invited, all members of DSG and the CNSRP Advisory Board. (See appended list).
- **Exhibitions:**
  - Need to follow themes in vision document and link with presentations.

- **Rehearsals:**
  - Need to hold rehearsals before event for all main players.
  
- **Safety message/housekeeping**
  - Need to ensure safety/housekeeping messages are available on day. This can be done by providing layout of Assembly Rooms with fire safety information included.
  
- **Photographer:**
  - Need to identify local photographer for photo opportunities.
  
- **Edinburgh event:**
  - Need to identify those attending the Edinburgh/Glasgow event:
    - John Thurso (speaking)
    - CNSRP (Scottish Gov, HIE, HC)
    - DSG (2 representatives)
    - DSRL representatives
  - Would like to see John Thurso speaking at end of day 2 for about 20 minutes.
  
- **Delegates information pack:**
  - Caithness Explorer (available for bus tour)
  - Visitor attraction leaflet.
  - Anything from Visit Scotland?
  - Vision document
  - Something on Pentland Firth
  - Caithness DVD (as seen in Caithness Horizons).
  - Old Pultney miniature
  - Caithness jam or equivalent
  - Conference bag with CNSRP brand

**Note: The delegates pack outlined above would be provided at the Highland Council reception the evening before the event. This ensures that a) the pack is provided by the stakeholders and not NDA and b) delegates don't have to carry them on the day on the event.**



## **NDA COMPETITION INDUSTRY EVENT**

### **CAITHNESS**

Monday evening

Tbc: Civic Reception, Highland Council

Tuesday

Wick Assembly Rooms

08:20 Buses depart Thurso for Assembly Rooms.

09:00 Registration Wick Assembly Rooms  
Coffee/tea

09:45 Introduction to the day Tony Fountain or John Clarke, NDA

10:00 Welcome from DSG Alastair MacDonald

10:05 Chair's welcome Sir A Cleaver or Sandy Park  
(safety and housekeeping message  
re-inforced here)

10:15 Jim Mather, MSP – Minister for Enterprise, Scottish Government  
Endorse vision document

10:30 John Thurso, MP

10:45 Tea/coffee  
visit the exhibition stands.

11:15 CNSRP vision document Eann Sinclair

11:25 Presentation – Opportunities for Caithness & North Sutherland  
CNSRP, Chamber of Commerce, Wick & Thurso Trade Union  
Council, etc).

12:00 Panel Question and Answer  
include all speakers + Sir Anthony Cleaver, Sandy Park, Roy Kirk.

12:30 Closing remarks Sir A or Sandy Park

12:45 Wrap up and close Randall Bargelt, NDA  
[explain bus tour after lunch]

13:00 Lunch

Potential bidders, DSRL and NDA staff only

14:00 All delegates for bus tour remains return to main hall (dependent on where lunch is being held, ie if lunch is in one of other rooms).

- Issue site passes for site tour DSRL staff

14:40 Buses depart Assembly Rooms – buses can be staggered?  
(security briefing en route by DSRL member of staff)

15:10 Arrive Dounreay  
- security checks at gate  
– tour of site DSRL staff

16:30 Buses depart Dounreay DSRL staff

16:50 Buses arrive Caithness Horizons

Open to everyone attending morning session

17:00 Reception at Caithness Horizons

19:00 Close  
[transport back for those staying at Wick].

## LOCAL COMMUNITY REPRESENTATION

NDA representatives

DSRL representatives

### **DSG members**

Alastair MacDonald

Bob Earnshaw

Trudy Morris

John Deighan

David Flear

Bill Fernie

John Rosie

George Farlow

Roy Kirk

Ronnie Johnstone

Chris Jones

Willie Calder

Rod Johnstone

John Green

Koreen MacDougall

Tim O'Brien

Derrick Milnes

Hamish Pottinger

Donald Mackay

Rosemary Thompson

Anne Chard

Deirdre Henderson

Pat Gallagher

Pauline Crow

Murray Lamont

Eann Sinclair

Fiona MacPherson

June Love

DSG

Thurso Community Council

Caithness Chamber of Commerce

Dounreay Unions

Highland Councillor

Highland Councillor

Highland Councillor

Highland Councillor

HIE

Church of Scotland

SEERAD

Scrabster Seafoods Ltd

Scrabster Harbour Trust

Caithness Voluntary Group

Caithness Partnership

Caithness Contractors Consortium

Thurso & Wick Trade Union Council

CAND

Caithness Community Council

North Highland College

Caithness West Community Council

Buldoo Residents Group

Rolls Royce, Vulcan

National Health Service

North Highland Tourism

CNSRP

CNSRP, Inward Investment

DSG Secretariat (DSRL)

### **CNSRP Advisory Board** (NB – only listed those not included in DSG membership)

Sandy Park

Katrina MacNab

Duncan Mackay

Peter Body

Stephen Sutherland

Frances Gunn

Billy Manson

Ian Clark

Ian Hargrave

Stuart Black

Louise Smith

George Junor

Highland Councillor

Highland Councillor

Crown Estate

Caithness Chamber of Commerce

Caithness Chamber of Commerce

Fed of NW Sutherland Community Councils

Association of Caithness Community Councils

Wick & Thurso Trades Council

Highland Council

Highland Council

CNSRP, Marine energy

Skills Development Scotland

### **MP/MSPs**

John Thurso

Jim Mather

Jamie Stone

All other list MSPs

MP

MSP, Minister for Enterprise

MSP



**In addition:**  
Sir Anthony Cleaver

CNSRP