

**Moray Economic Strategy
Inward Investment and Business Growth Group meeting
7th October 2014, 2.30pm
Board Room, Highlands and Islands Enterprise (HIE) Moray, Forres**

Meeting note

Attendees	David Oxley (DO), Steven Hutcheon (SH) and Nicole Green (NG) – HIE; Gordon Sutherland (GS), Cllr Douglas Ross (DR) and Jim Grant (JG) – Moray Council; Mike Ramsay (MR) – Scotland Electronics International Ltd; Giles Hamilton (GH) – Accunostics; James Johnston (JJ) – MEP Strategic Business Forum.
Apologies	Andrew Anderson (AA) – HIE

1) Update on Spaceport proposition

DO thanked JG and GS for their work on the consultation response which has been submitted on behalf of the Moray Economic Partnership.

Highlands & Islands Enterprise (HIE) have submitted a response supporting all sites in the HIE area.

Timescales moving forward – DO gave an overview of the steps that should be taken in the coming months which are summarised below. Final criteria not yet established, may be released during bidding process, timescale for this remains unknown at this date.

Oct	Nov	Dec	Jan	Feb	Mar
Continue to have high profile					
Submission in	Bid timetable announced		Bids submitted		Decision
	Bid process starts				
Window for engagement					
Work up bid with owner				Lobbying	

HIE's next actions – Consultancy work finished end of last week. Continuing to support all sites in the HIE area. A central team, within HIE, will co-ordinate this and all intelligence at a local level shared. A new piece of consultancy will be commissioned on stakeholder engagement.

Stakeholder Engagement – This is an important step in the process. The group discussed who the key stakeholders are and who should engage with each one. The results from this exercise are summarised below.

Key stakeholders			
Decision makers			
<ul style="list-style-type: none"> - Local - National - Importance 		<ul style="list-style-type: none"> - Who are they? - How can we engage? - What do we want from them? 	
Stakeholder	Can we engage?	Assigned lead	Action/comment
Business (Eg Virgin, Excor etc)	Yes	JJ & Strategic Business Forum	Letter from HIE; Follow up MEP
Press	Yes	GS & DO	Potential use of MEP Communications team.

Academia	Yes	DO	HIE have set up a meeting to include all stakeholders in this field.
Department for Transport	Not yet	GS	
Department for Business, Infrastructure & Skills	Not yet		
Civil Aviation Authority	Not yet		
UK Space Agency	Not yet	JJ & David Livingstone (DL)	
Ministry of Defence	Yes	JJ	Note to boards, PPS
Satellite Applications Catapult	Not yet	DO	
Funders	Not yet	Strategic Business Forum	
Scottish Government	Yes	GS & DO	
Politicians (Mary Scanlon MSP, Michael Moore MP, Alistair Carmichael MP, Danny Alexander MP, Angus Robertson MP, Fergus Ewing MSP, Richard Lochhead MSP, John Swinney MSP, Richard Drax MP)	Yes	GS & DO	Made aware by GS, follow up. Richard Lochhead MSP, Fergus Ewing MSP, Angus Robertson MP – DO.
Scottish Office	Yes	JJ & GS	
UK Treasury	Not yet		
Local Community	Not yet		
Landowners	Not yet		
Forestry Commission	Not yet		

When writing to stakeholders, all correspondence on behalf of the MEP will be signed by the Chair John Cowe.

Action – DO to circulate stakeholder contacts list held by HIE.

Suggestion made to hold three stakeholder events, one in Moray, one in the central belt and one in London. This could also take place via webinar. GH, SH and JJ to lead on this.

2) AOB.

No other business raised.

3) Date of next meeting.

TBC end of October/beginning of November.

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Actions from meeting

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Action number	Agenda item	Decision	Action by
1	1	Circulate stakeholder contacts list held by HIE.	DO