Muirburn Code Review
Outline for the Revised Code

Notes
for the
Conference Call
to be held on
Friday, 26th February 2016

1   Project Plan

1.1   This was prepared for the Tender response and it has then been revised to reflect the discussions with the Scottish Government at the start-up meeting.

1.2   Both versions are available on the Forum's website. At present, the detailed information relating to the review is on a password-protected page, with access from a "separate page" link on the Muirburn page, which can be found under the Project Work menu. The username is: "mbgroup" and the password is "prescribed".

2   Project Programme

2.1   The Milestones provide a timetable for the project. See the Project Plan section 6, page 5.

2.2   A proposed plan for Steering Group meetings and conference calls is based on the Milestone timetable and is outlined in para 7.1 on page 5. These are proposed dates only and will be adjusted in agreement with the Steering Group.

2.3   The programme has been summarised in the GANTT chart (Appendix 3).

2.4   During the start-up discussion it was agreed that it may be necessary to postpone the final milestone to incorporate all the feedback received from the final workshops and agree any changes with the Steering Group.

3   Initial Feedback – Milestone 1

3.1   There are three items of initial feedback to discuss during the meeting.
   3.1.1   The proposed structure and content of the revised Code;
   3.1.2   Proposals for Stakeholder Engagement; and
   3.1.3   Reasons why other recommendations from the Critique Phase have not been taken forward.

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3.2   An outline of the structure and content of the Code is attached at Appendix 1 to this Note. It is intended that this provides a framework for the development of the practitioners' guide that will form the basis of the revised Code.

     3.2.1   This framework will be adjusted as required during the drafting process. The first draft of the Code is due on 31st May 2016 and this will be discussed before the final draft is produced for 31st August 2016.

3.3   The Project Plan sets out some Stakeholder Engagement options in Para 4.6 on page 3. These will be discussed with a view to preparing initial proposals that will be developed further.

     3.3.1   Other options to be considered include:

- A clear do's & don'ts section
- Visual information – diagrams may be clearer than photos
- Video clips providing additional information / examples of techniques.
- Web based presentations / webinars.

     3.3.2   Further proposals are due to be prepared for 31st May 2016.

3.4   The scope of the review process has been determined by the details contained in the Tender. The recommendations made in the Critique Phase have largely been acted upon, but the feedback in response to the third issue will be discussed.

4   Actions following the Conference Call

4.1   It is regretted that it has not been possible to find a time for the conference call that allowed more members of the Steering Group to participate.

4.2   If there is agreement on the three issues outlined above, a report will be submitted to the Scottish Government on Monday, 29th February.

4.3   If there are concerns about the issues, or a range of opinions, a postponement will be requested, to allow further consideration and discussion with other members of the Steering Group.

5   Members not joining the Conference Call

5.1   Notes from the meeting will be circulated in time for review on Monday morning, 29th February 2016.

5.2   Any member who is unhappy with the actions agreed during the conference call is asked to indicate this by phone or e-mail.