



**Notes of the Appraisal Sub-Group Meeting
held on Wednesday 24 November 2004 at 9.30am,
SEP Ltd, 94 Elmbank Street, Glasgow**

Present

Greg Allan	The Scottish Executive
David Robson	Scottish Enterprise
Kevin Cullen	University of Glasgow
George Boag	Targeting Innovation Ltd

In Attendance

Brenda Grant	The Scottish Executive
Diane Greenlees	SEP Ltd
Derek Gallaher	SEP Ltd
Moragh Hastie	SEP Ltd

1. The Scottish Innovative Actions Appraisal Sub-Group were welcomed to the second meeting of the Group.
2. The current financial status of the programme was outlined. Seven projects were approved at the last Steering Group meeting in September for a total of £760,000 ERDF grant assistance, and a 43% commitment of the ERDF budget available for projects. There were eight projects for consideration at the meeting for a total of £738,000 ERDF grant assistance. If all eight projects were recommended for approval and formally approved at the next Steering Group meeting in December this would result in an 84% commitment of the ERDF budget available for projects. The ERDF budget balance remaining for future project applications would be £286,000.
3. The group briefly discussed how they would handle any future decommitment and underspend identified for approved projects. It was suggested that a reserve list of short duration pilot projects should be agreed if possible, that could be approved during 2005 as decommitment and underspend was identified. There would also be the option of inviting increased cost applications from approved projects. This would be discussed in more detail at the next appraisal sub-group meeting.
4. Each of the eight projects for consideration at the meeting were introduced, highlighting any outstanding issues. There was a general discussion on each project and the group's questions and comments noted. Each project was given a score and a recommendation made on the suitability for funding. Special conditions of grant were recommended for a number of the projects. The average score and recommendations for each project are summarised in Appendix One.
5. The meeting closed at 12.30.