



SCOTTISH AGRICULTURAL SCIENCE AGENCY

**ANNUAL
REPORT
and
ACCOUNTS
2002-03**



SCOTTISH AGRICULTURAL SCIENCE AGENCY
Annual Report and Accounts 2002-03

Laid before the Scottish Parliament
by the Scottish Ministers
September 2003



Scottish Agricultural Science Agency

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An Agency of The Scottish Executive Environment and Rural Affairs Department

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S R Cooper



Dr K J O'Donnell



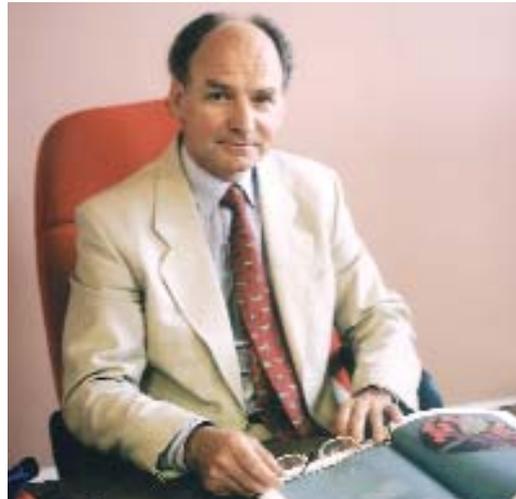
Mrs S M Quinn



R K McLaren



Organisational Chart



DIRECTOR

Dr R K M Hay

NON-EXECUTIVE DIRECTOR

Prof. C Pollock (from 1 Oct 2002)

PESTICIDES, PLANT VARIETIES & SEEDS

S R Cooper
(Deputy Director)

OSTS	Cereals	Herbage & Vegetables	Pesticide Usage & Wildlife Management	Chemistry
R Don	G P Hall	F N Green	Dr C J Griffiths	Dr K Hunter

POTATO AND PLANT HEALTH

Dr K J O'Donnell

Potato	Plant Health	Diagnostics & Molecular Biology	Virology & Zoology	Seed Potato Classification Scheme
Dr S F Carnegie	Dr J M Chard	Dr G Saddler	Dr J Pickup	W J Rennie

ADMINISTRATION AND SUPPORT SERVICES

Administration	Farm	Horticulture	Information Technology	Purchasing & Property
Mrs S M Quinn	R Campbell	D McIntyre	P J Winfield	R K McLaren



Status, Aim and Functions

Status

The Scottish Agricultural Science Agency (SASA) was established on 1 April 1992 as an Executive Agency of the Department which is now the Scottish Executive Environment and Rural Affairs Department (SEERAD).

Aim

The aim of the Agency is to provide expert scientific and technical advice and information on agricultural crops, horticultural crops and aspects of the environment; and to perform statutory and regulatory work in relation to national, European Union (EU) and other international legislation and agreements on plant health, bee health, variety registration and crop improvement; genetic resources; regulation of genetically modified organisms (GMOs); and the protection of crops, food and the environment.

The Agency's principal customer is The Scottish Executive. The Agency also provides services to other Government Departments as well as various UK and international bodies (including the European Union); local government; academic and research institutes; and private companies, organisations and individuals.

The Agency aims to improve the effectiveness of its operations and to enhance its provision of services and products to present customers and other organisations, consistent with Government policy. This will be achieved by ensuring that SASA has the scientific competence needed to respond to changes in legislation, technology, cropping systems and the environment, and that the Agency offers quality and value for money in all aspects of its work.

Functions

The principal functions of the Agency are:

- to serve the needs of SEERAD, within the terms of the Service Level Agreement (SLA), and other customers for scientific and technical expertise by the timely, efficient and effective provision of accurate and appropriate advice and information on the content and implementation of national, EU and other international legislation and agreements in relation to plant health, bee health, variety registration and crop improvement, genetic resources, GMOs and crop, food and environmental protection;
- to support SEERAD's legislative and policy responsibilities and assist in SEERAD's enforcement role by the timely, efficient and effective provision of appropriate scientific and technical services including: quarantine, diagnoses, and measures to contain or eradicate pests and diseases in relation to plant health and bee health; plant variety evaluation, description and maintenance in relation to Plant Breeders' Rights and National Lists of Crop Varieties; seed testing, crop inspection and identification in support of the Scottish and UK Seed Certification and Classification Schemes; undertaking the role of Certifying Authority for the Seed Potato Classification Scheme (SPCS); the regulation of GMOs; and pesticide residue monitoring, other analytical services and pesticide usage assessments in relation to the protection of crops, food and the environment;
- to represent Scottish and, where appropriate, UK interests at national and international meetings which call for scientific and technical input;
- to maintain and develop the scientific and technical competence needed to respond quickly and effectively to the evolving requirements of customers for scientific expertise and services, by maintaining a continuous programme of challenging and well focused research and development; and
- to improve the effectiveness of SASA by providing scientific and technical services to other customers in relevant areas of work.

Director's Report

I am pleased to lay before the Scottish Parliament this report of the work and achievements of the staff of SASA during 2002-03. The accounts pages of this report concentrate upon the financial aspects of the Agency, and its performance against the key targets set by Scottish Ministers. Full details of the scientific work of the Agency during the year will be published, as part of the Third Scientific Review (2000-2003), during 2004.

During the year, the Agency discharged in full its Service Level Agreement with Scottish Executive customers, and performed additional work for SEERAD and other customers as the need arose. The year of report was a particularly challenging one for the recently-formed Inspectorate of GM Crops, and for the molecular biologists who underpin their work with diagnostic testing. Other developments included the adjustment of boundaries between sections to bring together scientists with complementary skills. In general, it was a year of steady scientific achievement.

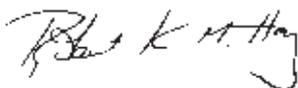
Activities in support of the relocation project intensified during the report year. With considerable input from staff at all levels, the programme for the new Headquarters building reached the *Scheme Design* stage. The overall configuration of the accommodation has been determined; floor plans and room layouts for the scientific wings and other areas have been agreed; services have been planned; and the overall setting and appearance of the building at the Gogarbank Farm site have been settled. Throughout this process, the aim has been to design a building which will be fully "fit for purpose" as well as facilitating new patterns of working, including greater sharing of facilities and greater social contact among staff. It is my judgement that working to a common purpose has enhanced the morale of the Agency.

The Agency continued to value its status as an Investor in People, and to give high priority to health and safety matters. The successful "positive living day" was repeated and expanded in 2003, and senior management received formal training on the legal and other responsibilities for health and safety carried by board members. Several issues in personnel management were discussed by the management board (eg benchmarking for science posts, assessment centre activities) in preparation for the development of new policies in 2003-04. The popular induction club was restarted, and the SASA Partnership Board continued to function effectively.

The Agency maintained its formal quality assurance accreditations for a range of scientific services, and continued to plan for the creation of a QA umbrella over all of its activities, including administrative functions.

There were no changes to the membership of the Agency management board over the report year, but it has been a pleasure to welcome Professor Chris Pollock of the Institute of Grassland and Environmental Research, Aberystwyth, as our new non-executive director. As well as the joint IGER/SASA programme of work on forage breeding, and his wide experience in the GM arena, Professor Pollock will be able to draw on long experience of managing an institute of similar size to SASA, with cognate problems.

As in each year, I must pay tribute to the skilled and enthusiastic work of a dedicated staff of scientists and their supporters. I continue to be grateful for the pride that they show in their work.



DR R K M Hay

Director

Performance Targets and Results

The performance of Agencies against a range of targets is a central feature of the Next Steps vision. These targets should chart achievements not only in relation to traditional “inputs” and “outputs” but also the effectiveness and quality of the work done in meeting the Agency’s aim and functions. SASA is involved in a continued dialogue with its main customer, SEERAD, on the appropriate portfolio of performance targets to cover this wide range of interests. The following indicates the performance achieved compared with earlier years, where relevant.

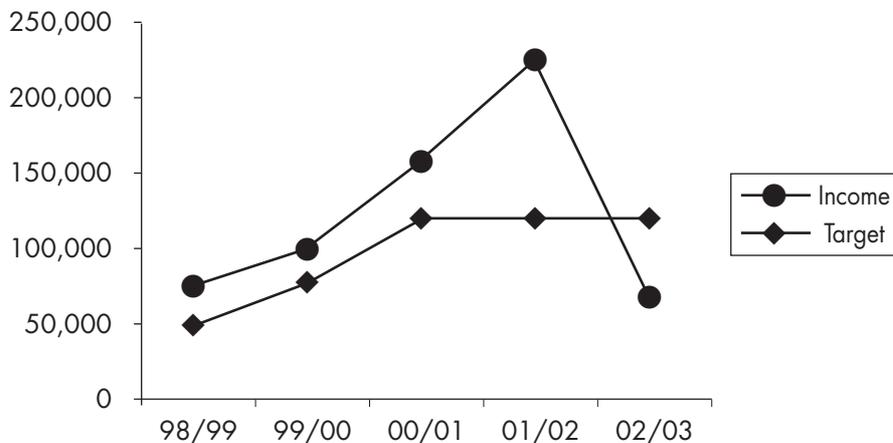
In 2002-03, SASA failed to meet 3 out of 6 of its performance targets, our poorest performance since becoming an Agency in 1992.

Our income from new work/customers had significantly exceeded target in 2001-02, and is expected to do so in 2003-04, but the timing of receipts saw the figure fall below target in 2002-03.

The unit costs per direct scientific hour have more or less levelled out over the past 6 years and we do not anticipate any further improvement until we relocate to new premises.

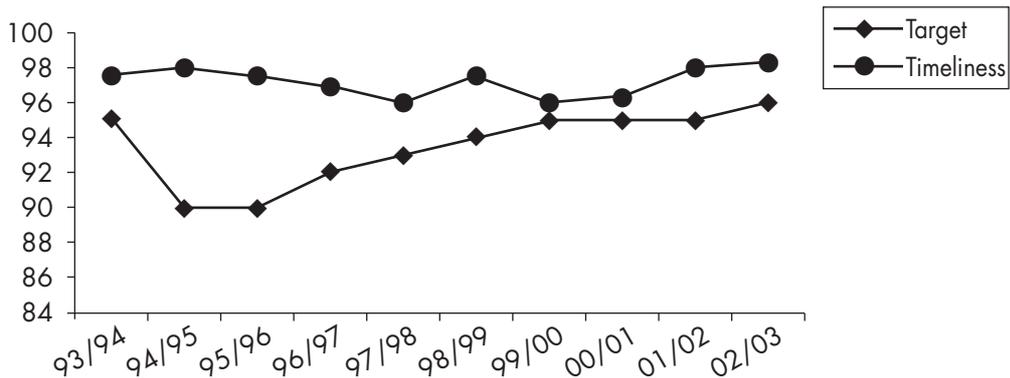
TARGETS		OUTTURNS AND ACHIEVEMENTS		TARGET 2003-04
◆ Quantitative Targets				
1. Achievement of target income from new work/customers	£50,000	1998-99	Target achieved, £74,500 of income earned	£120,000
	£80,000	1999-00	Target achieved, £101,200 of income earned	
	£120,000	2000-01	Target achieved, £159,000 of income earned	
	£120,000	2001-02	Target achieved, £224,000 of income earned	
	£120,000	2002-03	Target not achieved, £71,400 of income earned	

Target Income £



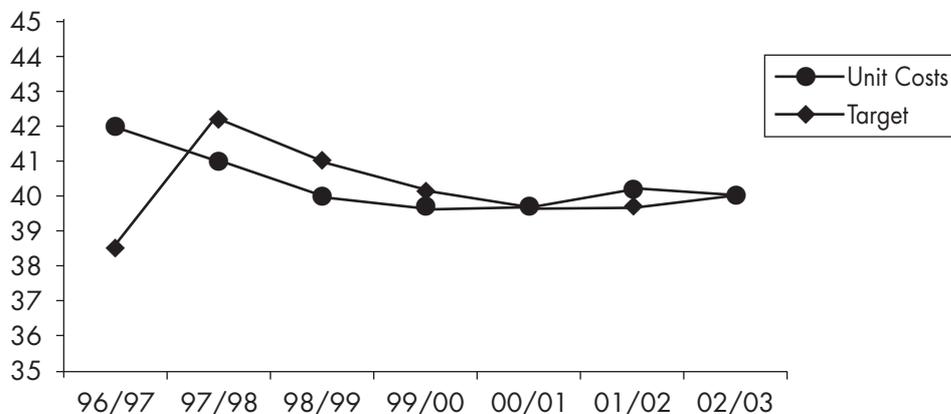
TARGETS		OUTTURNS AND ACHIEVEMENTS	TARGET 2003-04
2. Completion of specific percentage of all scientific tests and analyses within timescales set by customers	92%	1996-97 Target achieved: 97.1%	96%
	93%	1997-98 Target achieved: 96.6%	
	94%	1998-99 Target achieved: 97.4%	
	95%	1999-00 Target achieved: 95.9%	
	95%	2000-01 Target achieved: 96.2%	
	95%	2001-02 Target achieved: 98.4%	
	96%	2002-03 Target achieved: 98.6%	

Timeliness %



TARGETS	OUTTURNS AND ACHIEVEMENTS	TARGET 2003-04
3. Improvement in unit cost of the scientific work of the Agency (cost per direct scientist hour)	1996-97 Target not met : £42.15	✓
	1997-98 Target achieved : £41.10	
	1998-99 Target achieved : £40.12	
	1999-00 Target achieved : £39.64	
	2000-01 Target not met ⁽¹⁾ : £39.59	
	2001-02 Target not met ⁽²⁾ : £40.07	
	2002-03 Target not met : £40.10	

Unit Costs £ (per direct scientist hour)



⁽¹⁾ Target not met in 2000-01, but subsequent GDP deflator adjustments have altered the position.

⁽²⁾ Staff costs increased by 5.3% with an increase of 4.8% in scientific staff numbers. In addition non pay costs rose by 8.7% attributable to capital charges on equipment investments and investment in new SASA Website.

TARGETS	OUTTURNS AND ACHIEVEMENTS	TARGET 2003-04
4. As part of the Agency's rolling programme of consultation of customers, ensuring that 95% of the customers surveyed are at least "satisfied"	2001-02 Target achieved 2002-03 Target achieved: see report on page 5	✓
◆ Milestone Targets		
1. Fulfilment of SLA within budget agreed with SEERAD	1996-97 Target achieved 1997-98 Target achieved 1998-99 Target achieved 1999-00 Target achieved 2000-01 Target achieved 2001-02 Target achieved 2002-03 Target achieved	✓
2. Continuation of the programme of consultation with all customers on the quality of the work done by the Agency	1996-97 Target achieved 1997-98 Target achieved 1998-99 Target achieved 1999-00 Target achieved 2000-01 Target achieved	
3. Assimilation of the work and personnel associated with the Seed Potato Classification Scheme by the end of 1999;	1999-00 Target achieved: work assimilated, staff moved to SASA HQ October 1999	
4. Presentation of the "greenfield" options for the buildings and infrastructure of the Agency in a form suitable for decisions by Ministers.	1999-00 Target achieved: options presented to Ministers	
5. Formal quality assurance accreditation for the Monoclonal Antibody Unit	2000-01 Target not met. The certifying body were unable to arrange an assessment visit before 31 March. Visit took place on 17 July 2001 and formal accreditation awarded.	
6. Publication of a review of the scientific work of the Agency 1997-2000 by December 2001	2001-02 Target achieved: publication issued 20 December 2001	
7. Formal quality assurance accreditation for the Pesticide Usage Surveying work of the Agency	2002-03 Target not achieved owing to unforeseen staff shortages in the section.	
8. Completion by September 2003, of the Detailed Design for the new Agency Headquarters		✓

Consulting Our Customers

As part of the Agency's continuing programme of consultation with customers, in 2003 seed potato growers who participate in the Scottish Seed Potato Classification Scheme (SPCS) were sent questionnaires seeking their views and comments on the seed potato classification services provided by SASA and Agriculture Staff colleagues in SEERAD. The SPCS aims to ensure that seed potatoes produced in Scotland meet the quality requirements of EU Directives and national regulations. SASA is responsible for the management and administration of the SPCS and the Agency provides scientific and technical support to SEERAD Agriculture Staff colleagues who are responsible for growing crop and tuber inspections.

Scotland is a major producer and exporter of high grade seed potatoes and in 2002 almost 13,000 hectares of seed crops were officially classified by SASA. 295 questionnaires were sent out and 124 had been returned by 6 June, a response rate of 42%. Responses to the main questions in the questionnaire were as follows:

- 99.2%** of scheme respondents are generally satisfied, or very satisfied, with the service provided by SASA and SEERAD in respect of seed potato classification
- 100%** are satisfied, or very satisfied, with the administrative services provided by SASA and SEERAD in respect of SPCS
- 99.2%** are satisfied, or very satisfied, with the technical and scientific services provided by SASA in respect of the SPCS
- 100%** are satisfied, or very satisfied, with the growing crop inspection service
- 97%** are satisfied, or very satisfied, with the tuber inspection service
- 98%** find our application forms clear and easy to understand
- 97%** find our explanatory notes to growers clear and easy to understand
- 91%** feel that SASA should continue to publish the annual Register of classified seed potato crops

These responses indicate a very high level of general customer satisfaction in relation to SPCS services and they confirm that the Agency's customer satisfaction target of 95% of the customers surveyed being 'satisfied' with SASA's services, has been met.

Administration and Support Services

Supervisory Board

The Supervisory Board of the Agency, chaired by the Head of the Food & Agricultural Group of SEERAD met twice during the year. The Board has been vested with responsibility for overseeing and monitoring issues of corporate importance, including SASA's Framework Document, Corporate Plan, Monitoring Performance and the Service Level Agreement with SEERAD.

Audit Committee

SASA's Audit Committee met 3 times during the year, under the chairmanship of Alistair Rennie, Deputy Keeper, Registers of Scotland, and reviewed the internal audit plan and reports from Deloitte & Touche, controls assurance, and the external audit report from Audit Scotland.

Personnel

SASA once again continued to be very active in the promotion and recruitment field, but the overall total of competitions fell slightly from previous years. This is almost certainly a temporary lull caused in part by a staffing shortage within the Personnel Section in the latter part of the report period. We anticipate that the total will be significantly higher in 2003-04.

SASA operates its recruitment in accordance with the Civil Service Commissioners recruitment code, ensuring that all recruitment is carried out on the basis of fair and open competition and selection on merit. The arrangements in place are subject to internal management checks and also to audit on behalf of the Civil Service Commissioners.

In 2002-03 SASA held 8 open recruitment competitions and successfully appointed 7 candidates (5 Band A and 2 Band B). None of the appointees was from an ethnic minority and none declared a disability. Four B1 posts were filled on promotion. No staff successfully applied for progression posts; and 13 took up new posts under restructuring arrangements. SASA made no exceptions to the Civil Service Commissioner's recruitment code.

At 31 March 2003 the Agency employed 142 but also had 14 vacancies to be filled.

The Table below provides a breakdown of staff by pay band and gender.

	Males		Females		Total	
	No	%	No	%	No	%
Senior Civil Service	1	1	0	0	1	1
Band C	15	21	2	2	17	11
Band B	24	33	34	49	58	41
Band A	25	35	34	49	59	42
Agricultural	7	10	0	0	7	5
TOTAL	72	100	70	100	142	100

In addition, SASA employed over 100 temporary inspectors for both the Seed Potato Classification Scheme and cereal inspection. Most of these staff are based at SEERAD Area Offices throughout Scotland.

In December 2002 the Agency along with the rest of the Executive introduced a new absence management policy. In February 2003, the Agency, under Alternative Working Patterns, introduced a 6-month pilot for a new flexible working hours system. The extended bandwidths,

and reduction in core times are intended to give staff greater flexibility with their work/life balance. The pilot will be evaluated later in 2003. In the spring of 2003 the Agency along with the rest of the SE successfully undertook an Investors in People re-recognition review.

SASA continues to operate an induction club for new members of staff and this provides the opportunity to meet each other and to gain information on SASA and the wider SE.

The farm staff who work at Gogarbank, have historically been employed on differing terms and conditions from the remainder of SASA staff. It has been SASA management's long held wish to bring these 2 groups together and during 2002-03 significant progress towards this was achieved: from 1 April 2003 the farm staff moved to the Scottish Executive Main terms and conditions.

Information Technology

Following the study to identify projects to improve the operation of the Seed Potato Classification Scheme completed during 2001-2002, the Agency commissioned a project to describe all the scheme business processes that support the scheme, identify inefficiencies and to recommend a plan for improving service delivery. The Project recommendations for reorganising service delivery were accepted by the Agency and SEERAD and used as the basis of an Operation Requirement for the desired service. The intention of the Agency is to seek funding from SEERAD to implement the Operational Requirement during the years 2004-2006. Further improvements to the present information system for managing the production of the Seed Potato Labels were also introduced during the year.

A study was completed into exploring ways of improving data capture and processing relating to Cereal Certification. The study involved consultation with the Agricultural Inspectorate, the Seed Industry, Defra and the NIAB. Cereal Certification is heavily reliant on manual processes and paper records to administer the scheme. Interpretation of results and decision-making is done manually. The greatest inefficiencies identified by the study were in the manual exchange of information held in other government departments' computer systems, the collection of inspection results, the checking of previous cropping histories and in data input for decision-making. The Seed Industry expressed satisfaction with the operation of the scheme but requested changes to the layout of some of the current certification forms to reduce the amount of duplicate data entry and expressed a desire to see moves towards electronic service delivery. The study recommended three options for improving data capture and processing.

The approved option to modify a small in-house application for tracking cost activities and functions in support of the Service Level Agreement with SEERAD was successfully implemented and deployed.

In 2001 SASA launched a web site (www.europotato.org) dedicated to providing descriptions of all European potato cultivars held in Genetic Resource centres across Europe. SASA is committed to keeping the database up-to-date: by integrating new data from countries that have not yet supplied information and by revised data from Institutes that have already supplied information. SASA is implementing an automated system for integrating these new data into the core database. During the year technical options were identified to meet this requirement.

Health and Safety

SASA continues to operate a strong health and safety culture. This issue is on the Agenda for every SASA Management Board (SMB) and Head of Section meeting, with a member of the SMB designated with specific responsibility for H&S at SASA.

The Agency's policy can be summarised as follows:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;

- to ensure that all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

During 2002-03, all members of SMB undertook training on senior management responsibilities for H&S; the H&S Committee met on 3 occasions; and training was provided in Risk Assessment and COSHH. Two members of each section are now trained to carry out Assessments for their own areas.

All Risk and COSHH Assessments are available on the SASA intranet, as is the action list arising from these assessments, which is regularly updated to show progress made.

SASA also has in place an electronic 'near miss' reporting system that allows rapid reporting – and action – on occurrences which might prove dangerous. Again all 'near miss' reports are logged, along with actions taken, and made available to staff on the intranet.

SASA is now moving beyond the avoidance of harm to having a positive impact on health. The Agency has held 2 annual Positive Living Days, which feature a variety of activities encouraging staff to take responsibility for their own health. These have now been supplemented by a Health Promotion Group, whose remit is to co-ordinate health campaigns throughout SASA.

Annual Accounts 2002-03

Foreword to the Accounts

The accounts have been prepared in accordance with a Direction given by the Scottish Ministers in pursuance of Section 19(4) of the Public Finance and Accountability (Scotland) Act 2000. The Direction is reproduced at Appendix 1 to the accounts.

Background Information

The Scottish Agricultural Science Agency (SASA) was established as an Executive Agency of the Department, which is now the Scottish Executive Environment and Rural Affairs Department (SEERAD), in April 1992, as part of the Government's Next Steps Initiative. It was designated a Simpler Agency in October 1992.

From 1 April 1998 the Agency has been subject to the funding arrangements of a net running costs regime. The Agency is funded by Annual Budget Act of the Scottish Parliament.

Principal Activities

The Agency exists to provide government with expert scientific and technical advice on agricultural crops, horticultural crops and aspects of the environment. It also performs statutory and regulatory work in relation to national, European Union and other international legislation and agreements on plant health, bee health, variety registration and crop improvement; genetic resources; regulation of genetically modified organisms, and the protection of crops, food and the environment.

Review of Financial Performance

The Agency's key financial objectives are to fulfil the Service Level Agreement (SLA) with SEERAD within the budget allocated for the year and to recover full economic costs for charged services. In addition to the income received from SEERAD, a further £2.6 million was received against sales invoices for externally-charged fees.

The charges for the SLA are set to recover the full economic cost of providing the agreed services including the recovery of certain externally-charged fees. Charges for the latter are set nationally from consolidated UK or Scottish memorandum trading accounts or by recovering an agreed percentage of the estimated full cost as a matter of current Government policy and as authorised by Scottish Ministers.

SASA is reliant upon the financial information and management systems provided by the SE for all of its financial functions. The SE implemented a replacement financial system (SEAS) on 24 December 2001. Operational difficulties with SEAS, in the first quarter of this financial year have adversely affected the ability of the Agency to adhere to the CBI Code of Prompt Payment Practice. However, prompt payment performance in the second half of the financial year has significantly improved. The average percentage of supplier invoices paid within 30 days of receipt for 2002-03 was 85.3% (2001-02 was 90.7%).

Future Developments

In December 2000, Scottish Ministers gave approval to co-locate the Agency headquarters with its field activities at Gogarbank Farm. In September 2002, as part of SR2002, Scottish Ministers announced approval for the funding for the new headquarters building. The building is currently at the detailed design stage which is expected to be completed in 2003.

Research and Development

SASA undertakes a limited amount of research and development in developing new scientific techniques to support its statutory and regulatory objectives. All research costs are charged to the Income and Expenditure Account when incurred.

Fixed Assets

During the year the Agency acquired scientific equipment, computer hardware, software and capital works amounting to £1,029,000 of authorised capital expenditure.

SASA Management Board

The senior management team at the end of the financial year was as follows:

- Dr R K M Hay - Director
- Mr S R Cooper - Deputy Director and Head of Pesticides, Plant Varieties and Seeds Division
- Dr K J O'Donnell - Head of Potato and Plant Health Division
- Mrs S M Quinn - Head of Administration
- Mr R K McLaren - Relocation Project Manager
- Prof C Pollock - Non Executive Director

With the exception of the non Executive Director, the other members of the management team are appointed as members of the UK Civil Service. These appointments are all subject to conditions set out in the Civil Service Management Code. Remuneration falls in line with Scottish Executive pay structure and is subject to pay awards negotiated with the relevant unions. See note 3 to the accounts.

Employment Policy

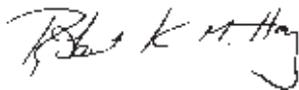
SASA operates in line with Civil Service policies and endorses the commitment on diversity and equality of opportunity for all employees.

Recruitment Policy

In accordance with the principles of the Civil Service Commissioners' Recruitment Code and the provisions of the Civil Service Order in Council 1995, the Agency has systems in place to ensure that recruitment is carried out on the basis of fair and open competition and selection on merit.

Disabled Employees

SASA is an equal opportunity employer and takes full cognisance of the Public Service Code of Practice on the employment of people with disabilities. Disablement is not regarded as a bar to recruitment, training or advancement, which are based entirely on the ability to do the job.



DR R K M HAY
Director
01 September 2003

Statement of Agency's and Accountable Officer's Responsibilities

Under Section 19(4) of the Public Finance and Accountability (Scotland) Act 2000, the Scottish Ministers have directed the Scottish Agricultural Science Agency to prepare a statement of accounts for each financial year in the form and on the basis set out in the Accounts Direction, shown as an Appendix to these financial statements. The accounts are prepared on an accruals basis and must give a true and fair view of the Agency's state of affairs at the year end and its income and expenditure, recognised gains and losses and cash flows for the financial year.

In preparing the accounts the Agency is required to:

- observe the accounts direction issued by the Scottish Ministers, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards have been followed, and disclose and explain any material departures in the financial statements;
- prepare the financial statements on a "going concern" basis, unless it is inappropriate to presume that the Agency will continue in operation.

The Principal Accountable Officer for the Scottish Executive has designated the Director of the Scottish Agricultural Science Agency as the Accountable Officer for the Agency. His relevant responsibilities as Accountable Officer, including responsibility for the propriety and regularity of the public finances and for the keeping of proper records, were set out in the revised *"Memorandum to Accountable Officers from the Principal Accountable Officer"*, dated April 2002.

Statement of Internal Control

As Accountable Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of the organisation's policies, aims and objectives, set by Scottish Ministers, while safeguarding the public funds and assets for which I am personally responsible, in accordance with the responsibilities assigned to me.

The system of internal control is designed to manage rather than eliminate the risk of failure to achieve the organisation's policies, aims and objectives; it can therefore provide only reasonable and not absolute assurance of effectiveness.

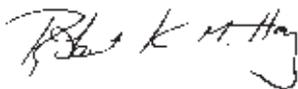
The system of internal control is based on an ongoing process designed to identify the principal risks to the achievement of the organisation's policies, aims and objectives, to evaluate the nature and extent of these risks and to manage them efficiently, effectively and economically. This process has been in place for the year ended 31 March 2003 and up to the date of approval of the annual report and accounts and accords with guidance from Scottish Ministers, subject to the specific points noted below.

As Accountable Officer, I also have responsibility for reviewing the effectiveness of the system of internal control. The following processes have been established:

- a management board which meets monthly to consider the strategic plans and operational management of the organisation and the various position reports on the internal functions;
- regular reports by internal audit which include the Head of Internal Audit's independent opinion on the adequacy and effectiveness of the system of internal control (on systems they have reviewed), together with recommendations for improvement;
- periodic reports from the chairman of the Agency's audit committee to the SASA Management Board concerning internal control issues;
- adoption of formal project management disciplines by project boards, including regular reports to the SASA Management Board;
- regular reports from managers on steps taken to minimise risk in their areas of responsibility;
- formal risk management strategy;
- maintenance of an Agency Corporate Risk Register; and
- detailed monthly monitoring of budgets vs. expenditure.

Operational difficulties with the SE financial accounting system (SEAS) continued into the first quarter of this financial year and adversely effected the Agency's ability to adhere to the CBI Code of Prompt Payment Practice. However, payment processes in the second half of the financial year showed significant improvement.

My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers within the organisation who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letters and other reports.



DR R K M HAY

Director

01 September 2003

Auditor's Report to the Scottish Parliament and the Auditor General for Scotland

To the Scottish Parliament and the Auditor General for Scotland

I have audited the financial statements on pages 16 to 27 under the Public Finance and Accountability (Scotland) Act 2000. The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets, and in accordance with the accounting policies set out on pages 20 to 21.

The report is made solely to the parties to whom it is addressed in accordance with the Public Finance and Accountability (Scotland) Act 2000 and the Code of Audit Practice approved by the Auditor General for Scotland and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and of Audited Bodies prepared by Audit Scotland, dated July 2001.

Respective responsibilities of the Agency, the Chief Executive and Auditor

As described on page 12 the Agency and Chief Executive are responsible for the preparation of the financial statements and for ensuring the regularity of expenditure and receipts. The Agency and Chief Executive are also responsible for the preparation of the other contents of the Annual Report. My responsibilities, as independent auditor, are established by the Public Finance and Accountability (Scotland) Act 2000 and the Code of Audit Practice approved by the Auditor General for Scotland, and guided by the auditing profession's ethical guidance.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers and whether, in all material respects:

- the expenditure and receipts shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers, the Budget (Scotland) Act covering the financial year and sections 4 to 7 of the Public Finance and Accountability (Scotland) Act 2000; and
- the sums paid out of the Scottish Consolidated Fund for the purpose of meeting the expenditure shown in the financial statements were applied in accordance with section 65 of the Scotland Act 1998.

I also report if, in my opinion, the Foreword is not consistent with the audited financial statements, if the Agency has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I review whether the statement on page 13 complies with Scottish Executive guidance on statements on the system of internal control. I report if, in my opinion, the statement does not comply with the guidance, or if the statement is misleading or inconsistent with other information I am aware of from my audit. I am not required to consider whether the statement covers all risks and controls, or form an opinion on the effectiveness of the Agency's corporate governance procedures or its risk and control procedures.

I read the other information contained in the Annual Report, and consider whether it is consistent with the financial statements. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

Basis of audit opinions

I conducted my audit in accordance with the Public Finance and Accountability (Scotland) Act 2000 and the Code of Audit Practice, which requires compliance with relevant United Kingdom Auditing Standards issued by the Auditing Practices Board.

An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of expenditure and receipts shown in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Agency and Chief Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Agency's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error, and that, in all material respects, the expenditure and receipts shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinions

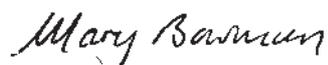
Financial statements

In my opinion the financial statements give a true and fair view of the state of affairs of the Scottish Agricultural Science Agency at 31 March 2003 and of the excess of income over expenditure, recognised gains and losses and cash flows for the year then ended and have been properly prepared in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers.

Regularity

In my opinion, in all material respects:

- the expenditure and receipts shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers, the Budget (Scotland) Act covering the financial year and sections 4 to 7 of the Public Finance and Accountability (Scotland) Act 2000; and
- the sums paid out of the Scottish Consolidated Fund for the purpose of meeting the expenditure shown in the financial statements were applied in accordance with section 65 of the Scotland Act 1998.



Audit Scotland
Osborne House
1/5 Osborne Terrace
Edinburgh
EH12 5HG

Mary Bowman, CPFA
Senior Audit Manager

02 September 2003

Income and Expenditure Account

for the year ended 31 March 2003

		2003	2002
		£000	£000
Income	<i>Notes</i>		
Income from SLA		5,760	5,598
Income from other activities		2,604	2,806
	2	8,364	8,404
Expenditure			
Staff costs	3	4,107	3,799
Depreciation	6	726	887
Other operating charges	4	1,898	1,912
		6,731	6,598
Net income before interest on capital		1,633	1,806
Interest on capital	5	668	619
Excess of income over expenditure transferred to general reserve		965	1,187

Statement of Recognised Gains and Losses

for the year ended 31 March 2003

	2003	2002
	£000	£000
Net gain on revaluation of assets	1,902	276

The notes on pages 20 to 27 form part of these accounts.

Balance Sheet

at 31 March 2003

	Notes	2003		2002	
		£000	£000	£000	£000
Fixed Assets					
Tangible assets	6		12,053		9,862
Current Assets					
Stocks		8		8	
Debtors	7	560		611	
Cash at bank and in hand		–		2	
		568		621	
Trade Creditors: amounts falling due within one year		485		364	
Net Current Assets			83		257
Total Assets less Current Liabilities			12,136		10,119
Financed by:					
Capital and Reserves					
General reserve	8		8,750		8,581
Revaluation reserve	9		3,386		1,538
			12,136		10,119

The notes on pages 20 to 27 form part of these accounts.



DR R K M HAY
 Director
 01 September 2003

Cash Flow Statement

for the year ended 31 March 2003

	<i>Notes</i>	2003		2002	
		£000	£000	£000	£000
Net Cash Inflow from Operating Activities (note i)			2,528		2,900
Capital Expenditure and Financial Investment (note ii)			(931)		(456)
Transfer to SEERAD			(1,599)		(2,442)
Decrease in cash in the year (note iii)			(2)		2

Notes to the Cash Flow Statement

Note i: Reconciliation of excess income over expenditure to operating cash flows

	<i>Notes</i>	2003		2002	
		£000	£000	£000	£000
Excess of income over expenditure			965		1,187
Adjustments for non-cash transactions					
Depreciation charges		726		887	
Interest on capital		668		619	
Audit fee	4	16		15	
Services provided by Scottish Executive	4	65		63	
Profit on sale of fixed assets	4	(120)		(4)	
Notional set-aside receipt		-		(20)	
			1,355		1,560
Adjustments for movements in working capital					
Decrease in stock		-		-	
Decrease in debtors		51		52	
Increase in creditors		157		101	
			208		153
Net cash inflow from operating activities			2,528		2,900

Note ii: Analysis of capital expenditure and financial investment

		2003	2002
	<i>Notes</i>	<i>£000</i>	<i>£000</i>
Payments to acquire tangible fixed assets	6	1,065	462
Receipts from sale of tangible fixed assets		(134)	(6)
		931	456

Note iii: Reconciliation of net cash flow to movement in net funds

	2003	2002
	<i>£000</i>	<i>£000</i>
Cash at bank and in hand at 31 March 2002	2	0
Cash at bank and in hand at 31 March 2003	0	2
(Decrease)/Increase in cash in year	(2)	2

Notes to the Accounts

for the year ended 31 March 2003

1. ACCOUNTING POLICIES

The accounts have been prepared in accordance with the Accounts Direction issued by the Scottish Ministers on 29 March 2001.

Accounting convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of fixed assets and stocks, where material, at their value to the Agency by reference to their current costs.

Fixed assets

The Agency generally capitalises assets costing £1,000 or more which have a useful economic life of more than one year. However this threshold is varied for works projects (over £10,000), IT (over £100) and fixtures and fittings (over £100).

Departmental Estate is treated as an asset of the Agency, although legal ownership now rests with the Scottish Ministers. This reflects the Agency's position as the principal beneficial user of this property.

The valuation of land and buildings is on the basis of open market value for existing use. Professional valuations of land and buildings are carried out every 5 years.

Land and buildings are revalued in the years between professional valuations using indices published in the Valuation Office's Property Market Report. Other tangible fixed assets, excluding computers, are revalued annually using appropriate CSO Indices.

Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost or valuation of each asset evenly over its expected useful life, as follows:

Freehold buildings and dwellings	30-60 years
Fixtures & fittings	over 5 years
Plant & machinery	over 10 years
Transport machinery	over 5 to 10 years
Information technology	over 3 to 5 years

Asset lives are reviewed periodically to ensure that they continue to represent a reasonable estimate of useful economic life.

Donated tangible fixed assets are capitalised at their valuation on receipt, and this value is credited to the donated asset reserve. Subsequent revaluations are also taken to this reserve. Each year, an amount equal to the depreciation charge on the asset is released from the donated asset reserve to the income and expenditure account.

Stocks

Stock is stated at the lower of net current replacement cost or net realisable value. Provision is made where necessary for obsolescent, slow moving and defective stocks. Consumables are written off in the year of purchase.

Research and development

Research and development expenditure is written off as incurred.

Income

The Agency is not primarily a trading organisation. It provides services, primarily to SEERAD, under a Service Level Agreement for which a charge is made. Receipts from the Service Level Agreement, together with receipts from fees for seed certification, seed and variety testing, statutory pesticides work and other activities are presented as income net of value added tax.

Value Added Tax

Irrecoverable VAT is charged to the Income and Expenditure Account in the year in which it is incurred, apart from that which is capitalised as part of asset values.

2. ANALYSIS OF INCOME AND EXPENDITURE

An analysis of income and expenditure by division is given below:

	Income 2002-03 £000	Expenditure 2002-03 £000	Net Divisional Outturn 2002-03 £000	Income 2001-02 £000	Expenditure 2001-02 £000	Net Divisional Outturn 2001-02 £000
Support Services	307	3,231	(2,924)	318	2,995	(2,677)
Pesticides, Plant Varieties and Seeds	3,719	2,008	1,711	3,809	2,115	1,694
Potato and Plant Health	4,338	2,278	2,060	4,277	2,107	2,170
	8,364	7,517	847	8,404	7,217	1,187

The net cost of the support services is recovered in charges for services made by the other divisions.

The significant excess of income over expenditure relates in the main to the Seed Potato Classification Scheme. Although a number of services are provided by SEERAD Agricultural Staff for which no charge is currently made, the costs are recovered in setting fees to third parties for this scheme.

3. STAFF NUMBERS AND COSTS

	2002-03 £000	2001-02 £000
Wages and salaries	3,484	3,196
Social security costs	207	210
Other pension costs	416	393
	4,107	3,799

The staff of the agency are Civil Servants and the pension benefits accrue under the Principal Civil Service Pension Scheme. The PCSPS is an unfunded multi-employer defined benefit scheme but the Agency is unable to identify its share of the underlying assets and liabilities. Contributions were paid to the Paymaster General at rates determined from time to time by the Government Actuary and advised by HM Treasury. A full actuarial valuation was carried out at 31 March 2000 and details can be found in the separate scheme statement of the PCSPS.

For 2002-03 contributions of £416,111 (2001-02 £392,919) were paid to the PCSPS at rates determined by the Government Actuary and advised by the Treasury. These rates were in the range 12-18.5 per cent of pensionable pay.

The average number of staff, excluding casuals, employed during the year was as follows:

	2002-03 <i>Number</i>	2001-02 <i>Number</i>
Scientists	116	112
Support staff	41	44
	157	156

The salary and pension entitlements of the most senior managers of the Agency during the year were as follows:

Name and Title	Age at 31 March 2003	Salary ⁽¹⁾ £000	Real increase in pension at age 60 ⁽²⁾ £000	Total accrued pension at age 60 at 31 March 2003 ⁽³⁾ £000
Dr R K M Hay Director	56	60-65	0-2.5	10-15
Mr S R Cooper Deputy Director	58	50-55	0-2.5	20-25
Dr K J O'Donnell ⁽⁴⁾ Head of Potato and Plant Health	40	40-45	0-2.5	5-10
Mrs S M Quinn ⁽⁴⁾ Head of Administration (part-time)	51	25-30	0-2.5	15-20
Mr R K McLaren Relocation Project Manager	52	45-50	0-2.5	15-20
Prof C Pollock Non Executive Director	-	-	-	-

No benefits-in-kind were paid.

⁽¹⁾ Salary includes gross salary, and if appropriate performance bonuses payable, overtime, reserved rights to London Weighting or London allowances, recruitment and retention allowances and private office allowances and any other allowance to the extent that it is subject to UK taxation.

⁽²⁾ The increase in pension earned during the year in bands of £2,500.

⁽³⁾ Pensions benefits are provided through the Civil Service pension arrangements. From 1 October 2002, civil servants may be in one of 3 statutory based "final salary" defined benefit schemes (classic,

premium, and classic plus). New entrants after 1 October 2002 may choose between membership of premium or joining a good quality "money purchase" stakeholder based arrangement with a significant employer contribution (partnership pension account). The pension entitlement is shown in bands of £5,000 and excludes AVCs, added years and purchased or transfers into PCSPS.

⁽⁴⁾ Opted to join classic plus, pension details assume maximum commutation of pension for lump sum.

(a) Classic Scheme

Benefits accrue at the rate of $\frac{1}{60}$ th of pensionable salary for each year of service. In addition, a lump sum equivalent to 3 years' pension is payable on retirement. Members pay contributions of 1.5% of pensionable earnings. On death, pensions are payable to the surviving spouse at a rate of half the member's pension. On death in service, the scheme pays a lump sum benefit of twice pensionable pay and also provides a service enhancement on computing the spouse's pension. The enhancement depends on length of service and cannot exceed 10 years. Medical retirement is possible in the event of serious ill health. In this case, pensions are brought into payment immediately without actuarial reduction and with service enhanced as for widow(er) pensions.

(b) Premium Scheme

Benefits accrue at the rate of $\frac{1}{60}$ th of pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum, but members may commute some of their pension to provide a lump sum up to a maximum of $\frac{3}{4}$ ths of final pensionable earnings for each year of service or 2.25 times pension if greater (the commutation rate is £12 of lump sum for each £1 of pension given up). For the purposes of pension disclosure the tables assume maximum commutation. Members pay contributions of 3.5% of pensionable earnings. On death, pensions are payable to the surviving spouse or eligible partner at a rate of $\frac{3}{4}$ ths the member's pension (before any commutation). On death in service, the scheme pays a lump-sum benefit of 3 times pensionable earnings and also provides a service enhancement on computing the spouse's pension. The enhancement depends on length of service and cannot exceed 10 years. Medical retirement is possible in the event of serious ill health. In this case, pensions are brought into payment immediately without actuarial reduction. Where the member's ill health is such that it permanently prevents them undertaking any gainful employment, service is enhanced to what they would have accrued at age 60.

(c) Classic Plus Scheme

This is essentially a variation of premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per classic.

Pensions payable under classic, premium, and classic plus are increased in line with the Retail Prices Index.

(d) Partnership Pension Account

This is a stakeholder-type arrangement where the employer pays a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product. The employee does not have to contribute but where they do make contributions, these will be matched by the employer up to a limit of 3% (in addition to the employer's basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of risk benefit cover (death in service and ill health retirement). The member may retire at any time between the ages of 50 and 75 and use the accumulated fund to purchase a pension. The member may choose to take up 25% of the fund as a lump sum.

4. OTHER OPERATING CHARGES

	2002-03 £000	2001-02 £000
Personnel	49	44
Premises	697	680
Transport	238	190
Supplies and services	953	924
Non-cash items:		
(Profit) on disposal of fixed assets	(120)	(4)
Audit fee ⁽¹⁾	16	15
Services provided by Scottish Executive	65	63
	1,898	1,912

⁽¹⁾ The audit fee is a notional charge, as notified to us by our auditors Audit Scotland

5. INTEREST ON CAPITAL EMPLOYED

Interest of £668,000 (2001-02 £619,000) has been charged in the Income and Expenditure Account on the basis of 6% of the average cost of capital employed by the Agency in accordance with the Resource Accounting Manual. Capital employed is defined as Total Assets less Current Liabilities, but excludes donated assets where the charge is nil.

6. TANGIBLE FIXED ASSETS - £000

	Land & buildings	Dwellings	Transport Equipment	Plant & Machinery	Information Technology	Furniture & Fittings	Assets under construction	Total
Replacement Cost or Valuation								
At 1 April 2002	6,876	1,640	571	3,872	2,458	364	455	16,236
Additions	–	–	126	267	49	12	575	1,029
Disposals	–	–	(169)	(62)	–	–	–	(231)
Transfers	–	–	–	–	202	–	(202)	–
Revaluation adjustment	665	220	7	28	–	4	–	924
At 31 March 2003	7,541	1,860	535	4,105	2,709	380	828	17,958
Depreciation								
At 1 April 2002	705	82	444	2,754	2,062	327	–	6,374
Provided in year	187	24	45	247	208	15	–	726
On disposals	–	–	(159)	(58)	–	–	–	(217)
Revaluation adjustment	(892)	(106)	2	15	–	3	–	(978)
At 31 March 2003	–	–	332	2,958	2,270	345	–	5,905
Net Book Value								
At 31 March 2002	6,171	1,558	127	1,118	396	37	455	9,862
At 31 March 2003	7,541	1,860	203	1,147	439	35	828	12,053

The land and buildings at the East Craigs site together with the farm at Gogarbank were valued independently, as at 31 March 2003, by Gerald Eve, Chartered Surveyors, on the basis of Existing Use Value in accordance with the Appraisal and Valuation Manual of the Royal Institution of Chartered Surveyors.

At 1 April 2002, the asset categories disclosed in Note 6 to the accounts were amended to comply with Financial Reporting Standard 15. This required equipment and plant and machinery to be combined under plant and machinery and dwellings to be disclosed separately from other land and buildings.

The revaluation adjustment of £1,922,000 and backlog depreciation of £20,000 were transferred to the revaluation reserve.

Reconciliation of fixed asset additions to capital expenditure cash flow.

	£000
Creditor at 1 April 2002	153
Fixed asset additions	1,029
Creditor at 31 March 2003	(117)
	<hr/>
Payment to acquire fixed assets	1,065

7. DEBTORS

	2003	2002
	£000	£000
Trade debtors	222	279
Other debtors	1	3
Prepayments and accrued income	337	329
	560	611

8. GENERAL RESERVE

	£000
At 1 April 2002	8,581
Transfer to SEERAD	(1,599)
Non-cash transactions:	
Interest on capital	668
Net notional costs	81
Transfer of realised element of revaluation reserve	54
Excess of income over expenditure	965
At 31 March 2003	8,750

9. REVALUATION RESERVE

	£000
At 1 April 2002	1,538
Surplus arising on revaluation and indexation during the year	1,922
Backlog depreciation	(20)
Transfer to general reserve in respect of the realised element of revaluation reserve	(54)
At 31 March 2003	3,386

10. CAPITAL COMMITMENTS

	2003	2002
	£000	£000
Contracted	764	1,207
Authorised but not contracted	–	2

11. OTHER FINANCIAL COMMITMENTS

At 31 March 2003 the Agency was committed to making payment of £7,000 (£7,000 at 31 March 2002) in respect of land and building operating leases which expire within one year.

The Agency has not entered into any non-cancellable contracts (which are not operating leases) at 31 March 2003 (Nil at 31 March 2002).

12. CONTINGENT LIABILITY

There were no material contingent liabilities at 31 March 2003 (Nil at 31 March 2002).

13. RELATED PARTY TRANSACTIONS

SASA is an Executive Agency of the Scottish Executive Environment and Rural Affairs Department. SEERAD is regarded as a related party with which SASA has had various material transactions during the year. In addition SASA has had various material transactions with other central Government bodies. Most of these transactions have been with the Pesticides Safety Directorate and the Department of Environment, Food and Rural Affairs.

During the year, the Director, managerial staff and other related parties have not undertaken any material transactions with SASA.

Direction by the Scottish Ministers in Accordance with Section 19(4) of the Public Finance and Accountability (Scotland) Act 2000

1. The statement of accounts for the financial year ended 31 March 2001 and subsequent financial years shall comply with the accounting principles and disclosure requirements of the edition of the Resource Accounting Manual which is in force for the year for which the statement of accounts are prepared.
2. The statement of accounts shall give a true and fair view of the income and expenditure and cash flows for the financial year, and the state of affairs as at the end of the financial year.
3. In accordance with the requirements of the Manual:
 - 3.1 When preparing its income and expenditure account the Scottish Agricultural Science Agency shall have regard to the profit and loss account format 2 prescribed in Schedule 4 to the Companies Act 1985 to the extent that such requirements are appropriate to the Scottish Agricultural Science Agency.
4. This direction shall be reproduced as an appendix to the Statement of Accounts. This direction supersedes the one dated 25 April 2000.

Signed by the authority of the Scottish Ministers

P S COLLINGS

29 March 2001

Representational Duties of SASA Staff During 2002-03

Senior Management Group

Dr R K M Hay

- Editor of Annals of Botany
- Committee of Heads of Agricultural and Biological Organisations in Scotland (CHABOS)
- Scottish Executive Cross-Cutting Group on Science and Technology

Dr K J O'Donnell

- Crop Protection in Northern Britain: Standing Committee
- Crop Protection in Northern Britain: 2004 Organising Committee Conference

S R Cooper

- Biomathematics and Statistics Scotland Management Advisory Committee
- Plant Varieties and Seeds Committee
- National List and Seeds Committee

Mrs S M Quinn

- Scottish Administration Employment Network

Library

Mrs L J Clark

- Scottish Agricultural Librarians Group (SALG)
- Agency Information Group
- Scottish Working Party on Official Publications (SWOP)

Cereals Section

G P Hall

- National List – Inter Departmental Combinable Crops VCU Group
- EU Cereals Comparative Trials Group
- OECD Seeds Schemes Committee
- ISTA Bulking and Sampling Committee
- UKASTA (Scottish Council) Seeds Committee

Official Seed Testing Station

R Don

- ISTA Executive Committee: Member
- ISTA Germination Committee: Member
- ISTA Moisture Committee: Vice Chairman
- ISTA Tetrazolium Testing Committee: Vice Chairman
- ISTA Sampling and Bulking Committee: Executive Member

Mrs V Cockerell

- ISTA Plant Disease Committee: Vice Chairman
- BCPC Seed Treatment Working Group

Mrs C A Cadger

- ISTA/EU Working Group on Germination Media

Herbage & Vegetable Crops Section

F N Green

- UPOV Technical Working Party for Vegetables
- International Association for Cultivated Plant Taxonomy
- ISTA Nomenclature Committee
- EU Oilseed Rape Comparative Trial Group
- National List – Vegetable DUS Centre: Chairman
- UK Plant Genetic Resources Group

Dr J C Davey

- Scottish Executive Assessor to Advisory Committee on Releases to the Environment (ACRE)
- European Enforcement Group on Deliberate Release
 - Joint inspection visit: (Hosts) oilseed rape: Sampling & Biodiversity issues

J Kerr

- European Enforcement Group on Deliberate Release
 - Joint inspection visit: (Hosts) oilseed rape: Sampling & Biodiversity issues
 - Joint inspection: Maize

G D Campbell

- Partner in GENRES Project: Future of European Carrot
- National List – Vegetables DUS Centre

K M Pearson

- National List – Inter Departmental Herbage VCU Group

Miss C M Thomson

- EU Onion and Shallot Comparative Trial Group
- National List – Vegetables DUS Centre: Member

Mrs L J B McCarthy

- National List – Vegetables DUS Centre: Member

T Christie

- EU Onion and Shallot Comparative Trial Group
- National List – Vegetables DUS Centre: Member
- UPOV Biochemical & Molecular Techniques Working Group: Ad hoc subgroup on molecular techniques for Oilseed Rape

Miss G Hull

- National List – Vegetables DUS Centre: Minute Secretary

Pesticide Usage and Wildlife Management Section

Dr C J Griffiths

- Advisory Committee on Pesticides
- Inter-Departmental Secretariat
- Working Party on Pesticide Usage Surveys
- Inter Departmental Fertilisers Evaluation Committee

J P Snowden

- Working Party on Pesticide Usage Surveys

Dr F G L Hartley

- DEFRA Rabies Wildlife Control Working Group
- Goose Science Advisory Group
- Partnership for Action against Wildlife Crime – Scottish Working Group

Chemistry Section

Dr K Hunter

- ACP – Environmental Panel

Dr G Keenan

- RSC Analytical Methods Committee: High Accuracy Analysis on Mass Spectrometry Sub-Committee

D A Lindsay

- ACP Pesticides Residue Committee
- PRC Analytical Sub-group

Potato Section

Dr S F Carnegie

- National List Potato VCU Group: Chairman
- VTSC Growers Association Committee
- Seed Potato Consultative Panel
- UK Seed Potato Committee
- UN ECE Specialised Section on Standardisation of Seed Potatoes
- EU Seed Potato Experts Group

Mrs A M Cameron

- National List Potato VCU Group: Member

Ms H Campbell

- National List Potato VCU Group: Minute Secretary

Plant Health Section

Dr J M Chard

- British Society for Plant Pathology: Board Member
- UK Plant Health Co-ordination Group
- Standing Committee of the Association for Crop Protection in Northern Britain

Dr C J Jeffries

- EU Virus Experts Group: Co-ordinator
- EPPO Potato Phytosanitary Measures Panel
- EAPR Virology Section: Chairman

Dr J Wood

- Advisory Committee on Genetic Modification
- ACGM Technical Sub-Committee

Dr A Schlenzig

- EU Mycology Network

Virology and Zoology Section

Dr J Pickup

- BCPC Science & Technology Committee, Pests and Diseases Working Group
- Scottish Aphid-borne Virus Working Party
- AAB Specialist Group Committee for Nematology
- Scottish Seed Potato Consultative Panel

Mrs I Browning

- EAPR Virology PVY^{MTN} Working Group: Co-ordinator

Seed Potato Classification Scheme Section

W J Rennie

- British Crop Protection Council Board of Management
- Scottish Seed Potato Consultative Panel; Chairman
- Crop Protection in Northern Britain, Standing Committee; Chairman
- British Potato Council Seed Potato Forum

C Laing

- Scottish Seed Potato Consultative Panel

Miss C J Landels

- Scottish Seed Potato Consultative Panel

Diagnostics & Molecular Biology Section

Dr G Saddler

- International Society for Plant Pathology: Committee on Taxonomy of Plant Pathogenic Bacteria: Convener
- International Committee on Systematics of Prokaryote: Vice Chairman
- UPOV Working Group for Biochemical & Molecular Techniques

V Mulholland

- UPOV Biochemical & Molecular Techniques Working Group: *Ad hoc* subgroup on molecular techniques for Oilseed Rape

SASA Contact Points – From 1 July 2003

HOW TO CONTACT SASA:

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E-mail: info@sasa.gsi.gov.uk

Website: <http://www.sasa.gov.uk>

The list below provides details of a contact point for each Section. Enquiries from The Press should be directed, in the first instance, to Scottish Executive Media & Communications Group – Tel: 0131 244 2969.

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Simon Cooper	- Tel:	+44 (0)131 244 8932
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Dr Kevin O'Donnell	- Tel:	+44 (0)131 244 8924
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Keith McLaren	- Tel:	+44 (0)131 244 4031
	E-mail:	Keith.McLaren@sasa.gsi.gov.uk

◆ Pesticides, Plant Varieties and Seeds

Official Seed Testing Station

Ronald Don Tel: **+44 (0)131 244 8891**
Fax: **+44 (0)131 244 8971**
E-mail: Ronald.Don@sasa.gsi.gov.uk

Herbage & Vegetable Crops Section

Niall Green Tel: **+44 (0)131 244 8853**
Fax: **+44 (0)131 244 8939**
E-mail: Niall.Green@sasa.gsi.gov.uk

GM Advice & Inspectorate

Dr Jonathan Davey Tel: **+44 (0)131 244 8837**
Fax: **+44 (0)131 244 8939**
E-mail: Jonathan.Davey@sasa.gsi.gov.uk

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