



Annual Report & Accounts 2004-05



The Farmhouse 2005



Craigs House 2005



Thomas McIntosh Building 2005

*Cover Photograph: farm staff and Land Girls harvesting oats in the High Field at East Craigs circa 1943.
Left to right: Mary Mechan (Land Girl), Mabel McCaig (Land Girl), Tom Ainsley (2nd man), Margaret Mitchell (daughter of Farm Manager), Ian Mitchell (younger son of Farm Manager), John Crooks (Farm Grieve), Marion Marshall (Land Girl) and Owen Butler (1st man & champion plough man).*

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SCOTTISH AGRICULTURAL SCIENCE AGENCY
Annual Report and Accounts 2004-05



Laid before the Scottish Parliament
by the Scottish Ministers
October 2005



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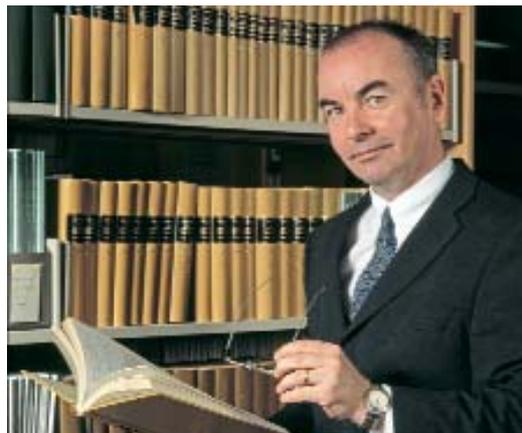
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Professor G C Machray



S R Cooper



Dr K J O'Donnell



Mrs S M Quinn



R K McLaren

Organisational Chart

CHIEF EXECUTIVE

Professor G C Machray

NON-EXECUTIVE DIRECTOR

Professor C Pollock

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 & PLANT HEALTH

Dr K J O'Donnell

Potato	Plant Health	Diagnostics & Molecular Biology	Virology & Zoology
Dr S F Carnegie	Dr J M Chard	Dr G Saddler	Dr J Pickup

ADMINISTRATION & SUPPORT SERVICES

Administration	Farm	Horticulture	Information Technology	Relocation, 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.

Chief Executive's Report

I am pleased to lay before the Scottish Parliament this report of the work and achievements of the staff of SASA during 2004-05. The accounts pages of this report concentrate upon the financial aspects of the Agency, and are preceded by an account of the performance of the Agency against the targets set by Scottish Ministers. During the year details of the scientific work of the Agency were published in its Third Scientific Review (2000-03).

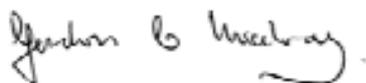
The year saw the retirement of the Director, Dr Robert K M Hay, who provided outstanding leadership and direction to SASA since its formation as an Executive Agency in 1992. There were no other changes to the Agency Management Board and Professor Chris Pollock continues as non-executive Director to provide invaluable counsel. I have the good fortune to assume the role of Chief Executive at a time when many of the exciting developments planned by my predecessor and his management team are coming to fruition.

Foremost amongst these is the relocation of the Agency's laboratories and administration from East Craigs to its farm site at Gogarbank. Work on the construction of the new headquarters building commenced in August 2004 and is on schedule for completion in December 2005. Missives for the sale of the East Craigs site have been concluded and plans are in place for the withdrawal of the staff and their equipment from the current site by the end of March 2006. This will end an 86 year association with the site which began in 1920 when the then Board of Agriculture purchased the 111 acre East Craigs Farm. The unification of office, laboratory, glasshouse and field activities in a purpose built facility at Gogarbank heralds a new era in the development of the Agency.

Amidst this activity, the Agency discharged in full its service level agreement with Scottish Executive customers and conducted additional work on demand for SEERAD and other customers as resources permitted. Recognition for the service provided by SASA came in the form of a Scottish Executive "Excellence Award" for the potato genotyping service, while SASA expertise continues to be in demand in an advisory capacity for national and international bodies, and in specific projects, such as the installation of a crop certification scheme in Kosovo. These successes emanate from a sustained improvement in the scientific capacity of the Agency resulting from continued investment in equipment, procedures and scientific and technical personnel.

The positive response of staff to the "Positive Living" and "Health at Work" initiatives continues. Training in job appraisal has been completed and appraisal exercises undertaken. The induction club for new staff has been further developed, the Agency Partnership Board continues to address wider issues, and "Investor in People" principles underpin the Agency's activities. Health and Safety matters retain high priority and risk management considerations are applied throughout the Agency's activities. The focus for Quality Assurance and Environmental Management activities is shifting to preparation for the occupancy of the new headquarters, with staff surveys informing the drafting of a Green Transport Policy.

On a personal note, my thanks go to the staff of SASA for their warm welcome and infectious enthusiasm in describing their work during my induction. This has greatly aided my work representing the Agency in the Scottish Executive and in the local and national scientific community. As we prepare to bid farewell to a much-cherished East Craigs site, the professionalism and dedication of staff, matched by an excellent new facility at Gogarbank, will ensure the continued provision of the highest quality of scientific service.



Professor Gordon C Machray
Chief Executive

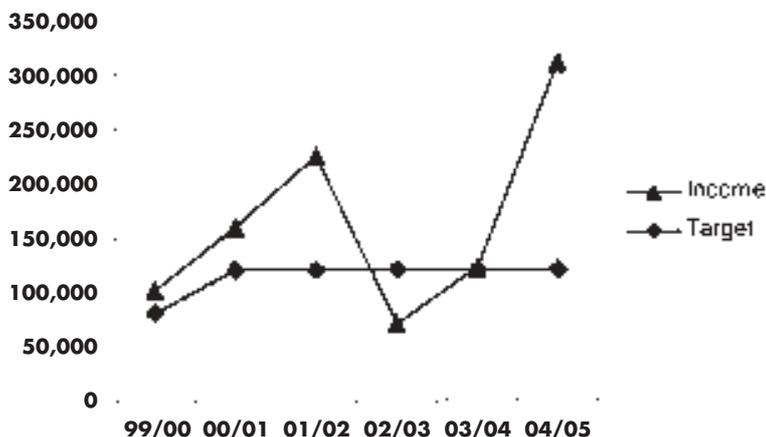
Performance Targets and Results

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 2004-05, SASA fully met 5 of its 7 performance targets, partially met one other and failed one – improvement in unit costs of scientific work. The unit costs have more or less levelled out over recent years and, as indicated previously, we do not anticipate any further improvement. A reduction in the number of vacant posts for most of the year resulted in more hours effort being included, and as a consequence an increase in the unit costs.

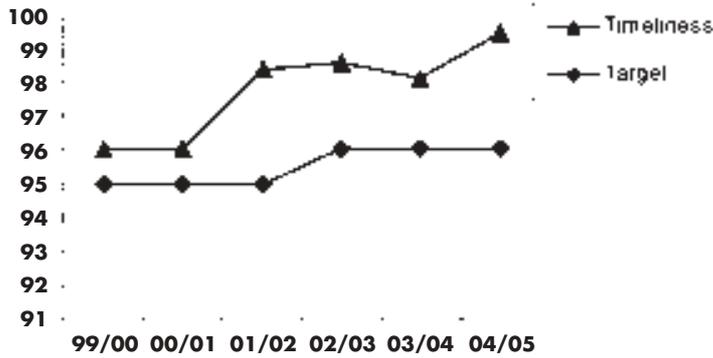
TARGETS		OUTURNS AND ACHIEVEMENTS		TARGET 2005-06
◆ Quantitative Targets				
1. Achievement of target income from new work/customers	£80,000	1999-00	Target achieved, £101,200 of income earned	£120,000
	£120,000	2000-01	Target achieved, £159,000 of income earned	
	£120,000	2001-02	Target achieved, £224,000 of income earned	
	£120,000	2002-03	Target not achieved, £71,400 of income earned	
	£120,000	2003-04	Target achieved, £122,000 of income earned	
	£120,000	2004-05	Target achieved, £310,000 of income earned	

Target Income £



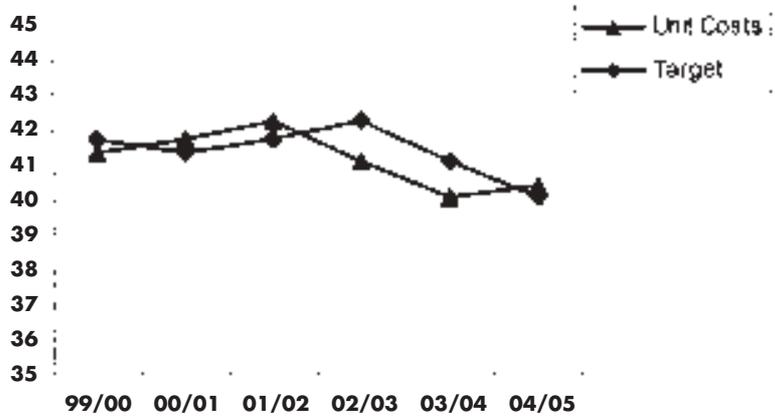
TARGETS		OUTURNS AND ACHIEVEMENTS		TARGET 2005-06
2. Completion of specific percentage of all scientific tests and analyses within timescales set by customers	95%	1999-00	Target achieved: 95.9%	96%
	95%	2000-01	Target achieved: 96.2%	
	95%	2001-02	Target achieved: 98.4%	
	96%	2002-03	Target achieved: 98.6%	
	96%	2003-04	Target achieved: 98.1%	
	96%	2004-05	Target achieved: 99.5%	

Timeliness %



TARGETS		OUTURNS AND ACHIEVEMENTS		TARGET 2005-06
3. Improvement in unit cost of the scientific work of the Agency (cost per direct scientist hour)		1999-00	Target achieved: £41.32	✓
		2000-01	Target not met: £41.73	
		2001-02	Target not met: £42.21	
		2002-03	Target achieved: £41.09	
		2003-04	Target achieved: £40.05	
		2004-05	Target not met: £40.37	

Unit Costs £ (per direct scientist hour)



TARGETS	OUTTURNS AND ACHIEVEMENTS	TARGET 2005-06
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	
	2003-04 Target achieved	
	2004-05 Target achieved: see report on page 6-7	
◆ Milestone Targets		
1. Fulfilment of SLA within budget agreed with SEERAD	1999-00 Target achieved	✓
	2000-01 Target achieved	
	2001-02 Target achieved	
	2002-03 Target achieved	
	2003-04 Target achieved	
	2004-05 Target achieved	
2. 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.	
3. 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.	
4. 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.	
5. Completion by September 2003, of the Detailed Design for the new Agency Headquarters	2003-04 Target achieved.	
6. Publication of a Scientific Review of the work of the Agency 2000-03 by 31 January 2005.	2004-05 Target achieved: publication issued January 2005.	
7. Formulation of a new quantitative index of the cost of the Support Services to the Scientific Programme of the Agency, including the establishment of a baseline value.	2004-05 Target partially achieved: Metrics for inclusion in such an index were identified, but the establishment of a baseline value in the final year of operations at East Craigs was considered inappropriate.	
8. Completion of relocation activity within the planned timescale.		✓

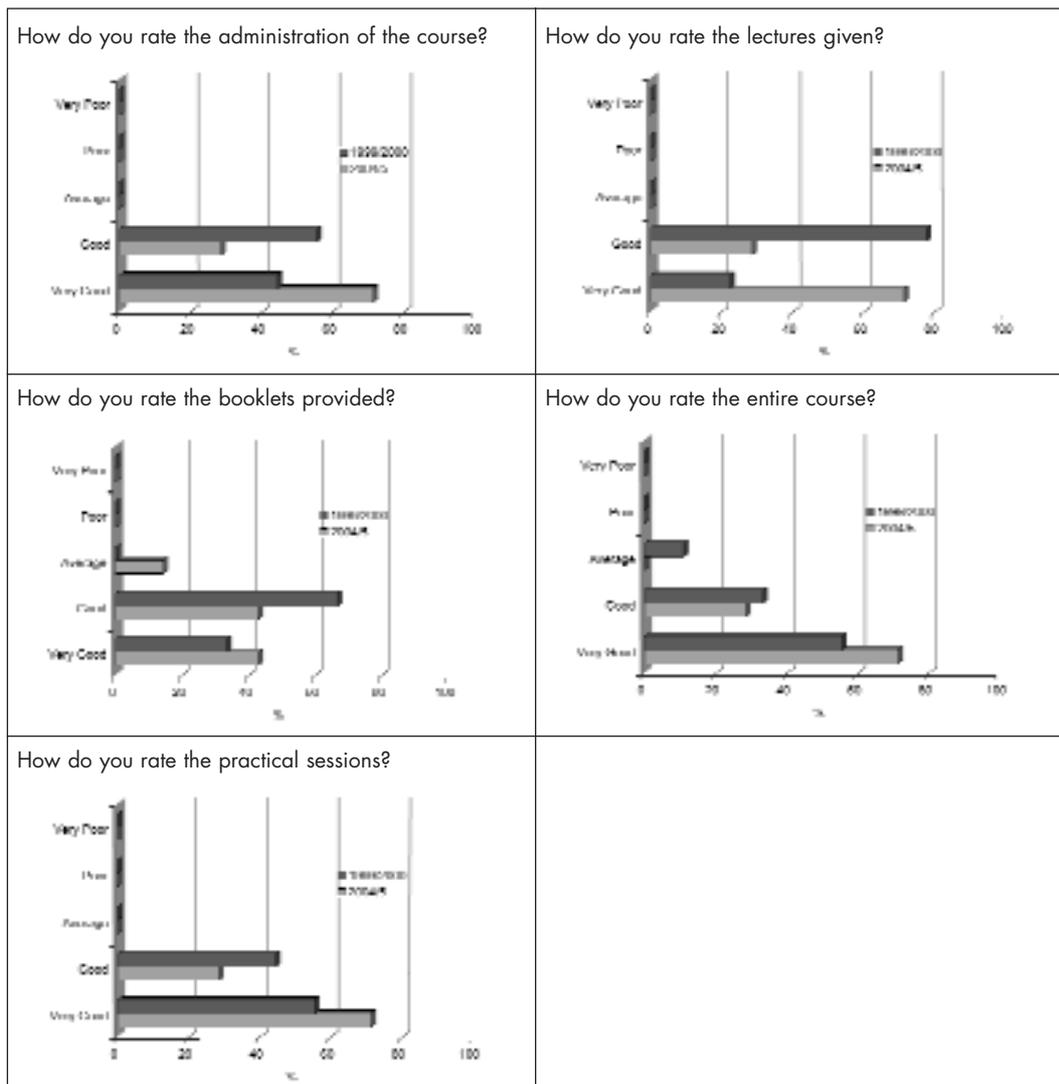
Consulting Our Customers

As part of the Agency's rolling programme of consultation of customers, and a target of ensuring that 95% of customers surveyed are at least 'satisfied' with our services, we looked at some of the training courses which have been run at SASA for the agricultural industry in 2004-05. In particular we analysed customer satisfaction survey forms completed by candidates on a Seed Samplers' Course held in November 2004 and Barley Grain Identification courses held in February 2005. Encouragingly 100% of our customers were satisfied (scoring of average or above) with the service. We also compared the results with those obtained in similar surveys conducted in 1999-00. The results are very encouraging and we are pleased to report an improvement in overall customer satisfaction ratings by 15% since 1999-00.

Course participants were asked to rate aspects of the courses using the following scale:

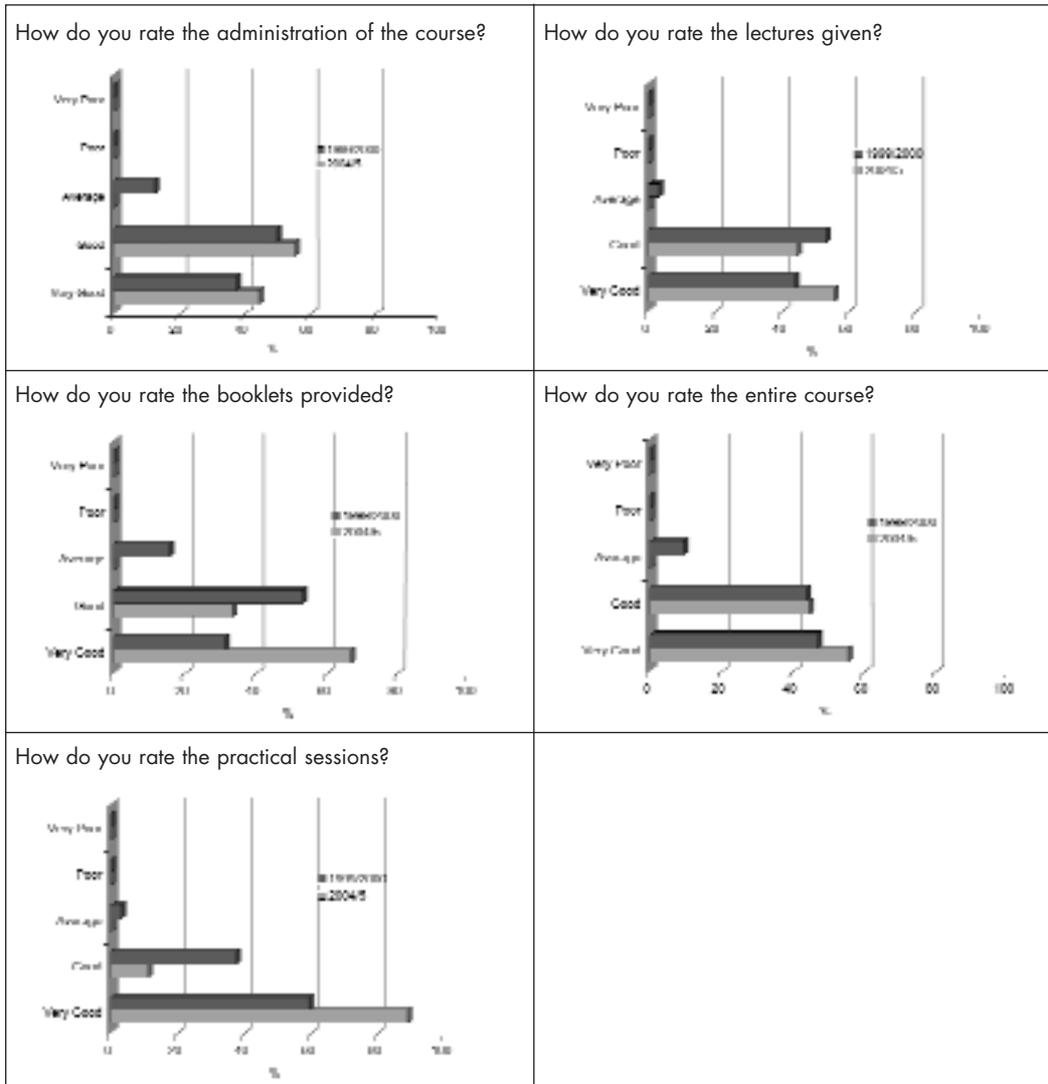
1 = Very Good 2 = Good 3 = Average 4 = Poor 5 = Very Poor

For the Seed Samplers' course, the results have been summarised into the graphs below:



(1) In 1999-00 there were 9 candidates on the Seed Sampling course compared to 7 in 2004-05

For the Grain Identification courses ⁽²⁾ the results have been summarised into the graphs below:



⁽²⁾ In 1999-00 there were 32 candidates on the cereal crop inspection and barley grain identification courses; in 2004-05 there were 9 candidates on barley grain identification courses.

Administration and Support Services

Supervisory Board

The Supervisory Board of the Agency, now chaired by the Chief Agricultural Officer of SEERAD met only once during the year, mainly due to the change at Chief Executive level within the Agency. The Board has responsibility for overseeing and monitoring issues of corporate importance, including SASA's Framework Document, Corporate Plan, Performance, Governance and the Service Level Agreement with SEERAD.

Audit Committee

The SASA Audit Committee met 3 times during the year, under the chairmanship of Laura Petrie, Director of Finance, Historic Scotland. The Audit Committee reviewed the internal and external audit plans and reports completed in the year as well as reports on controls assurance and the management and control of an IT project.

Human Resources

SASA HR continued to carry out all promotion, progression and open recruitment competitions to fill vacancies arising within the Agency. SASA operates in accordance with the Civil Service Commissioners' Recruitment Code, ensuring that all recruitment activity is carried out on the basis of fair and open competition and on merit. The arrangements are subject to annual internal management checks and, introduced for 2004-05, an annual self assessment questionnaire on the recruitment systems which are in place and the Agency's compliance with the Code. Both these checks were carried out in April and May 2005 for recruitment undertaken in 2004-05.

In 2004-05 SASA made 4 exceptions to the Civil Service Commissioners' Recruitment Code where short-term appointments were extended beyond 12 months. These were:

- a health clearance was awaited for a temporary member of staff who had successfully gained permanent employment with the Agency;
- a project to digitalise the Agency's photographic slide collection took longer than expected;
- 2 temporary members of staff were retained to complete the Agency's Potato Brown Rot Survey work.

All temporary contracts were terminated at the earliest opportunity and well within the maximum allowed time of 24 months.

During 2004-05 the Scottish Executive carried out a Senior Civil Service open recruitment competition to recruit a new Chief Executive to the Agency. Professor Gordon Machray took up post at the beginning of September 2004.

SASA HR held 5 open recruitment competitions and appointed 4 candidates to permanent posts and one to a PhD studentship. All permanent appointments were at Band A (3 were female and one male) and the PhD appointee was female. None of the appointees were from an ethnic minority and none declared a disability.

Seven other posts were filled. One on promotion from Band A to Band B (female), two on progression, one from Band B1 to Band B2 (female) and one from Band B2 to Band B3 (male) and 5 members of staff posts were taken up higher Band posts under restructuring arrangements, 2 within Band A (one male one female), and 3 within Band B (all female).

At 31 March 2005 the Agency employed 151 staff but also had 11 vacancies to be filled.

Staff by Pay Band & Gender at 31 March 2005

	Males		Females		Total	
	No.	%	No.	%	No.	%
Senior Civil Service	1	1.4	0	0	1	0.6
Band C	14	19.4	2	2.5	16	10.6
Band B	25	34.7	39	49.4	64	42.4
Band A	32	44.5	38	48.1	70	46.4
TOTAL	72	100	79	100	151	100

In addition during 2004-05, SASA employed 82 inspectors for the seed potato classification scheme. All of these inspectors are employed on temporary recurring contracts and are based at SEERAD Area Offices throughout Scotland.

The Agency along with the rest of the Scottish Executive retained liP status after a mini-assessment in November 2004, and continues to work within the national standard.

Substantial changes were introduced to the Performance Management System and SASA HR held a series of training workshops to deliver these changes to all staff from August to October 2004.

SASA also continues to operate an Induction Club for new members of staff which allows them to meet other new staff and gain information on scientific and administrative issues both within the Agency and, the wider Scottish Executive.

Information Technology

Infrastructure

SASA embarked on a major project to replace its desktop systems, database and application servers with a view to complete the upgrade, prior to the Agency relocation in early 2006.

Projects

The second phase of a collaborative project with SEERAD to improve service delivery of the Seed Potato Classification Scheme was started. The scope of the project is to build an integrated information system to support the scheme. In addition, two significant improvements were made to the present IT system for supporting the Seed Potato Classification Scheme.

- an online version of the Register of Seed Potato Crops, primarily used by seed potato producers and purchasers, was made available at <http://spcs.org.uk/register>; and
- a new automated system for producing invoice details for purchasers of seed potato labels was also successfully trialled.

Requirements were also gathered for changes to the database systems that support certification of cereal and non-cereal crops in anticipation of legislative changes scheduled to be introduced during 2005.

A review was completed setting out options for improving information collection and management of pesticide usage survey data.

A study was completed on SASA's behalf to identify where geographical information systems (GIS) could be used to support service delivery and to propose a strategy for implementing a GIS. As part of this study a small in-house development was completed to demonstrate the potential use of this technology, integrating information from the Agency databases on soil sampling for potato cyst nematode results, pesticide usage, applications for seed potato growing crop inspections and the location of certified cereal crops.

Environmental Management

As an organisation with wide-ranging environmental responsibilities with regard to issues such as the protection of crops, plant health and monitoring of pesticide usage by farmers, SASA is in full support of, and is committed to Scottish Executive Ministers' initiative on seeking to improve the environmental performance of public bodies.

During the planning stages of SASA's new Headquarters at Gogarbank – scheduled for opening in early 2006 – a high priority was afforded to the environmental aspects of the new premises. In particular, independent consultants were engaged to carry out an assessment under BREEAM (Building Research Establishment's Environmental Assessment Method). The process involved assessment of a wide range of environmental issues, including the use of sustainable and recycled materials, emissions, energy usage, water and waste disposal etc. An overall "very good" rating has been obtained. An independent biodiversity study (by ECOS Countryside Services) was also commissioned in relation to the site of the new Headquarters. Having regard to the planned layout for landscaping and extensive planting of trees, hedging and shrubs, and the reconfiguration of the burn which runs through the site, the overall conclusion in the consultant's report was that there should be no loss of biodiversity as a result of the development, and that, indeed, SASA's plans should result in a significant net increase in biodiversity in and around the site. A *Green Travel Plan* has also been formulated, covering issues such as the establishment of a car sharing database, promotion of bicycle usage and the provision of public transport to and from the new site.

During the first year of occupancy of the new Headquarters, SASA will be devising appropriate systems to facilitate the recording, from the outset, of data on aspects such as energy usage, emissions, waste disposal, etc. This will then allow a baseline position to be established, from which future specific targets can be developed. A formal *Environmental Management Policy* for the Agency is also to be developed, which will include the objective of accreditation of the Agency under ISO 14001.

Freedom of Information

The Freedom of Information (Scotland) Act received Royal Assent in May 2002 and by 1 January 2005 the right of access to information held by all public authorities listed in Schedule 1 of the Act, was brought into force.

Under section 23 of the Act, SASA, as part of the Scottish Administration, had to submit for approval a Publication Scheme to the Scottish Information Commissioner. This Publication Scheme, which can be found on SASA's web site, lists classes of information now available to the public.

In line with the Scottish Executive's best practice, SASA identified two FOI Lead Officers who developed an Implementation Plan for SASA. Every member of SASA staff received FOI training, at different levels; a mechanism for logging/monitoring enquiries was put in place; an FOI Management Group was formed in October 2004 comprising the Lead Officers and the Chief Executive (who has overall responsibility for FOI); and to assist with consistency, an Agency response model and registration system were set up in December.

Furthermore the Environmental Information (Scotland) Regulations 2004 also came into force 1 January 2005, covering crops, pesticides, soils etc. These Regulations are likely to be more relevant to SASA's work.

The FOI Management Group will meet regularly to review the Agency's FOI procedures to ensure that an efficient service for the provision of information held at SASA is maintained.

Health and Safety

SASA Management Board (SMB) has continued to reaffirm its commitment to Health and Safety (H&S), with a monthly H&S report tabled at SMB meetings and a senior manager, Dr Kevin O'Donnell, designated with specific responsibility for H&S.

SASA's H&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.

The SASA H&S Committee meets 3 times a year and is comprised of representatives of SASA staff, chaired by Dr Kevin O'Donnell. SASA continued to invest in a programme of H&S training, particularly aimed at our network of Health and Safety Liaison Officers (HSLOs). Training was provided on a variety of subjects including H&S legislation, COSHH and VDU Assessment. The COSHH Assessment training was extended to other SASA staff, and coincided with an Agency-wide revision of COSHH assessments into a new task-based format. Hard copies of local Assessments are made available to staff for their work area. In line with our policy on openness in H&S matters, all Risk and COSHH Assessments are available to staff via the SASA Intranet.

SASA's Health Promotion group organised a further successful Positive Living Day and ran a number of campaigns aimed at raising health awareness amongst staff. These included: dental health; alcohol and drug awareness; and mental health. Campaigns included distribution of promotional material and seminars given by health professionals in the appropriate field.

A History of Activities at the East Craigs Site

As we prepare to depart from our present site at East Craigs and move in early 2006 to our new headquarters at Gogarburn, it is perhaps the opportunity to reflect and take a look back at our 80 years of occupancy at East Craigs. How did SASA and all its precursors begin life?

FOUNDATIONS

1913 -1918	Seed testing and seed potato classification in central Edinburgh
1920	East Craigs purchased
1923	Labs built
1935	Seed testing station – Plant registration service
1936	Plant pathology work
1945	Plant quarantine work – Farm certification schemes

In 1920 The Board of Agriculture purchased the 111 acre East Craigs farm on the then western outskirts of Edinburgh and in 1923 approval was given for the building of laboratory facilities there. By 1925 construction work had commenced and the Seed Testing Station and the Plant Registration Service were merged and set up operation on the site which was officially opened by Sir John Gilmour, Secretary for Scotland. At that time the site was shared with the Scottish Plant Breeding Station (SPBS) until it moved to Pentlandsfield in the early 1950s. Craigs House and the old Empire Building were originally occupied by SPBS with Craigs House being the residence of the Director of the SPBS during this period.

Laboratory methods of seed testing have been in use in continental Europe since the mid-19th Century. The first official seed testing station in the British Isles was established in 1910 in Dublin by the Department of Agriculture and Technical Instruction for Ireland. In 1912, the Board of



Purity Laboratory - analysis of a pea sample

Order 1917 required more stringent checks to be made on the quality of seed grown for, and sold to, the agricultural community and in 1918 the Seed Testing Station became the Official Control Station for Scotland occupying larger premises at 7 Albany Street, Edinburgh. Tests were initially carried out for purity (impurity being defined as all foreign matter but excluding immature and ill-ripened seed) and germination capacity (applied to all species of seed in the sample including immature seed). This method of analysis differed from the continental method in that the latter classified immature and ill-ripened seed as impurities, but it had the advantage, for the purchaser, of accurately reflecting the quality of the seed supplied as required by the new legislation.

For several years prior to 1917, the Board of Agriculture had been under some pressure to set up a Plant Registration Station. In 1918 a conference was held between representatives of the Board and Agricultural Trade Associations, where the proposal was officially approved and a committee formed. In 1923 a formal constitution and code of rules was adopted. The early work of the Plant Registration Station was mainly concerned with potatoes and oats, respectively administered under the Potato Synonym Sub-Committee and the Cereal Sub-Committee.

Agriculture was established in Scotland and under its aegis some seed testing was carried out at the Royal Botanic Garden, Edinburgh. In 1913 the need for a full-time seed testing station was accepted and one was opened the following year in Duke Street, Edinburgh. This Scottish Seed Testing Station was set up in response to pressure from various sections of the agricultural trading community who were pressing for standardisation in the practice of seed testing. Its functions in the early years (1914-1917) were mainly advisory and educational. However, the Testing of Seeds



Plant Pathology Laboratory

The importance of newly emerging problems in scientific agriculture, including varietal purity had been recognised in 1908 when it was discovered that some potato varieties were naturally immune to potato wart disease. The Board of Agriculture sponsored work to encourage the production of immune varieties and to assess the availability of pure stocks. East Craigs played a central part in this work by describing old varieties, testing and registering new ones, and providing a technical basis for a seed certification scheme.

Later, emphasis moved from varietal purity to freedom from virus disease and production of virus tested stocks. In 1929 the Board of Agriculture became the Department of Agriculture for Scotland, and in this year work started on developing healthy virus-free potatoes.

In 1924 advisory work on horticultural plant pathology was begun by the Board of Agriculture at the Royal Botanic Garden, Edinburgh. In 1936 this section moved to East Craigs, where it concentrated much of its energy in investigating Strawberry Red Core disease. Until 1945 the section's work was mainly advisory but after this date its scope widened due to increased interest in plant quarantine and disease control through the introduction of certification schemes. The section's remit included provision of technical advice to the Department on fungus diseases, examination of diseased specimens for the Department and the agricultural colleges, general education work, wart disease testing and research on special diseases.

POST-WAR EXPANSION

1950	Oat certification
1955	Nematology and Crop Zoology
1956	Analytical Chemistry
1959	Barley certification
1964:1974	Plant Varieties and Seeds Act : Plant Breeders Rights
1967:1981	Pathogen-free potato propagation : micropropagation
1989	Information Technology

During the war, a large increase in the distribution of potato cyst nematode was observed in Scotland and this resulted in the setting up of a section specifically to investigate this pest. This section was originally located in laboratories at Newbattle to the south of Edinburgh but was integrated on to the East Craigs site in 1955. Also during the war, the Department set up an office in Glasgow to investigate the epidemiology and control of pests of grain, dried fruit and imported bulk materials. Other sub-offices were later established in Edinburgh and Perth. This Food Infestation Control Section had a small analytical chemistry laboratory integrated within its Glasgow office to provide advice on chemical methods for insect control and to monitor the effectiveness of such control measures. This laboratory moved to East Craigs in 1956 and was the nucleus of the pesticide section which has expanded to become a well equipped modern analytical laboratory engaged in the measurement of pesticide residues in a wide variety of foodstuffs and environmental samples. The entomology offices within the infestation control section gradually merged and in 1985 the Glasgow office was finally closed and the remaining staff moved to East Craigs. Since all of the major food infestation control problems had been resolved and the Prevention of Damage by Pests Act 1949 was now in abeyance, the section's purpose was largely fulfilled and it was disbanded in 1990.

In 1949, a crop zoology section sited at Dalkeith was established to work in close association with local authorities on control of rats and mice and other agricultural pests. This moved to East Craigs in 1955, and was the predecessor of the Wildlife Management Section which exists today to provide information and advice on the control of vertebrates important to Scottish agriculture, e.g. foxes, rabbits, geese and wildfowl.

A certification scheme for oats was set up in 1950, to be followed in 1959 by a similar scheme for barley crops. The work of SASA in the original areas of seed testing, plant variety registration, seed and planting stock certification, and plant health, has been greatly influenced by 2 events: the introduction of the Plant Varieties and Seeds Act 1964, and the UK entry into the then European Community. Regulations made under the Plant Varieties and Seeds Act make it an offence to sell seed of a plant variety not entered on a Member State's National List or on a Common Catalogue published in the Official Journal of the European Communities. Furthermore, the Plant Breeders' Rights Regulations allow breeders to claim royalties on seed or planting stock marketed within the period of their rights. New varieties presented for such rights



Main Building

and National Listing must be tested for distinctness, uniformity and stability (DUS) and, for some crops, for value for cultivation and use (VCU). Characteristics to be used for distinguishing and describing varieties have had to be established, and methods whereby their stability and the uniformity of breeders' stock may be judged. These requirements vary with the genetic structure and breeding mechanism of the crop species.

A scheme for the building-up of virus-tested potato clones from single mother plants was introduced in 1948 and by the 1950s provided a very effective control of mild and latent virus infections. More recently, means have been sought to reduce the incidence of non-viral diseases; in particular the bacterial disease, blackleg and the fungal diseases, gangrene and skin spot. Tuber-borne infection is prevented initially through the use of new propagation techniques. In 1967 disease free tubers were propagated from healthy stem cutting material. Since 1981 this has largely been superseded by micropropagation under controlled conditions on a synthetic growing medium. Regardless of the freedom from disease of the original plant material, a critical feature is how long this health can be maintained under farm conditions. Monitoring the health of these stocks, and investigating the mechanisms whereby infections survive and spread, continue to feature in the work of SASA. Contributions to potato health have also been made by investigations and development of chemical methods for disease control.

During this early period 'East Craigs' was variously referred to as Scientific Services, the Official Seed Testing Station, Scientific Services (Agriculture) and Agricultural Scientific Services. The East Craigs farm was used for field trials and post-control seed plots from the 1920s onwards. In the late 1960s when it became apparent that the UK would finally be allowed to join the EU, the management at East Craigs realised that the farm would not be big enough to carry out all the support work needed for the EU seeds regime. Enquiries were made about purchasing the farm immediately to the north of East Craigs but by this time the Local Authority had zoned it for housing to accommodate the increasing demand for new housing in the City. Fortunately, three farms owned by Gogarburn Hospital, Gogarbank, Overgogar and Roddinglaw became available as they were surplus to the Hospital's requirements. SASA initially took over Gogarbank and Overgogar farms (c. 1970) and merged them into one unit called Gogarbank Farm, although the farm HQ is actually based at Overgogar. Roddinglaw Farm, most of which lay to the north of the railway line was merged into Gogarbank Farm in about 1972 but the old Roddinglaw steading, and its associated farm workers houses, was sold privately. All three farms had been in permanent grassland since the Second World War and a lot of work was needed to restore and even out the fertility and improve the drainage to make them suitable for field trials. At the same time, some modifications were made to field boundaries in order to get more regular shapes. The fields on the west side of the farm had to be substantially reorganised when the M8 extension was built in the 1990s.

In the late 1980s, SASA was proactive in the development of its own software applications to support its many activities. The first of these was a seed testing database (OSIS), developed in 1989-90, and followed by a database to support the Pesticide Usage Survey (NSPPU) in



A view of the East Craigs Site from Craigmount

of staff. By 2005 practically all staff are IT-proficient and much recording and analysis is now done online.

1991-92. Following a decision to decommission the SOCS mainframe, the application supporting cereal seed certification (CCI) was ported to SASA and became CCMS. Another key application developed by SASA's IT Section was the SASA Job Information and Management System (JIMS) which provides detailed information on job activities and costs. While this was going on the SASA IT Section began to develop a Local Area Network making computers available to the majority

SCOTTISH AGRICULTURAL SCIENCE AGENCY

1992	Agency status
1992	Diagnostics and Molecular Biology
1998	Plant Breeders Rights 1998
1999	Devolution - SEERAD
1999	Seed Potato Classification Scheme
2000	GM Inspectorate

1992 saw the creation of The Scottish Agricultural Science Agency, an executive Agency of what is now the Scottish Executive Environment and Rural Affairs Department. SASA continued to keep pace with scientific developments with the creation of the Diagnostics and Molecular Biology (DMB) section in 1992. DMB continued the development of SASA's monoclonal antibody work and also introduced the development of DNA-based techniques, including those based on the polymerase chain reaction (PCR). SASA's molecular biology work has led to the development of improved methods for detection and identification of plant pathogens, and also to methods for the genetic fingerprinting of potato varieties. Its molecular biology diagnostic expertise has been successfully adapted to support its GM Inspectorate role, with PCR assays developed to detect specific GM DNA. This function was invaluable in SASA's monitoring of the Scottish sites of the Field Scale Evaluation trials of GM crops which took place across the UK, and will be used to monitor for the adventitious presence of GM material in imported seed stocks.

Seed and planting stock of most agricultural and horticultural crops may still only be marketed if certified. For true seed crops, certification involves a number of controls in addition to field approvals. There are extensive areas of control plots each year at Gogarbank Farm. Certification may also involve laboratory checks for varietal investigation, analytical purity, germination and other characteristics. The seed certification schemes now provide most of the samples entering the Official Seed Testing Station for Scotland at SASA. The Seed Potato Classification Scheme has evolved through several phases since its inception in 1918. This process was taken to its logical conclusion in 1999, with the transfer of the staff responsible for the administration of the scheme to SASA. SASA also became the Certifying Authority for seed potato certification in Scotland, acting in partnership with the Department's Agricultural Inspectors. Potato cyst nematode infestations are now controlled by statutory soil testing of every field before seed potatoes can be planted.

The pace of technological advance has moved forward at an increasing speed over the past few years and our work methods of today bear little resemblance to those of 1925, but the results remain the same, our continued support of the agricultural industry and the environment in Scotland - we shall continue to do so from our new headquarters at Gogarbank.

Annual Accounts 2004-05

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. There were no significant changes in areas of activity during 2004-05.

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 £6.16 million income received from SEERAD, a further £2.6 million was received against sales invoices for externally charged fees. This gave an excess of income over expenditure for the year of £0.7 million, before sale of fixed assets (note 6).

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.

During the year the review of the charging basis for seed and crop charges, the majority of which are provided by SASA, was completed by SEERAD. The review concluded that certain charges were unlawful as there was no adequate statutory basis for them. SEERAD has arrangements in place to repay customers the amounts levied prior to charges being made lawful or suspended. At the same time, appropriate legislation is being introduced to place the charges concerned on a statutory basis. A similar review which addressed the charging basis for plant health services in 2003-04 has already resulted in customers being repaid and a statutory basis for charging being introduced.

Payment Performance

SASA aims to adhere, where possible, to the CBI Code of Payment Practice which requires all invoices to be paid within 30 days of receipt of a valid invoice. The average percentage of supplier invoices paid within the Code of Practice terms in 2004-05 was 98.4% (2003-04 96.8%).

Future Developments

The new headquarters building at Gogarbank Farm is currently under construction. Building work, which started in July 2004, is planned to be completed by the end of December 2005 with full occupancy by Spring 2006.

In 2004-05 the existing headquarters at East Craigs was successfully marketed and missives agreed with Cala Homes to purchase the site. Following the transfer of all operations to the new headquarters, the sale of the site at East Craigs will be concluded.

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 £9.22 million of authorised capital expenditure, including an investment of £8.54 million in assets which will be brought into use in future years.

SASA Management Board

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

Professor G C Machray	- Chief Executive and Scientific 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
Professor 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. Additional information on salary and pension entitlements can be found at note 3 to the accounts.

Employment Policy

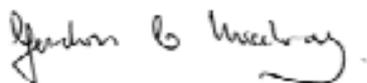
SASA operates in line with Civil Service policies and endorses the commitment on diversity and equality of opportunity for all employees.

Recruitment Policy

SASA manages its recruitment in accordance with the Civil Service Commissioners' Recruitment Code. This ensures that recruitment is carried out on a basis of fair and open competition and selection on merit. The recruitment arrangements in place are subject to annual internal management checks. Also SASA is subject to "Recruitment Compliance Monitoring" carried out by KPMG on behalf of the Civil Service Commissioners. The annual compliance statement, authorised by the Agency Chief Executive was submitted on 29 April 2005.

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. As an Agency, when an employee becomes disabled whilst in our employment, where reasonably practical, we would retrain and redeploy.



Professor G C Machray
Chief Executive & Scientific Director
 01 August 2005

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 Chief Executive 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 March 2004.

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.

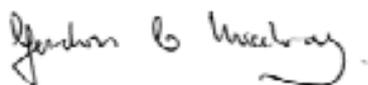
The system of internal control is designed to manage rather than eliminate the risk of failure to achieve the organisation's policies, aims and objectives; it can therefore provide only reasonable and not absolute assurance of effectiveness.

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 2005 and up to the date of approval of the annual report and accounts and accords with guidance from Scottish Ministers.

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;
- 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.

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.



Professor G C Machray
Chief Executive & Scientific Director
01 August 2005

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 22 to 37 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 26 to 27.

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 18 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 19 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 2005 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
18 George Street
Edinburgh
EH2 2QU

Arwel Roberts
Director

06 September 2005

Income and Expenditure Account

for the year ended 31 March 2005

		2005	2004
		£000	£000
Income	<i>Notes</i>		
Income from SLA		6,163	6,073
Income from other activities		2,598	2,425
	2	8,761	8,498
Expenditure			
Staff costs	3	4,656	4,456
Depreciation	7	633	624
Other operating charges	4	2,167	1,936
		7,456	7,016
Net income from operations		1,305	1,482
Sale of fixed assets	6	437	–
Net income before interest on capital		1,742	1,482
Interest on capital		(601)	(453)
Excess of income over expenditure transferred to general reserve		1,141	1,029

Statement of Recognised Gains and Losses

for the year ended 31 March 2005

	2005	2004
	£000	£000
Net gain on revaluation of assets	950	407

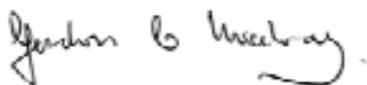
The notes on pages 26 to 37 form part of these accounts.

Balance Sheet

at 31 March 2005

	Notes	2005		2004	
		£000	£000	£000	£000
Fixed Assets					
Tangible assets	7		22,706		13,171
Current Assets					
Stocks		10		10	
Debtors	8	1,004		1,010	
Cash at bank and in hand		1		–	
		1,015		1,020	
Creditors: amounts falling due within one year	9	2,722		445	
Net Current (Liabilities)/Assets			(1,707)		575
Total Assets less Current Liabilities			20,999		13,746
Creditors: amounts falling due in more than one year	10	353		–	
Provision for liabilities and charges	11	43		–	
			(396)		–
			20,603		13,746
Financed by:					
Capital and Reserves					
General reserve	12		15,931		9,990
Revaluation reserve	13		4,672		3,756
			20,603		13,746

The notes on pages 26 to 37 form part of these accounts.



Professor G C Machray
 Chief Executive & Scientific Director
 01 August 2005

Cash Flow Statement

for the year ended 31 March 2005

	Notes	2005		2004	
		£000	£000	£000	£000
Net Cash Inflow from Operating Activities (note i)			2,230		1,579
Capital Expenditure and Financial Investment (note ii)			(6,306)		(1,217)
Transfer from/(to) SEERAD			4,077		(362)
Increase in cash in the year (note iii)			<u>1</u>		<u>0</u>

Notes to the Cash Flow Statement

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

	Notes	2005		2004	
		£000	£000	£000	£000
Excess of income over expenditure			1,141		1,029
Adjustments for non-cash transactions:					
Depreciation charges		633		624	
Interest on capital		601		453	
Audit fee	4	18		18	
Services provided by Scottish Executive	4	70		65	
Sale of fixed assets		(439)		1	
Provision for early retirement costs		43		-	
			<u>926</u>		<u>1,161</u>
Adjustments for movements in working capital:					
(Increase) in stock		-		(2)	
Decrease/(increase) in debtors		6		(450)	
Increase/(decrease) in creditors		157		(159)	
			<u>163</u>		<u>(611)</u>
Net cash inflow from operating activities			<u>2,230</u>		<u>1,579</u>

Note ii: Analysis of capital expenditure and financial investment

		2005	2004
	<i>Notes</i>	£000	£000
Payments to acquire tangible fixed assets	7	6,748	1,218
Receipts from sale of tangible fixed assets		(442)	(1)
		<u>6,306</u>	<u>1,217</u>

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

	2005	2004
	£000	£000
Cash at bank and in hand at 31 March 2004	0	0
Cash at bank and in hand at 31 March 2005	1	0
Increase in cash in year	<u>1</u>	<u>0</u>

Notes to the Accounts

for the year ended 31 March 2005

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, in accordance with the Appraisal and Valuation Manual of the Royal Institution of Chartered Surveyors. Land and buildings are revalued in the years between professional valuations using indices from the Valuation Office's Property Market Report and published annually by HM Treasury for this purpose. Other tangible fixed assets, excluding computers, are revalued annually using appropriate CSO Indices.

Depreciation is provided on all tangible fixed assets, other than freehold and leaseholdland and assets under construction, 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

Depreciation is charged to the income and expenditure account on the revalued amount of the relevant assets. The element of depreciation which relates to the revaluation (realised gain on revaluation) is transferred from the revaluation reserve to the general fund. 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

Expenditure on research is not capitalised. Expenditure on development in connection with a product or service which is to be supplied on a full cost recovery basis is capitalised if it meets the criteria specified in SSAP 13. Other development expenditure is capitalised if it meets the criteria specified in the RAM which are adapted from SSAP 13 to take account of the not-for-profit context. Expenditure which does not meet the criteria for capitalisation is treated as an operating cost in the year in which it is incurred. Fixed assets acquired for use in research and development are depreciated over the life of the associated project, or according to the asset category if the asset is to be used for subsequent production work.

Income

The Agency is not primarily a trading organisation. It provides services, primarily to SEERAD, under a SLA for which a charge is made. Receipts from the SLA, 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.

Pensions

Past and present employees are covered by the provisions of the Principal Civil Service Pension Schemes which are described in Note 3. The defined benefit schemes are unfunded and are non-contributory except in respect of dependants' benefits. The department recognises the expected cost of these elements on a systematic and rational basis over the period during which it benefits from employees' services by payment to the Principal Civil Service Pension Schemes (PCSPS) of amounts calculated on an accruing basis. Liability for payment of future benefits is a charge on the PCSPS. In respect of the defined contribution schemes, the department recognises the contributions payable for the year.

Early Departure Costs

The Agency is required to meet the additional costs of benefits above those provided by the normal PCSPS benefits in respect of employees who retire early. The full costs are charged to the income and expenditure account when the early retirement has been agreed as required under the provision of the RAM.

2. ANALYSIS OF INCOME AND EXPENDITURE - £000

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

	Income 2004-05	Expenditure 2004-05	Net Divisional Outturn 2004-05	Income 2003-04	Expenditure 2003-04	Net Divisional Outturn 2003-04
Support Services	222	3,570	(3,348)	335	3,225	(2,890)
Pesticides, Plant Varieties and Seeds	3,937	2,068	1,869	3,741	1,972	1,769
Potato and Plant Health	4,602	2,419	2,183	4,422	2,272	2,150
Sale of fixed assets (note 6)	437	–	437	–	–	–
	9,198	8,057	1,141	8,498	7,469	1,029

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 from operations 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 COSTS

3.1 Staff Costs

	2004-05				2003-04
	Senior management £000	Directly employed staff £000	Others £000	Total £000	Total £000
Wages and salaries	372	3,385	236	3,993 ⁽²⁾	3,900 ⁽¹⁾
Social security costs	24	230	–	254	233
Other pension costs	41	407	–	448	430
	437	4,022	236	4,695	4,563
Less: capitalised staff costs	–	–	(39)	(39)	(107)
	437	4,022	197	4,656	4,456

⁽¹⁾ includes £118,000 early retirement costs

⁽²⁾ includes £121,000 early retirement costs

The Principal Civil Service Pension Scheme (**PCSPS**) is an unfunded multi-employer defined benefit scheme, but SASA is unable to identify its share of the underlying assets and liabilities. A full actuarial valuation was carried out as at 31 March 2003. Details can be found in the resource accounts of the **Cabinet Office: Civil Superannuation** (www.civilservice-pensions.gov.uk).

For 2004-05, employer's contributions of £447,820 were payable to the **PCSPS** (2003-04 £429,958) at one of 4 rates in the range 12 to 18.5 per cent (2003-04: 12 to 18.5 per cent) of pensionable pay, based on salary bands. Rates will increase from 16.2 to 24.6 per cent in 2005-06 and from 17.1 to 25.5 per cent in 2006-07. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred, and reflect past experience of the scheme. The scheme's Actuary reviews employer contributions every 4 years following a full scheme valuation.

Employees joining after 1 October 2002 could opt to open a **partnership** pension account, a stakeholder pension with an employer contribution. Employers' contributions of £nil (2003-04 £nil) were paid to one or more of a panel of 4 appointed **stakeholder** pension providers. Employer contributions are age-related and range from 3.0 to 12.5 per cent (2003-04 3 to 12.5 per cent) of pensionable pay. Employers also match employee contributions up to 3 per cent of pensionable pay. In addition, employer contributions of £nil (2003-04 £nil), 0.8 per cent (2003-04 0.8 per cent) of pensionable pay, were payable to the **PCSPS** to cover the cost of the future provision of lump sum benefits on death in service and ill health retirement of these employees. Contributions due to the **partnership** pension providers at the balance sheet date were nil. Contributions prepaid at that date were nil.

0 persons (2003-04 0 persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to £nil (2003-04 £nil).

3.2 Average number of persons employed

The average number of whole-time equivalent persons employed during the year was as follows:

	2004-05				2003-04
	Senior Management	Directly employed staff	Others	Total	Total
Staff in scientific divisions	-	125	3	128	121
Staff in support services	5	41	3	49	53
Staff engaged on capital projects	5	166	6	177	174
	-	-	-	-	2
	5	166	6	177	176

3.3 Salary and pension entitlements

The following section provides details of the remuneration and pension interests of the most senior officials at SASA.

3.3.1 Remuneration

Name and Title	2004-05		2003-04	
	Salary £000	Benefits in kind To nearest £100	Salary £000	Benefits in kind To nearest £100
Professor G C Machray Chief Executive & Scientific Director (from 01/09/04)	30-35 (55-60 full year equivalent)	-	n/a	n/a
Dr R K M Hay Director (until 31/08/04)	25-30 (65-70 full year equivalent)	-	65-70	-
Mr S R Cooper Deputy Director	55-60	-	55-60	-
Dr K J O'Donnell Head of Potato & Plant Health	50-55	-	45-50	-
Mrs S M Quinn Head of Administration (part-time)	25-30	-	25-30	-
Mr R K McLaren Relocation Project Manager	50-55	-	50-55	-
Professor C Pollock Non-Executive Director	-	-	-	-

Salary

'Salary' includes gross salary; performance pay or bonuses; overtime; reserved rights to London weighting or London allowances; recruitment and retention allowances; private office allowances and any other allowance to the extent that it is subject to UK taxation.

Benefits in kind

The monetary value of benefits in kind covers any benefits provided by the employer and treated by the Inland Revenue as a taxable emolument.

3.3.2 Pension benefits

Name and Title	Real increase in pension and related lump sum at age 60 £000	Accrued pension at age 60 at 31 March 2005 and related lump sum £000	CETV at 31 March 2005 £000	CETV at 31 March 2004 £000	Real Increase in CETV £000
Professor G C Machray Chief Executive & Scientific Director (from 01/09/04)	12.5-15 lump sum 42.5-45	10-15 lump sum 40-45	253	187 ⁽²⁾	66
Dr R K M Hay Director (until 31/08/04)	0-2.5 lump sum 0-2.5	25-30 lump sum 85-90	518 ⁽¹⁾	500	6
Mr S R Cooper Deputy Director	0-2.5 lump sum 0-2.5	20-25 lump sum 65-70	433	413	0
Dr K J O'Donnell Head of Potato & Plant Health	0-2.5 lump sum 0-2.5	5-10 lump sum 20-25	112	94	10
Mrs S M Quinn Head of Administration (part-time)	0-2.5	15-20	262	243	3
Mr R K McLaren Relocation Project Manager	0-2.5 lump sum 0-2.5	15-20 lump sum 50-55	289	270	6
Professor C Pollock Non-Executive Director	–	–	–	–	–

⁽¹⁾ CETV at 31 August 2004, Dr R K M Hay received an early retirement package under the terms of the Civil Service Compensation Scheme which enhanced the value of his pension.

⁽²⁾ CETV at 1 September 2004.

Civil Service Pensions

Pension benefits are provided through the CSP arrangements. From 1 October 2002, civil servants may be in one of three statutory based 'final salary' defined benefit schemes (classic, premium and classic plus). The Schemes are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium and classic plus are increased annually in line with changes in the Retail Prices Index. New entrants after 1 October 2002 may choose between membership of premium or joining a good quality 'money purchase' stakeholder arrangement with a significant employer contribution (partnership pension account).

Employee contributions are set at the rate of 1.5% of pensionable earnings for classic and 3.5% for premium and classic plus. Benefits in classic accrue at the rate of 1/80th of pensionable salary for each year of service. In addition, a lump sum equivalent to 3 years' pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum (but members may give up (commute) some of their pension to provide a lump sum). Classic plus is essentially a variation of premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per classic.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product chosen by the employee. The employee does not have to contribute but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

Further details about the CSP arrangements can be found at the website www.civilservice-pensions.gov.uk.

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. The CETV figures, and from 2003-04 the other pension details, include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the CSP arrangements and for which the CS Vote has received a transfer payment commensurate to the additional pension liabilities being assumed. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries.

Real Increase in CETV

This reflects the increase in CETV effectively funded by the employer. It takes account of the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

4. OTHER OPERATING CHARGES	2004-05	2003-04
	£000	£000
Personnel	63	93
Premises	739	627
Transport	224	225
Supplies and services	1,055	907
Non-cash items:		
(Profit)/Loss on disposal of fixed assets	(2)	1
Audit fee ⁽¹⁾	18	18
Services provided by Scottish Executive	70	65
	<u>2,167</u>	<u>1,936</u>

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

5. INTEREST ON CAPITAL EMPLOYED

Interest of £601,000 (2003-04 £453,000) has been charged in the Income and Expenditure Account on the basis of 3.5% 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 Liabilities, but excludes donated assets where the charge is nil.

6. EXCEPTIONAL INCOME – SALE OF ASSETS

In April 2003 an approach was made by Royal Bank of Scotland to purchase land from SASA along the boundary with their proposed new Headquarters Building at Gogarburn. Following detailed negotiations SASA entered into an agreement with the Royal Bank of Scotland to sell 23.57 hectares of land along the boundary and immediately lease back the land on a 175 year commercial lease at peppercorn rent and agree access to the main sewer through RBS land to the SASA new headquarters building at Gogarbank Farm. This agreement was concluded on 17 January 2005 and has provided a receipt of £437,000 for use by Scottish Ministers without prejudicing the continuing scientific work for Scottish Ministers at Gogarbank Farm.

Under the lease agreement SASA is responsible for maintaining the fencing and drainage of the land as well as benefiting from an uninterrupted continuation of its operations. Although there has been a change in legal ownership of the land the substance of the transaction is that SASA continues to retain the risk and rewards of the leased land as if it did own the asset. Therefore, FRS5 has been applied in accounting for the transaction in these accounts. Specifically the sale proceeds are shown as income and the leased land is continued to be held in the balance sheet at a value of £234,000. The valuation is on an existing use basis and has not been professionally revalued on completion of the transfer as it is not expected to be significantly different from the current indexed valuation (Note 7).

7. TANGIBLE FIXED ASSETS - £000

	Land & build-ings	Dwell-ings	Trans-port Equip-ment	Plant & Plant & Machinery	Infor-mation Tech-nology	Furni-ture & Fittings	Assets under con-struction	Total
Replacement Cost or Valuation								
At 1 April 2004	7,605	2,218	577	4,268	2,636	387	1,827	19,518
Additions	-	-	16	516	145	8	8,536	9,221
Disposals	-	-	(38)	(538)	(55)	-	-	(631)
Transfers	-	-	-	-	84	-	(84)	-
Revaluation adjustment	588	398	(3)	(4)	-	2	-	981
At 31 March 2005	8,193	2,616	552	4,242	2,810	397	10,279	29,089
Depreciation								
At 1 April 2004	175	31	374	3,133	2,275	359	-	6,347
Provided in year	176	31	44	202	168	12	-	633
On disposals	-	-	(36)	(537)	(55)	-	-	(628)
Revaluation adjustment	21	11	(1)	(1)	-	1	-	31
At 31 March 2005	372	73	381	2,797	2,388	372	-	6,383
Net Book Value								
At 31 March 2004	7,430	2,187	203	1,135	361	28	1,827	13,171
At 31 March 2005	7,821	2,543	171	1,445	422	25	10,279	22,706

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. Included in land and buildings is leasehold land valued at £234,000 which is held on a 175 year lease at peppercorn rent. A further 7.15ha of land, valued at £64,000 has been reclassified from agricultural land to industrial land on commencement of construction of the new headquarters building at Gogarbank Farm. The land and buildings will be independently revalued on completion of the HQ.

The revaluation adjustment of £981,000 and backlog depreciation of £31,000 were transferred to the revaluation reserve.

Reconciliation of fixed asset additions to capital expenditure cash flow:

	£000
Creditor at 1 April 2004	236
Fixed asset additions	9,221
Creditor at 31 March 2005	(2,709)
Payment to acquire fixed assets	6,748

8. DEBTORS	£000	£000
Trade debtors	571	580
Other debtors	5	118
Prepayments and accrued income	428	312
	1,004	1,010
9. CREDITORS – due within one year	£000	£000
VAT	10	11
Trade creditors	2,659	394
Other creditors	5	1
Accruals and deferred income	48	39
	2,722	445
10. CREDITORS – due in more than one year	£000	£000
Accruals and deferred income	353	–
	353	–
11. PROVISIONS FOR LIABILITIES AND CHARGES		
Early departure costs	£000	
At 1 April 2004	–	
Provided in the year	121	
Provisions utilised in the year	(78)	
At 31 March 2005	43	

The Agency meets the additional costs of benefits beyond the normal PCSPS benefits in respect of employees who retire early by paying the required amounts annually to the PCSPS over the period between early departure and normal retirement date. The Agency provides for this in full when the early retirement programme becomes binding on the Agency by establishing a provision for the estimated payments due.

12. GENERAL RESERVE

	£000	£000
At 1 April 2004	9,990	8,750
Transfer from/(to) SEERAD	4,077	(362)
Non-cash transactions:		
Interest on capital	601	453
Notional costs	88	83
Transfer of realised element of revaluation reserve	34	37
Excess of income over expenditure	1,141	1,029
At 31 March 2005	15,931	9,990

13. REVALUATION RESERVE

	£000	£000
At 1 April 2004	3,756	3,386
Surplus arising on indexation during the year	981	405
Backlog depreciation	(31)	2
Transfer to general reserve in respect of the realised element of revaluation reserve	(34)	(37)
At 31 March 2005	4,672	3,756

14. CAPITAL COMMITMENTS

	2005 £000	2004 £000
Contracted	21,032	441
Authorised but not contracted	3,189	30,690

15. OTHER FINANCIAL COMMITMENTS

At 31 March 2005 the Agency had annual commitments under operating leases, for land and buildings as set out below.

	2005 £000	2004 £000
Operating leases which expire:		
within one year	–	5
1-5 years	–	–
after 5 years	15	–

The Agency has not entered into any non-cancellable contracts (which are not operating leases) at 31 March 2005 (£nil at 31 March 2004).

16. CONTINGENT LIABILITY

There were no material contingent liabilities at 31 March 2005 (£nil at 31 March 2004).

17. 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 Chief Executive, managerial staff and other related parties have not undertaken any material transactions with SASA.

18. INTRA-GOVERNMENT BALANCES

	Debtors: amounts falling due within one year £000	Creditors: amounts falling due within one year £000	Creditors: amounts falling due outside one year £000
Balances with other central Government bodies	439	29	–
Balances with bodies external to Government	565	2,693	353
At 31 March 2005	1,004	2,722	353
Balances with other central Government bodies	389	31	–
Balances with local authorities	117	–	–
Balances with bodies external to Government	504	414	–
At 31 March 2004	1,010	445	–

19. POST BALANCE SHEET EVENTS

Following a detailed review of the capital thresholds, the accounting policy has been revised with effect from 1 April 2005. Assets which have a useful economic life of more than one year will be capitalised:

Building works	£10,000
Plant and transport equipment	£ 2,000
IT systems	£ 5,000
IT equipment	£ 1,000
Fixtures and fittings	£ 1,000

Assets currently held on the asset register below these thresholds will be written off at the end of their expected useful life or on disposal if sooner.



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 2004-05

Senior Management Group

Dr R K M Hay (until August 2004)

- 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
- British Crop Protection Council: Board Member
- Scottish Seed Potato Consultative Panel: Chair
- Scottish Potato Technology: Board Member

Professor G C Machray (from September 2004)

- Edinburgh Consortium for Rural Research
- Plant Science Scotland
- Committee of Heads of Agricultural and Biological Organisations in Scotland (CHABOS)
- Scottish Executive Cross-Cutting Group on Science and Technology

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
- Scottish Management Advisory Committee (SMAC)

Library

Mrs L J Clark

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

Cereals Section

G P Hall

- National List – Inter Departmental Combinable Crops VCU Group
- National List Procedures Groups for pulses, oilseeds and cereals
- National List Technical Advisers Group – Combinable Crops
- EU Cereals Comparative Trials Group
- OECD Seeds Schemes Committee
- ISTA Bulking and Sampling Committee – working group member
- AIC (Scottish Council) Seeds Committee

Official Seed Testing Station

R Don

- ISTA Germination Committee: Chair
- ISTA Moisture Committee: Vice Chair
- ISTA Tetrazolium Testing Committee: Vice Chair

Mrs G McLaren

- Member of ISTA Germination Committee
- Member of ISTA Vigour Committee

Mrs V Cockerell

- ISTA Seed Health Committee: Chair
- BCPC Seed Treatment Working Group

Mrs C A Cadger

- Member of ISTA Proficiency Committee

Herbage & Vegetable Crops Section

F N Green

- UPOV Technical Working Party for Vegetables
- International Seed Testing Association – Nomenclature Committee: Member
- European Community Plant Variety Office Vegetable Experts Working group
- EU Comparative Trial Group: Oilseed Rape
- UK Vegetables DUS Centre: Chair
- UK Plant Genetic Resources Group
- Hortax (Horticultural Taxonomy Group): Vice Chair

Dr J C Davey

- Scottish Executive Assessor to ACRE (Advisory Committee on Releases to the Environment)
- European Enforcement Project on Deliberate Release and Monitoring

T Christie

- EU Comparative Trial Group: Onion and Leek
- UK Vegetables DUS Centre: Member
- UPOV Biochemical & Molecular Techniques Working Group: *Ad hoc* subgroup on molecular techniques for Oilseed Rape

J Kerr

- European Enforcement Project on Deliberate Release and Monitoring: Monitoring (EEP-Mon) Group
- Partner in the Kelda (Kernal Lot Distribution Assessment) Project

G D Campbell

- UK Vegetables DUS Centre: Member
- EU Comparative Trial Group: Brassica

K M Pearson

- National List – Inter Departmental Herbage VCU Group
- National List – Inter Departmental Procedures Development Group

Mrs L J B McCarthy

- UK Vegetables DUS Centre: Member

Mrs G Moran

- UK Vegetables DUS Centre: Member and Minute Secretary

Miss J Opera

- UK Vegetables DUS Centre: Member and Minute Secretary

Pesticide Usage & 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: Chair
- 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

Mr C Laing

- UK Seed Potato Committee
- Seed Potato Consultative Committee

Dr J Kerr

- UK Seed Potato Committee
- Seed Potato Consultative Committee

Mrs L Crichton

- Seed Potato Consultative Committee

Plant Health Section

Dr J M Chard

- UK Plant Health Co-ordination Group
- Standing Committee of the Association for Crop Protection in Northern Britain

Dr A Schlenzig

- EU Mycology Network

Dr C J Jeffries

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

Virology & Zoology Section

Dr J Pickup

- 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

Diagnostics & Molecular Biology Section

Dr G Saddler

- International Society for Plant Pathology Committee on Taxonomy of Plant Pathogenic Bacteria: Convener
- Society for General Microbiology: Convener of Systematics and Evolution Group Committee
- UPOV Working Group for Biochemical & Molecular Techniques

A Reid

- Association of Applied Biologists Nematology Subgroup Committee
- UPOV Working Group for Biochemical & Molecular Techniques

V Mulholland

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



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