*Groups are asked to report on a 6-monthly basis. Questions are about outputs (the products of your work) as well as outcomes (the difference made by your work), and we are grateful for your cooperation in capturing better information about the effect of our joint efforts in bringing about a sustainable Scotland. The LINK Strategy from 2016-19 needs staff and TFs to follow an outcomes focussed approach. It aims to involve all achieving and evidencing LINK’s impact, to give LINK and its stakeholders confidence that LINK makes a positive difference and provides consistent, reliable evidence to inform policy and practice.*

*This information is collected for:*

1. *Reporting against LINK’s Key Performance Indicators of the Corporate Strategy (provide weblinks)*
2. *Updates for Board and Network meetings on our Operating Plan and Work Plan.*
3. *Keeping track of member engagement.*
4. *Reporting to our funders, the wider membership and external audiences.*
5. *Accurate information on the website and filing..*

**Section 1.**

**1. Name of Group, Convenor (& Vice-convenor) and active contributing member bodies (regularly contributing, not the whole email list).**

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**2. Overview of Group *activity* and progress of *tasks* outlined in Work Plan (weblink) – your summary please for the work plan progress update.**

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**3.** **Group and relevant** **Subgroup meetings** **over period (required for engagement monitoring)**:

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**4. Any meetings held with externals: including contact with SNH & ScotGov/SEARs staff (required for funding reports), and including wider civic Scotland (our KPIs). What were the main subjects and outcomes of these meetings?**

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**5. Group outputs**: Public outputs produced in the Group’s name (those we know about are on [www.scotlink.org](http://www.scotlink.org) under relevant work area).

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**6. Are there any events planned that LINK members/staff should be made aware of**? (for forward planning purposes and dissemination via bulletin)

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**7. Group and Subgroup delegates to external forums / stakeholder groups** (for amending the website and engagement monitoring) Please note any changes of delegates, new forums. Please also note any forums which have disbanded since the last report, and any groups we are not getting a place on that we should. (**see LINK** [**website**](http://www.scotlink.org/work-areas/link-delegates/))

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Section 2. Evaluation against our KPIs by Group convenors/deputes (full list on weblink).

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| **To be amended** | **Convenor comment over period** | **Evidence** |
| **Outcome 1.1. Extent to which LINK ‘asks’, messages and language are used in parliamentary debate, FMQs and policy papers, and are reflected in the manifestos of the main political parties.** |  |  |
| **Outcome 1.2 Level of M(S)P support for LINK network messages** |  |  |
| **Outcome 1.3 Level of Scottish Parliament scrutiny of our delivery of environmental commitments** |  |  |
| **1.4 Extent of Government cross-compliance across departments** |  |  |
| **1.8 Level and frequency of LINK access to decision-makers including MSPs/MPs/MEPs, Ministers, senior government officials and business leaders.** |  |  |

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|  | **Convenor comment over period** | **Evidence** |
| **2.2 Level of participation at and feedback from task force meetings, internal workshops and trainings arranged by LINK for members (on current issues, or skills needs).** |  |  |
| **2.3 Extent to which Task Force members are willing to be robust critics.** |  |  |
| **2.4 Level of improvement in negotiating skills, based on Task Forces identify their needs and these being addressed.** |  |  |
| **2.5 LINK adds value as a collective voice** |  |  |

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|  | **Convenor comment over period** | **Evidence (see leader observation checklist)** |
| **3.3 Extent to which the network is live to the diversity of member interests and views, robust about dealing with consensus, confident in expressing positions.** |  |  |
| **3.4 Extent to which Task Force Work Plans are explicit about strengths and diversity in these groups.** |  |  |
| **3.5 Extent to which LINK Task Forces/Forums/Groups/Projects plans and messages are harmonised, avoiding contradiction or duplication, collaborating when needed.** |  |  |
| **3.6 Extent to which Task Force Convenors are aware of the spread of members and are content that all relevant members are participating.** |  |  |