Minutes of the 1st Meeting of CPA Scotland Branch Executive Committee held on Wednesday 29 June 2011 at 3.00pm in Room TG 45

Present: Patricia Ferguson MSP
Margaret Mitchell MSP
Tavish Scott MSP
Sandra White MSP (Chair)
Margaret Neal (Secretary)

In attendance Billy McLaren, Senior Parliamentary Relations Officer (SPRO)

Sandra White MSP welcomed Members to the first Branch Executive Committee (BEC) Meeting of Session 4 and spoke about the importance and future work of the Branch including:

- Promoting the work of the Scottish Parliament as a modern participative democracy to the wider world both at home and overseas;
- With 48 new Members, the big challenge in the first year to encourage new Members to participate in Branch activities;
- The development of a forward programme for use over the next 5 years, including the future role for the Special Envoy; and
- Arranging the 42nd British Islands and Mediterranean Regional Conference in Scotland, during June next year.

The Chairperson also expressed hopes that this new BEC would build on successes from previous committees.

1. Apologies

All present.

2. CPA Scotland Branch working practices

The BEC agreed to:

- Publish all papers along similar lines to that of the SPCB;
- Move towards a précised style of paper for meetings, focussing on the decisions required to be made.
- To meet on the last Wednesday of each month at 12.45pm.
Members of the BEC did not agree that a review of the Branch rules was necessary however proposed to raise any issues on an on-going basis in relation to the Branch rules and processes to ensure they were fit for purpose.

The BEC agreed that they should focus on other reforms recommended by the previous BEC (which were outlined in its Handover Paper). It was agreed that the Handover Paper be re-visited at the next meeting in September, with a view to prioritising areas to look over in the coming months.

3. Programme of activities:

The BEC asked In addition the BEC agreed that:

- The Secretary should provide a resources paper with estimated costs for proposed activities for the next 1-2 years based on usual Branch activity and commitments already made;
- The Regional Secretary to be advised of the dates for the BIMR Annual Conference;
- If invited, CPA Scotland Branch should send a Member to the CPA Parliamentary Seminar in Kerala, India;
- The National Assembly of Malawi should be approached to ascertain if they are willing to provide 2 interns for a 4 week placement Sept/October 2011. The BEC also asked to see the Pilot Internship Programme evaluation report in due course;
- That the Secretary should write to the Special Envoy conveying the BEC’s congratulations on her recent OBE award. A meeting should also be arranged for the Special Envoy to meet the BEC on Thursday 1 September at 11.00am. Papers outlining a future role for the Special Envoy to be provided in advance of that meeting;
- Members agreed that 2 Members of the Scottish Youth Parliament should attend the 4th Commonwealth Youth Parliament in London in September 2011. Given the short notice, the BEC agreed that the Scottish Youth Parliament’s Executive Board should select the delegates and gender balance should be observed and
- To avoid duplication, the CPA Scotland Branch forward programme of engagement should complement the Scottish Parliament’s International Engagement Strategy by considering a focus on geographic areas and legislatures not covered within the Parliament’s International Engagement Strategy. The BEC would set priorities once the Scottish Parliament’s strategy had been agreed at the appropriate levels. The SPRO was asked to provide a copy of the draft Scottish Parliament’s International Engagement Strategy Paper for discussion at the next meeting in September.

4. Attendance at CPA conferences, seminars and outward visits

The BEC considered the approach to selecting delegates to attend CPA conferences and seminars during Session 3 and concluded that a formal procedure for selection of delegates was not required.
5. **Election of the Chairperson of the International Executive Committee**

The BEC discussed and agreed the Scotland Branch position.

6. **Any other business**

- Members of the BEC would check their diaries in relation to meeting the Pakistani commissioners on 6 July.
- Patricia Ferguson MSP agreed to meet with the Malaysian delegation on 20 August.
- Members of the BEC would check availability to meet with the Speaker of the Tasmanian Parliament.

7. **Dates of next meetings**

   Thursday 1 September 2011: QBH Dining Room, 9.30am
   Wednesday 28 September 2011: Room Q1.04 12.45pm
   Wednesday 26 October 2011: Room Q1.04 12.45pm
   Wednesday 30 November 2011: Room Q1.04 12.45pm
   Wednesday 25 January 2012: Room Q1.04 12.45pm
   Wednesday 29 February 2012: Room Q1.04 12.45pm
   Wednesday 28 March 2012. : Room Q1.04 12.45pm

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