Minutes of the 2nd Meeting of CPA Scotland Branch Executive Committee held on Wednesday 28 September 2011 at 4.00pm, Room TG 45

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

In attendance: Paul Grice, Clerk/Chief Executive
Billy McLaren, Senior Parliamentary Relations Officer (SPRO)

1. Apologies

Apologies were received from Tavish Scott (note: the Secretary had met with Mr Scott prior to the meeting and he had provided his views on a number of agenda items).

2. Minutes of the previous meeting held on 29 June 2011

The minutes of the previous meeting were agreed.

3. Matters arising from the minutes

Centennial Commonwealth Youth Parliament - 6-10 September 2011

The contents of the delegates' report were noted. The Branch Executive Committee (BEC) Members asked that congratulations to both delegates for providing an interesting report should be noted for the record. The BEC were pleased to also note that the experience had been deemed worthwhile and successful by the delegates.

4. Minutes of the ad-hoc meeting held on 1 September 2011

The minutes of the previous meeting were agreed.

5. Matters Arising from the minutes
CPA UK Branch Millennium Development Goals Conference

The BEC Committee agreed that Margaret Mitchell MSP should attend the Millennium Development Goals Conference from 28 November to 2 December subject to parliamentary duties.

22nd Commonwealth Parliamentary Seminar – Kerala 24-28 November 2011

The BEC agreed that Margaret McDougall MSP should attend this Seminar. Furthermore Ms McDougall should provide a written report to the BEC within 6 weeks of return, highlighting any processes or procedures which might have the potential to improve those within the Scottish Parliament.

International Executive Committee

The contents of the paper were noted. The Secretary was asked to re-send the Eminent Persons Group information to Members.

6. CPA Scotland Branch working practices

The Members agreed that the approach to planning future meetings seemed sensible and that residual matters from the Hand-over Paper should be included in the Work Programme as appropriate.

7. British Islands and Mediterranean Region Annual Conference 12-15 June 2012

Members had a detailed discussion about the structure and content of the forthcoming BIMR Annual Conference. The main points were as follows:

- Members agreed that the Conference should be held from Monday 11 June to Wednesday 13 June 2012.
- Members tentatively agreed that the theme for the Conference should be “Making Parliaments Relevant”. Members of the BEC were keen to include topics such as Lessons learnt from the Arab Spring, More with Less, How Parliament’s Scrutinise and Social Networking. Due to time constraints, the Secretary was asked to meet with each member of the BEC to discuss the theme and content of sessions in more detail. Based on those discussions the Secretary was asked to draft a paper to be discussed at the next meeting.
- Members also agreed that the Special Envoy should be invited to address delegates during the Conference.
- Members agreed that the outline programme and format was satisfactory and could be revised, if necessary, as the programme developed. Members also discussed widening access to the parliamentarians to other institutions in Scotland, in order to share potential benefits. Members of the BEC agreed that this approach
should be taken where suitable slots in the programme could be identified.

- Members agreed that high profile expert speakers would be key to the success of the Conference and would endeavour to suggest suitable candidates for plenary and workshops once the theme and topics were agreed.
- Members agreed that no programme for spouses should be provided.
- Members also agreed that transport for transfers to and from the airport should not be provided for delegates.

8. Members agreed that an optional cultural programme for delegates should be provided on Thursday 14 June. It was further agreed that delegates should pay a fee for costs incurred.

**Scottish Parliament’s International Strategy**

Members noted that the Scottish Parliament’s draft International Strategy reflected the proposed future direction for CPA Scotland Branch and were content with the proposals subject to minor changes.

The Secretary was asked to send the final draft to members of the BEC in due course.

9. **Forward Programme of Activities and Finance Paper**

Overall, Members agreed in principle with the draft activities outlined in Annex A of the paper. Due to time constraints, decisions were taken on some but not all of the proposals. The Branch Secretary was asked to circulate outstanding business which required a decision before the next meeting, to Members by e-mail.

Main points of the discussion were as follows:

- Members agreed that £15,000 of the budget should be returned this financial year.
- Members noted the 14% reduction to the CPA Scotland Branch budgets over this financial year and the ensuing 2 years.

10. **Engagement with Malawi**

*Internship Programme*

The Branch Executive Committees noted the contents of the Internship Programme evaluation report.
Parliamentary Pairing Initiative

The Branch Executive Committee noted the contents of the PPPI Evaluation Report and also noted that a meeting to inform MSPs about the pairing initiative had been arranged for 2 November.

TAP2

Members noted that arrangements were underway for the internship programme.

11. Any Other Business

Invitation for Members of the Audit and Finance Committee to attend a CPA seminar in Melbourne, Australia in February 2012

The Branch Executive Committee agreed that the invitation to attend this seminar should be declined. The Secretary was asked to respond accordingly.

CPC Annual Conference, London 2011

Members noted the contents of the CPC Annual Conference summary report

22th Commonwealth Parliamentary Seminar in Kerala, India from Thursday 24 November to Monday 28 November 2011

The Branch Executive Committee agreed that Margaret McDougall MSP should represent Scotland Branch at the 22nd Commonwealth Parliamentary Seminar. The Secretary was asked to take forward arrangements as required.

12. Dates of next meetings

- Wednesday 26 October 2011: Room Q1.04 12.45pm
- Wednesday 7 December 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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