CPA FORWARD PROGRAMME OF ACTIVITY AND FINANCE – REGULAR UPDATE

1. The purpose of this paper is to:

- Provide a note on decisions required for possible changes to the draft forward programme of activity for the period 2011-14.
- Provide an update and breakdown on the Branch finances (Annex A).
- Ask Members to consider one application from a Member to attend the re-scheduled Peace, Conflict and Re-generation Conference to be held in Belfast from 22-25 May 2012.
- Agree that the pre-centenary CPA Scotland Branch logo is used for branding purposes.

Background

2. The Programme of Activity set out at Annex A has been updated in light of decisions made at the last meeting and events which have taken place since the last meeting. Where there are financial implications, explanations are set out in paragraphs 4-6 below.

Branch finances

3. At the first meeting of the BEC held in June 2011 it was agreed to consider, at each subsequent meeting, details of the Branch finances. This regular financial update aims to assist Members when considering the resource planning of future activities.

4. As previously notified, the budget of £57,250 for the financial year 2011-12 is already set. However in line with budget reductions across the Scottish Parliament Members of the BEC agreed that the sum of £15,000 should be returned this financial year.

5. The following information reflects current matters in relation to activities incurring Branch expenditure and invites decisions on some of these matters:

- As previously discussed, In relation to the Parliamentary Pairing Initiative with Malawian MPs, no further activity is planned in the 2011-12 financial year for exchange visits.
- As previously agreed at the last meeting, an invitation to apply to attend the ‘Conflict, Peace and Re-generation’ Conference in Northern Ireland from 22-25 May 2012 was circulated to all Branch members. Estimated expenditure
for the Conference has been transferred to the 2012-13 financial year. Confirmation of the delegate to be agreed.

- Based on decisions made at the previous meeting, the estimated costs for Commonwealth Week are likely to be in the region of £9,800. This estimate is £1,200 below last month’s estimate and is attributed to a reduced estimate for plasma screen hire. Further information about the programme is contained in CPA Paper S4/11-12/6/2 (agenda item 6).

- As agreed at the last meeting, the Scottish Youth Parliament has accepted the invitation to nominate 2 young people to attend the Commonwealth Day celebrations in London, which will take place on 12 March 2012. The cost to the Branch is likely to be in the region of £550. This figure represents an increase of £50 to cover incidental expenses such as meals not included in the official programme.

- As previously agreed, Sir Alan Haselhurst MP, Chair of the CPA will visit from 28 to 29 March 2012.

- At already agreed, CPA Scotland Branch should attend the CPA Annual Conference in Sri Lanka from 10-17 September 2012 and arrangements will be made accordingly.

- As previously reported, given that 2013 will be a landmark year, as Scotland celebrates the 200th anniversary of David Livingstone’s birth, costs might be higher than usual if the BEC decide to host a major event.

- A separate, one-off project budget has been negotiated by UKIRO for the BIMR Conference in 2012. There will be no cost to the core CPA budget. £6,000 will be available in the 2011-12 financial year. An issue has arisen around the shelf life of the CPA logo. It is likely that the CPA logo may change at some point in 2013. It is proposed that CPA Scotland Branch revert to the pre-centenary logo, currently still in use by CPA Branches throughout the region, to keep in step with other Branches. It is also proposed that due to the possible change to the logo, branded goods are purchased bearing the words CPA Scotland Branch to ensure that they do not become outdated. It is further proposed that any branded goods purchased, which will be used solely for the BIMR Conference, should bear the pre-centenary logo.

- Projected budget reductions for the 2012/13 and 2013/14 financial years have been made to the table shown in Annex A.

6. At the moment there is an estimated underspend of around £2,842. This increase in the projected underspend is mainly due to revised estimates for catering and equipment hire as well as small savings elsewhere in relation to the Commonwealth Day programme.

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