MINUTES OF THE 7th MEETING OF THE CPA SCOTLAND BRANCH EXECUTIVE COMMITTEE HELD ON WEDNESDAY 28 MARCH 2012, 12.45PM, ROOM Q1.04

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

In attendance: Sally Coyne, Media Relations Officer  
Dr Stephen Herbert, Senior Parliamentary Relations Officer  

1. Apologies  
Apologies received from Patricia Ferguson MSP.  

2. Minutes of the previous meeting held on 29 February 2012  
The minutes were approved.  

3. Matters arising from the minutes  
There were no matters arising from the minutes.  

4. British Islands and Mediterranean Region Annual Conference June 2012  
The Branch Executive Committee (BEC) agreed that it would be appropriate for the BEC Members to form the delegation for the Conference. It was noted that Tavish Scott MSP would be available from Monday evening.  
Members agreed to undertake the following chairing duties, subject to agreement from Patricia Ferguson MSP:  
- Monday 2.00pm Irish Experience - Plenary Session 2 - Sandra White  
- Monday 3.15pm - Preventative Spend workshop A - Margaret Mitchell  
- Monday 3.15pm - Irish Experience workshop B - Patricia Ferguson
The Secretary was requested to circulate a note of the commitments to Members of the BEC for full agreement and to allow Members to inform their Business Managers. The Media Relations Officer reported that a media plan for the Conference was under development and would be presented to the BEC for comments as soon as possible. The Secretary was asked to continue pursuing those presenters who were yet to confirm attendance.

5. Forward Programme of Activities/Financial Paper

Members noted that the Peace, Conflict and Re-generation Conference had been cancelled due to lack of interest.

Members also noted that the invitation to attend the Commonwealth Plenary Conference to be held in Colombo, Sri Lanka from 9th to 15th September 2012 had been received. Members noted that although an outline Conference programme had been determined, the theme would not be decided until after the meeting of the International Executive Committee meeting in Tonga, which was due to take place during April 2011. Members decided that given the Scotland Branch were due to provide Secretariat support to the devolved branches, it would be appropriate to book one flexible air ticket for the Branch Secretary. Members also agreed, given the conditions attached to booking a flexible ticket, an additional flight(s) should be booked once a delegate had been selected. The Secretary was asked to provide an update at the next meeting on 25 April, by which time, the theme would be likely to have been decided.

Members noted that CPA Scotland Branch had been invited to apply for a place as an observer at the Canadian Regional Conference to be held in Quebec from 16-21 July 2012. The BEC agreed to defer consideration to apply until the Conference theme/content is known. Members noted that the deadline for applications from BIMR Branches was 25 April and asked the Secretary to inform the BEC by e-mail once the theme was known.

Item 8 on the agenda - Invitation to attend the 30th Anniversary celebration of the liberation of the Falkland Islands - was brought forward for discussion under item 5. Members agreed that a notice should be circulated to all Members inviting applications to attend the Falkland Islands events.

6. Commonwealth Week 2012 – feedback from Branch Executive Committee

Feedback from the BEC was very positive. However, it was felt that a photo of the Branch members with the Special Envoy would have been useful to promote the Branch. It was also noted that the Scottish Youth Parliament delegates who
attended the Commonwealth Observance Ceremony, which took place on 12 March in London, received press coverage. It was generally thought that the presence of pupils from Beeslack Community High School, Coatbridge High School and St Margaret's High School was a positive addition to the Commonwealth Day event.

7. Engagement with Malawi
The BEC noted that the interns had finished their internship and returned to Malawi. Once a report has been received from the interns this would be considered by the Branch to inform future decisions in relation to the Internship Programme.

8. Invitation to attend the 30th Anniversary celebration of the liberation of the Falkland Islands
This item was discussed under item 5.

9. Any Other Business
CPA Working Party on Governance
Members noted that the CPA Working Party on Governance would meet in Tonga in April 2012. Clare Christian, President of Tynwald and CPA trustee had asked the CPA Secretariat to circulate the extract from the Working Party's 3rd report to BIMR Branches for their comments on the proposals to resolve the internal auditing issues. Copies of the extract from the 3rd report were tabled.

The BEC considered the 3 proposals from the BIMR, Australia and the CPA Secretariat and agreed, that based on the information provided, to support the proposal from the CPA Secretariat.

Caribbean Regional Conference
The BEC noted that an invitation had been received from the BIMR Regional Secretariat to apply to attend the Caribbean Regional Conference which was due to be held in Kingston, Jamaica from 11-14 May 2012. The theme for the conference would be ‘Low citizen confidence in Governance; How can Parliamentarians build trust in Caribbean Legislatures?’ Given the short notice, the BEC agreed that this invitation should be declined.

Outward visits to Johannesburg and Bangladesh
The BEC agreed that David Stewart MSP and Sarah Boyack MSP should be invited to attend the next Branch meeting to give an oral update (alongside their written reports) on their recent participation at conferences supported by the Branch.

10. Dates of next meetings
- Wednesday 25 April 2012: Room Q1.04 12.45pm
- Wednesday 30 May 2012: Room Q1.04 12.45pm
• Annual General Meeting – Wednesday 20 June 2012: Committee Room 2
1.00pm

Margaret Neal
Secretary, CPA Scotland Branch
The Scottish Parliament
Email: margaret.neal@scottish.parliament.uk