CPA SCOTLAND BRANCH EXECUTIVE COMMITTEE

MINUTES OF THE 9TH MEETING, 2012

WEDNESDAY 30 MAY 2012 AT 12.30PM IN THE PRIVATE AREA OF THE MEMBERS’ RESTAURANT

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

In attendance:

David Stewart MSP (from 1.15pm)
Margaret Neal (Secretary)
Stephen Herbert, Senior Parliamentary Relations Officer
Sally Coyne, Media Relations Office (MRO)
Momo Morikuni, UKIRO
Ian Rae, Exhibitions and Events Team (until 1.15pm)
Lynn Abernethy, Sodexho (until 1.15pm)
Andrea Aird, Sodexho (until 1.15pm)

Note: The meeting moved to Room Q1.04 at 1.15pm

1. Apologies
Apologies were received from Tavish Scott MSP.

2. Minutes of the previous meeting held on 25 April 2012
The minutes of the previous meeting were approved.

3. British Islands and Mediterranean Region Annual Conference June 2012
Members of the Branch Executive Committee (BEC):

- Agreed the menus for the conference hospitality with the Sodexho management team.
- Noted the content of the latest draft programme.
- Agreed the sessions of the conference programme each Member would chair.
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26 September 2012

- Agreed the additional speaking slots in relation to the Opening Ceremony, the Amber Restaurant, the Farewell Reception and Dinner.
- Noted the other points as listed in CPA Paper/S4/11-12/9/1
- Agreed that, on this occasion, a delegation leader would not be required.
- Agreed that Mervyn Yon, the delegate from St Helena should be invited to thank the Lord Provost of Edinburgh for hospitality provided by Edinburgh City Council and further agreed that Steve Roden MHK, Speaker of the House of Keys should be invited to thank the Deputy Lord Provost of Glasgow for the reception provided by Glasgow City Council.

Sally Coyne informed the Branch Executive Committee that the Media Relations Office (MRO) intended to issue a general news release to promote the conference. The Media Relations Officer also suggested that MRO could assist Members of the BEC to promote the conference in their local papers by providing a template. Finally members of the BEC were informed that MRO would also be working with UKIRO and the Public Information and Publications Office to send pre-drafted tweets during the Conference.

The Media Relations Officer also outlined plans to promote the presenters sessions’ and advised Members of the BEC of interest from the media.

4. Forward Programme of Activities/Financial Paper

Members of the Branch Executive Committee noted the current position in relation to Branch finances as at 31 March 2012 and the current position in relation to the 2012/13 financial year.

Members agreed the estimated expenditure likely to be incurred in relation to travel within the UK for the Scotland Branch representative attending the 30th Anniversary of the Liberation of the Falkland Islands event. The BEC reaffirmed that Scotland Branch could not pay for any expenses incurred by accompanying spouses.

Members of the BEC noted that the estimate for the visit to attend the 50th CPA Canada Region Conference to be held in Québec had increased. This was due to a rise in the cost of air travel since the original airfares were sought. The Secretariat was asked to explore all other options to reduce the overall cost.

Members noted correspondence from two MSP’s regarding the work of the Branch and the response of the Branch Secretary.

Members of the BEC noted that details of the Commonwealth Plenary Conference to be held in Colombo, Sri Lanka from 10-15 September has been circulated to Members. Members of the BEC agreed to raise this opportunity at group meetings and remind Members that they were eligible to apply.
Members of the BEC agreed to approve the draft Forward Programme of Activities and further agreed, in accordance with convention, that it should be circulated to all Branch Members for agreement at the Annual General Meeting which would take place on 20 June 2012.

5. **Conference feedback from David Stewart MSP**

David Stewart MSP attended the meeting to discuss his visit to Johannesburg, in February, during which he delivered a presentation about the Scottish Parliament’s model for handling Public Petitions. Mr Stewart thanked the Committee for providing the opportunity to attend and explained his approach to presenting at the conference which included showing a short DVD and a PowerPoint presentation.

Members of the BEC thanked Mr Stewart for his well-written and informative report and congratulated him on a productive visit and his innovative approach in relation to delivering his presentation at the conference.

6. **Engagement with Malawi**

Due to time restraints, this item was deferred, for consideration at a future meeting.

7. **Arrangements for the CPA Scotland Branch Annual General Meeting**

Members of the BEC:

- Noted the overall arrangements which had been put in place for the AGM;
- Approved the draft agenda; and
- Agreed that Members who had participated in CPA events, this year, should be invited to attend the AGM to share their experience with other Members.

8. **Report from the British Islands and Mediterranean Region Representative about the CPA International Executive Committee Meeting – Tonga**

This matter was not discussed, however Members were asked to note the contents of the paper.

9. **Any Other Business**

No other business was discussed.

10. **Date of next meeting**

- 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