MINUTES OF THE 4th MEETING OF THE CPA SCOTLAND BRANCH EXECUTIVE COMMITTEE MEETING HELD ON WEDNESDAY 27 NOVEMBER 2013 AT 12.45PM IN Q1.04

1. Apologies

Apologies were received from Tavish Scott MSP (Sandra White MSP was present until 1.00pm). Items 2, 10 and 11 were not taken due to lack of a quorum and have subsequently been dealt with by e-mail. Item 7 was brought forward and the other items which required action before December recess were dealt with by e-mail.

2. Minutes of the previous meeting held on 30 October 2013

This item was not taken and was subsequently dealt with by e-mail. The minutes were agreed.

3. Matters arising

59th Commonwealth Plenary Conference (CPC), South Africa

Hugh Henry MSP spoke about his experience at the CPC in South Africa. He thanked the Branch for selecting him and expressed appreciation for the opportunity.

Mr Henry made the following observations and points regarding the conference:

- The conference hosts were very welcoming and the conference centre was very good. However, the overall organisation of the conference could have been better;
- That there was little time for adequate discussion at the workshops at the conference;
• That the debate on the Commonwealth Charter was highly charged with some excellent contributions from both the Scottish and UK Parliament delegations; and
• Mr Henry considered that the meeting with the GlobalScot contact had been interesting and informative. It was agreed by those Members of the Branch Executive Committee who were present, that the Secretary should obtain more information on the organisation and operation of the GlobalScot network.

4. Intern programme

Ollium Phiri and Alinafe Banda informed Members about their 4 week internship in the Scottish Parliament focussing on the processes in place within the Scottish Parliament to provide pre and post-election support to Members. Members thanked the interns for their presentation, and the comprehensive written report which the interns had tabled, and also suggested that the Branch would be delighted to hear any further thoughts that the interns may have, regarding their time in Scotland, once they returned home.

5. Forward Programme of Activities / Financial Paper

This item was brought forward for discussion whilst the meeting was quorate. The finance paper was agreed. The position in relation to the proposed Guyana visit was noted and it was agreed to postpone the decision on this matter to ascertain if CPA UK Branch could source funding at a later date. In the meantime, the Branch Secretary was asked to inform the relevant MSPs that the workshop had been postponed.

6. Commonwealth Women Parliamentarians Steering Group

This matter was deferred to the next meeting.

7. Commonwealth Women Parliamentarians BIMR CWP Conference

This item was brought forward for discussion whilst the meeting was quorate. Members of the Branch Executive Committee indicated that they were content with the draft conference programme and with the speakers identified. In particular there was enthusiasm for the media session. Several suggestions were made and the Secretary was asked to amend the programme accordingly and invite speakers as agreed. It was also agreed that the Secretary should send an invitation to attend the conference to all women MSPs.

8. Role of the Special Envoy

The Branch Secretary informed Members that the Special Envoy’s PA had been contacted with information about the BIMR CWP Conference. The invitation is under consideration.
9. **60th Commonwealth Parliamentary Conference (CPC)**

Members present discussed possible topics for submission to the CPA Secretariat in response to the request from the CPA Secretariat. The following topics were suggested:

- Policy solutions for caring of an Ageing Population
- Enhancing good governance and accountability
- The Global Water and Food crisis
- The role of Parliamentarians in Disaster Management
- A gender related topic

Members present agreed that the overall theme for the conference should be left to the host Branch. It was further agreed that Tavish Scott MSP and Sandra White MSP should be contacted by correspondence to ascertain their views with regard to topics.

10. **Any Other Business**

This item was not taken and was subsequently dealt with by e-mail.

11. **Dates of next meetings**

This item was not taken and it was subsequently dealt with by e-mail, where it was agreed not to hold a meeting on 18 December 2013.

- Wed 29 January 2014 at 12.45pm in Room Q1.04
- Wed 26 February 2014 at 12.45pm in Room Q1.04
- Wed 26 March 2014 at 12.45pm in Room Q1.04
- 30 April 2014 at 12.45pm in Room Q1.04
- 28 May 2014 at 12.45pm in Room Q1.04
- 19 June 2014 Annual General Meeting at 1.00pm TBC
- 25 June 2014 at 12.45pm in Room Q1.04

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