1. Apologies

No apologies were received.

2. Minutes of the previous meeting held on Wednesday 26 March 2014

The minutes were approved.

3. Matters arising from the minutes

There were no matters arising.

4. Forward Programme of Activities / Financial Paper

Members carefully considered the forward programme of activity. The budget underspend of £2,252 for the 2013/14 financial year was noted. The Members of the Branch Executive Committee also noted that due to recent changes to costs for agreed and proposed activity that the estimated underspend for the 2014/15 financial year amounted to £8,301.

The main points of the discussion were:

   a) Members had previously agreed at the meeting which took place on 26 February 2014 that the Branch should send 1 delegate to attend the Commonwealth Plenary Conference. It was further agreed, in principle, that an observer should attend. It was also noted that the estimated accounts had
provision for 2 members to attend in addition to the BIMR CWP representative.

b) It was agreed that the Branch would support any additional costs associated with the CPA Scotland Branch Member’s visit to Malawi in June 2014 as a member of the CPA resource team to deliver a post-election seminar.

c) It was agreed that the Branch Secretary should make enquiries in relation to estimated costs associated with forthcoming high level visits which were not initiated by the Scotland Branch.

d) Members agreed to consider ring-fencing funds to attend the next BIMR CWP Conference which was likely to take place in Gibraltar, at the next meeting of the Branch.

All other points as outlined in the main paper were noted.

Members also requested that, to avoid confusion, future finance papers should present the list of activities in a format which clearly shows estimated refunds to the CPA Scotland Branch.

5. Malawi: post-election outward visit June 2014

The Secretary was requested to provide Mr McArthur with relevant information to enable him to take forward conversations with the Speaker and senior officials at the National Assembly about possible areas for future collaboration. It was further agreed that the Branch would consider future engagement with the National Assembly of Malawi at the August meeting of the Branch Executive Committee following feedback from the post-election seminar. The Secretary was also requested with effect from the next meeting to detail proposed activity with the National Assembly as an annex to the usual finance paper.

6. Commonwealth Women Parliamentarians

Members approved the draft Report of the BIMR CWP Inaugural Conference 2014. The Branch Secretary was asked to ensure that copies of the report were distributed to Members of the BIMR CWP Steering Committee in advance of the next meeting of the Steering Committee.

7. CPA Scotland Branch Annual General Meeting

The CPA Scotland Branch Annual Report was approved subject to minor changes. Overall the Branch felt that the report was very good and were content with the format. It was agreed that the content and information contained within the report provided enough detail to inform Members about Branch activity.

8. British Islands and Mediterranean Region Annual General Meeting

The contents of the paper were noted.
9. AWEPA

It was agreed that no further action was required by the Branch at this stage.


The contents of the report were noted. The Branch Secretary was requested to write to the MSYPs to thank them for submitting an interesting and informative report.

11. Monitoring of CPA Events

Members noted that so far, during Session 4, 21 female and 11 male MSPs have been selected to attend CPA events. This equates to 66% of places being allocated to women and 44% to men. The percentage of places allocated to each political party was also noted to gauge whether or not there was a fair and even distribution of places across the political spectrum.

12. Any Other Business

Commonwealth Games reception: Tuesday 17 June

Members agreed to sponsor a Commonwealth Games reception on Tuesday 17 June.

Commonwealth briefing

Members noted that SPICe would publish a Commonwealth briefing note around 25 June 2014.

Commonwealth Youth Parliament, South Africa: Invitation to apply for a place

Members agreed that the opportunity to attend the sixth Commonwealth Youth Parliament (6 CYP) as a mentor, should be circulated to all MSPs within the specified age range. The Youth Parliament would take place from 2 to 8 November, 2014 in Mmabatho, North West Province, South Africa.

13. Date of next meeting

The next meeting of the Branch Executive Committee to take place on Thursday 19 June 2014 at 1.30pm in Committee Room 2.

Margaret Neal
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The Scottish Parliament
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