MINUTES OF THE 1st MEETING OF THE CPA SCOTLAND BRANCH EXECUTIVE COMMITTEE HELD ON WEDNESDAY 23 JUNE 2010 IN COMMITTEE ROOM 1 AT 1.30pm

Present:

Ted Brocklebank MSP (Chair)
Karen Gillon MSP
Jamie Stone MSP
Sandra White MSP
Margaret Neal (Secretary)

In attendance: Billy McLaren, Senior Parliamentary Relations Officer

1. Welcome

The Secretary congratulated the re-elected Branch Executive Committee Members.

2. Apologies

None

3. Minutes from 7th Meeting and Matters Arising: CPA/S3/09-10/7/DM

Members of the Branch Executive Committee approved the draft minutes of the last meeting.

4. Festival of Politics

The Secretary provided Members with an oral update on arrangements regarding the CPA Scotland Branch session on Malawi for the Festival of Politics.

Some Members felt that the CPA Scotland Branch session should have been a premier Chamber event given the contribution the Branch has made over the years to the Scottish Parliament's standing in the international community
and given that the Branch had the CPA Scotland Branch special envoy attending the Festival.

The Members discussed the format, seating plan, key speakers and panellists. The Members were pleased that Dr Shija had confirmed his attendance. The Secretary was asked to ensure that the special envoy was given an opportunity to address the audience. However, Members also felt that as this was Ms Lennox’ first encounter with the work of CPA Scotland Branch, it would not be appropriate or fair, for Ms Lennox to respond to questions from the audience.

The Secretary reported that the Speaker of the National Assembly of Malawi had still not confirmed. The Secretary was asked to invite the Malawian High Commissioner to attend the session as a panellist and if necessary, the High Commissioner could also be invited to address the audience.

The Secretary was also asked to contact Douglas Fraser and invite him to chair the session. In the event that Douglas Fraser would not be able to attend the Branch Executive Committee agreed that George Reid should be contacted.

**Action (1.1):** Secretary to take forward arrangements as discussed and agreed as follows: Advise Events Team of preferred seating plan; write to High Commissioner of Malawi inviting him to attend and contact Douglas Fraser inviting him to chair the session.

### 5. Internship Programme

The Senior Parliamentary Relations Officer (SPRO) advised the Branch Executive Committee that some funding would be available to provide a placement for an intern during the first quarter of 2011. The SPRO advised that the placement would likely cost in the region of £5,000 and outlined avenues which were being explored to share the cost of the pilot programme.

The SPRO was asked to move forward with the proposal and provide a further update at the next meeting.

**Action (1.2):** The SPRO to provide an update at the next meeting.

### 6. Commonwealth Day 2011

Members of the Branch Executive Committee were invited to note the proposal for the BBC Schools Project activity as part of the Commonwealth Day celebrations for March 2011. Members are also invited to consider if they wish to participate.

Members were content with the proposals for Commonwealth Day. Ted Brocklebank, Karen Gillon, Jamie Stone and Sandra White all agreed to participate in the BBC schools project.
Action (1.3): The Secretary to liaise with other officials and Members to take forward the proposal.

7. **International Parliamentary Conference on Climate Change - Global To Local: Climate Change Post Copenhagen - 12-16 July 2010**

   The Secretary was instructed to write to CPA UK Branch and decline the invitation to attend the forthcoming conference on Climate Change, if no interest is expressed from Members to attend.

   **Action (1.4): The Secretary to decline the invitation if no interest is expressed by Members to attend.**

8. **Visit to CPA Northern Ireland: 17 May 2010**

   The Secretary advised Members that this visit was cancelled at short notice due to the volcanic ash from the volcano in Iceland. Northern Ireland Branch had suggested that the visit could be re-scheduled for September and the Secretariat was waiting on the Northern Ireland Secretary confirming a date. The content of the programme and objectives for the visit was likely to remain unchanged.

   **Action (1.5): The Secretary to decline the invitation if no interest is expressed by Members to attend.**

9. **CPA resources and forward programme of activity**

   A lengthy discussion took place about the revised priorities and Members were deeply disappointed that Scotland Branch Members would not be able to attend the Annual Conference. Members were satisfied that the right decision had been made given the difficulties associated with sending only 2 members during sitting days, as well as the current economic situation. Members noted the financial position for 2010/11 and agreed with the revised priorities as set out in paper CPA/S3/10-11/1/2.

10. **Technical Assistance to Swaziland/The Gambia**

    The Secretary advised that to date no formal approach had been made inviting CPA Scotland branch to undertake assisting in the delivery of these programmes. The Secretary further advised that it was unlikely any progress would be made until after September.

11. **Update on the Pilot Parliamentary Pairing Initiative with Malawi**

    The Secretary advised Members that the second meeting of the group involved in the Pilot Parliamentary Pairing Initiative (PPPI) had been well attended. The Secretariat had produced the first newsletter which had been sent to the National Assembly of Malawi.
The Secretary further explained that the National Assembly of Malawi were experiencing difficulties with the internet which had resulted in communication issues for most of the partners. The National Assembly had set up a dedicated CPA mailbox which would hopefully resolve this problem.

The proposed video conference has been cancelled however DfID were happy to facilitate video conferencing for this project in the future.

12. Any other business.

None

13. Dates of next meetings

The following dates of meetings were agreed for the ensuing year:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 6 Oct</td>
<td>12.45pm</td>
<td>Room Q.104</td>
<td>Karen Gillon</td>
</tr>
<tr>
<td>Wed 10 Nov</td>
<td>12.45pm</td>
<td>Room Q.104</td>
<td>Jamie Stone</td>
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<tr>
<td>2011</td>
<td></td>
<td></td>
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<tr>
<td>Wed 12 Jan</td>
<td>12.45pm</td>
<td>Room Q.104</td>
<td>Sandra white</td>
</tr>
<tr>
<td>Wed 2 Mar</td>
<td>12.45pm</td>
<td>Room Q.104</td>
<td>Ted Brocklebank</td>
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Margaret Neal
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