4TH MEETING OF THE CPA SCOTLAND BRANCH EXECUTIVE COMMITTEE TO BE HELD ON WEDNESDAY 12 JANUARY IN ROOM Q1.04 at 12.45pm

AGENDA

1. Apologies

2. Minutes from the 1st Meeting and Matters Arising: CPA/S3/10-11/DM
   
   Lachlan Macquarie Anniversary: CPA/S3/10-11/4/1
   Members are requested to consider a draft motion to commemorate the birthday of Lachlan Macquarie.

3. CPA resources and forward programme of activity: CPA/S3/10-11/4/2
   
   Members are respectfully invited to note the current state of play in relation to Branch activities; note relevant issues; note changes which impact on resources; provide advice where necessary; provide views and decisions where necessary and outline possible options for consideration in some cases.

   
   This paper was deferred from the last meeting. Members of the Branch Executive Committee are requested to consider the draft visit report and next steps on the recommendations.

   
   This paper was deferred from the last meeting. As agreed at the 2nd meeting, the Branch Secretary was asked to provide a draft paper outlining topics for inclusion in a Handover Paper outlining thoughts for the new Executive Committee to consider at the start of Session 4. Members are therefore invited to consider possible topics for inclusion.
6. **Australia New Zealand follow-up action: CPA/S3/10-11/4/5**

This paper was deferred from the last meeting. Members are invited to consider the action taken by officials in relation to recommendations outlined in the visit report.


Members of the Branch Executive Committee are asked to consider the latest programme of activity for the CPA Scotland Branch celebration of Commonwealth Week which includes arrangements agreed by your envoy.


This item was deferred from the last meeting. Members of the Branch Executive Committee are asked to consider if they wish to put forward any topics for possible inclusion in either a plenary session or a workshop. - Papers to follow.


Members of the Branch Executive Committee will be asked to consider a draft letter in response to Janet Ryder’s Issue Paper. - Papers to follow.

10. **Malawi visits**

Oral update from Karen Gillon MSP and the Secretary – updated visit programmes will be issued week beginning 10 January.


Members are invited to note progress in relation to the Malawian internship.

12. **Any Other Business**

13. **Dates of next meetings**

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<td>Wed 2 Mar</td>
<td>12.45pm</td>
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Margaret Neal
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The Scottish Parliament
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