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

Present:

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

In attendance: Billy McLaren, Senior Parliamentary Relations Officer

1. Apologies

Apologies were received from Jamie Stone MSP


Members considered a draft motion to commemorate the birthday of Lachlan Macquarie on 31 January. This motion marked another contribution to the 200th anniversary celebrations from CPA Scotland Branch. Ted Brocklebank MSP agreed to lodge the motion.

Action (4.1): Ted Brocklebank MSP to lodge the motion prior to 31 January 2011.

3. CPA resources and forward programme of activity: CPA/S3/10-11/4/2

Members discussed the resources situation and noted the position. The Secretary was asked to monitor the financial position and following the visits to Malawi, if circumstances allowed, the Branch Executive Committee agreed that essential consumables to support CPA visits should be purchased. Overall the Branch Executive Committee were content with the current state of play.

Action (4.2): The Branch Secretary to closely monitor the budget and report back at the next meeting.
At this point Ted Brocklebank MSP left the meeting due to pressures of other parliamentary business. The meeting from this point on was therefore not quorate.

4. **Visit to CPA Northern Ireland: 27 September 2010**

Members of the Branch Executive Committee who were present agreed that the Secretary should write to Paul Grice and ask that the recommendations listed in the visit report be considered by parliamentary officials. The Secretary was asked to contact the remaining 2 members of the Branch Executive Committee and ask for their views on the matter.

**Action (4.3):** The Branch Secretary to contact JS and TB to ascertain their views on the aforementioned report.

5. **Handover Paper**

The Secretariat was asked to further develop the *handover paper* to provide options under the topics which had been identified at the last meeting, for consideration at the next meeting on 2 March.

**Action (4.4):** The Branch Secretary contact JS and TB to ascertain their views on the aforementioned report.

6. **Australia New Zealand follow-up action: CPA/S3/10-11/4/5**

Members present considered the action taken by officials in relation to recommendations outlined in the visit report and were content with advice and proposals provided in the paper.


Members considered the programme of activity for the CPA Scotland Branch celebration of Commonwealth Week which included arrangements in relation to the special envoy. The Secretary advised members that due to the uncertainty of parliamentary business and given the close proximity to dissolution, previous plans to hold a Members Debate were now unlikely to go ahead. Members present were keen that the notice calling for the Extraordinary General Meeting should be issued before February recess to give Members sufficient notice to put the date in diaries. Members were also keen that the meeting should highlight what CPA Scotland Branch had done over the past 5 years in relation to Malawi.

The Secretary was asked to contact women MSPs, gather information and order sizes for the photo call in the Garden Lobby to ensure that T-shirts fit.
The logistics for the reception and dinner were discussed. The Secretary was asked to ensure that the Malawian intern was included on both guests’ lists and those representatives from organisations who were involved in assisting with arranging the programmes for the February visit were invited to attend both events. The Branch Executive Committee also requested that hospitality should have a Commonwealth essence.

The Secretary was also asked to explore the possibility of the TFR slot as a vehicle to promote Commonwealth Week.

Action (4.5): The Branch Secretary to issue the EGM notice to all Branch Members prior to February recess if at all possible.

Action (4.6): The Branch Secretary to contact women Members to ensure that the special envoy brings correct range of sizes for photocall.

Action (4.7): The Branch Secretary to contact EET to request that menus reflect Commonwealth theme.

Action (4.8): The Branch Secretary to add guests to invitation lists as discussed.

8. CPC Annual Conference: London

Members felt that due to the current circumstances, given that the Scottish Parliament was close to dissolution and would likely still be settling into Session IV in July 2011, there was no pressing need, on this occasion, to provide topics for consideration by ExCo at the mid-year meeting in February.

9. CPA Governance:

Members present noted that the Regional Secretary had changed the status of the AGM, due to held on 16 January, to a special meeting. It was also noted that there would be asymmetrical attendance from branches which had not been agreed. Members were keen that the BIMR thoughts on the Issues Paper should be progressed therefore felt that on this occasion no action should be taken.

The Members also expressed a view that BIMR, in particular Scotland Branch, should not revert to the situation whereby UK Branch drafted papers with an expectation that other Branches within the region would merely endorse the document. The Secretary was asked to find out if BIMR was asked to make a contribution to the Commonwealth Extraordinary Persons Group. If so, to enquire what process was undertaken to ensure that the views of each Branch were taken into consideration when formulating the submission.

The Secretary was asked to ensure that the Scottish delegate was aware of concerns and to ask that the delegate raised concerns over the process during the meeting.
Action (4.9): The Branch Secretary to find out if BIMR was asked to make a contribution to the Commonwealth Extraordinary Persons Group. If so, to enquire what process was undertaken to ensure that the views of each Branch were taken into consideration when formulating the submission.

Action (4.10): The Branch Secretary to brief the delegate on concerns raised.

10. Malawi visits

Karen Gillon MSP and the Secretary updated Members on arrangements for the outward visits to Malawi in January and February. The Secretary advised that updated visit programmes would be issued to Members of the Branch Executive Committee at regular intervals leading up to the visits. The Branch Secretary also advised that a series of briefing meetings had been arranged for members of the delegation visiting Malawi to orientate Members to some of the political, cultural and social issues which prevail in Malawi.

Action (4.11): The Branch Secretary to update Members by issuing draft programmes at regular intervals.

11. Pilot Internship Programme

Members noted progress in relation to the Malawian internship. The Secretary was asked to invite the intern to attend the next meeting on 2 March 2011.

Action (4.12): The Branch Secretary to invite the Malawian intern to attend the next meeting of the Branch Executive Committee.

12. Any Other Business

There was no other business

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