5TH MEETING OF THE CPA SCOTLAND BRANCH EXECUTIVE COMMITTEE TO BE HELD ON WEDNESDAY 2 MARCH 2011 IN ROOM TG 45 AT 12.45pm

Agenda

1. Apologies


   Members are requested to consider and approve the draft minutes of the last meeting.

3. CPA resources and forward programme of activity: CPA/S3/10-11/5/1

   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.

4. Handover Paper: CPA/S3/10-11/5/2

   This paper was deferred from the last meeting. However Members present at the last meeting asked the Branch Secretariat to further develop the paper by providing a list of options under each topic. Members are therefore invited to consider possible options for each topic.


   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 for additional activity by the special envoy.

6. CPC Annual Conference: London: Oral update from Secretary
The Secretary will update members in relation to latest progress following the ExCo meeting which took place in February in the Yukon.

7. **CPA Governance: CPA/S3/10-11/5/4**

   Members are requested to note the contents of the submission put forward by the Regional Representative to the CPA Working Group.

8. **Malawi visits: Oral update from Karen Gillon MSP and Ted Brocklebank MSP**

9. **Pilot Internship Programme: Oral update from Billy McLaren**

   Billy McLaren will update members on progress so far and plans for the remainder of the internship.

10. **Any Other Business**

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