DRAFT MINUTES OF THE 1st MEETING OF THE CPA SCOTLAND BRANCH EXECUTIVE COMMITTEE HELD ON WEDNESDAY 2 SEPTEMBER 2009 AT 12.30pm IN Q1.04

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

In attendance Billy McLaren, Senior Inter Parliamentary Officer

The Secretary introduced Billy McLaren who had recently the Scottish Parliament’s UK and International Relations Office. The Secretary explained that as a result of an internal review the Parliament’s External Liaison Unit had been re-positioned and re-named within the Parliament’s structure and had been moved back to the Presiding Officer’s Office.

Ted Brocklebank also took the opportunity to welcome Sandra White in her new role a new Member of the Branch Executive Committee

1. **Apologies**

None

2. **Minutes of the 7th Meeting held on Wednesday 10 June 2009**

Agreed

3. **Matters Arising**

**CPA Scotland Branch engagement with Malawi (CPA Paper 2009/10 (01))**

The Branch Executive Committee considered the update on engagement with Malawi and agreed that a plan should be drawn up to sustain activity until March 2011. It was agreed that the pilot twinning initiative should be pursued and that the Branch should continue to build on work already started.

The Secretary was asked to ascertain if it might be feasible for a small delegation to visit Malawi in February recess 2010 if sufficient funds were available.
The Secretary advised the Executive Committee that the budget was stretched however if the delegate selected to attend the Annual Conference was unable to go then funds would be likely be available providing the Australian/New Zealand visit was within budget.

The Secretary also advised that the Branch would be better informed as to what the NAM priorities might be following the Malawian Parliamentary Service Commissioners visit in October.

**Action:** Secretary to confirm at the next Branch Executive Committee meeting in November if funds would be available to enable a small delegation to visit. Secretary to maintain contact with counterparts at the NAM in the usual way.

**Cross Party Outward visit to Australia and New Zealand: 2009**

The Secretary advised that during summer recess an invitation for a CPA Scotland Branch delegation to visit Australia had been received by the Presiding Officer. The invitation had been issued by the Australian Parliament.

The Presiding Officer and the delegation had agreed that although the invitation was received very close to the impending visit to Australia changes should be made to the itinerary to accommodate visits to South Australia, Canberra and Sydney.

The secretary also reported that draft detailed visit programmes had not yet been received from either New Zealand or Australia although the Perth Programme had been virtually confirmed with exciting meetings and events planned for the delegation.

**CPA Governance (CPA Paper 2009/10 (02))**

The content of the paper was noted and the Secretary was asked to ensure that any developments be brought to the attention of the Branch Executive Committee for consideration.

**7th CPA/Canadian Parliamentary Seminar: 18-24 October 2009**

The secretary reported that Scotland Branch had not been selected to attend the Seminar. No reason had been given.
The Secretary reported that the delegated selected to attend the Annual Conference had not yet received internal approval to be absent during that week. It seemed increasingly unlikely that Scotland Branch would be represented at the Conference.

The Secretary confirmed that a full refund on the flights would be made if the ticket could not be used.

The Secretary was asked to update the Branch Executive Committee on developments.

**Action: Secretary to update Executive Committee.**


The Secretary advised that Sarah Boyack and Patrick Harvey had attended this conference and that Sarah was drafting a report which would be circulated to the Branch in due course.

Proposed visit to the Northern Ireland Assembly

The Secretary advised that due to the developments with the Australian programme Northern Ireland Branch had not yet been contacted.

The Branch Executive Committee agreed that the main objective of the visit should be to meet with the NI Branch Executive Committee to share experience and to continue discussions which took place in May 2008. The Secretary was asked to move forward with the proposed visit as soon as possible.

4. Any other business

The Secretary advised the delegation that a delegation of Commonwealth parliamentarians would be visiting the Scottish Parliament in November as guests of CPA UK Branch. This visit was part of a wider visit to Brussels, London and Scotland. It was hoped that a visit programme could be arranged which not only met the delegation’s objectives but could also allow the CPA Scotland Branch to showcase how the Scottish Parliament uses IT to enhance the work of parliament and highlight some of our public engagement initiatives.

The Branch Executive Committee agreed that this visit should be opened up to as many Members as possible.
5. **Dates of next meeting**

To be confirmed