

**MINUTES
INITIAL MEETING
TUESDAY 23RD OCTOBER 2018
1.30PM, Q1.03**

Attendees: Dean Lockhart MSP, Liam McArthur MSP, Jamie Halcro-Johnston MSP, Bill Bowman MSP, David Birrell, Lesley-Anne Campbell, Thomas Heald, Victoria Ramsey.

Welcome

Dean Lockhart MSP welcomed everyone to the meeting and formally introduced David Birrell to attendees at the meeting. Mr Birrell gave some background about himself and reasons why he was interested in being involved in the proposed CPG on Japan.

Confirmation of the name and purpose of the CPG Japan

Dean Lockhart MSP/David Birrell suggested the wording for the purpose of the group to be noted on the registration form and the group agreed. The group further agreed to draw up the necessary documentation required and submit to the Parliamentary authorities as appropriate.

Election of office bearers

Jamie Halcro-Johnston MSP nominated Dean Lockhart MSP for the role of Convener which was agreed by the group.

Bill Bowman MSP nominated Jamie Halcro-Johnston for the role of Deputy Convener which was agreed by the group.

Dean Lockhart MSP nominated David Birrell to act as Secretariat for the CPG which was agreed by the group.

The group discussed whether there was a requirement for a Treasurer and it was unanimously decided that as there were no financial transactions involved in the running of the group a Treasurer would not be necessary.

Plans going forward

The group agreed on a number of topics to look at going forward, which were educational exchanges, inspiring young people in Scotland to engage with Japan, cultural exchanges, and exploring joint initiatives in Life Sciences and Technology, increasing economic exchanges.

It was suggested that we engage with a variety of possible guest speakers, including inviting the Consul General of Japan to attend a future meeting and to look into upcoming events which may be useful for the CPG to link into.

AOB

No other business was noted.

The meeting was closed.