



Senior Management Diaries

Date	Title of Meeting	Staff Member
December 2017		
20/12/2017	Meeting with Gerry Hendricks, Scottish Government	Margaret Keyse
19/12/2017	Meeting with Ian Davidson and Gerry Hendricks, Scottish Government	Daren Fitzhenry, Sarah Hutchison
19/12/2017	Meeting with Bill Thompson, Commissioner for Ethical Standards	Daren Fitzhenry
14/12/2017	GDPR Working Party, Scottish Parliamentary Corporate Body	Helen Gardner-Swift
13/12/2017	Open Contracting event, Scottish Government	Daren Fitzhenry
11/12/2017	Campaign for FOI event - FOI: A journalist's perspective	Daren Fitzhenry, Sarah Hutchison
11/12/2017	Meeting with Central Government Procurement Shared Services	Helen Gardner-Swift
08/12/2017	Faculty of Advocates meeting	Margaret Keyse
08/12/2017	Solar meeting	Margaret Keyse
07/12/2017	Meeting with Microsys Solutions Ltd	Helen Gardner-Swift
06/12/2017	Holyrood FOI Conference	Daren Fitzhenry, Helen Gardner-Swift, Sarah Hutchison, Margaret Keyse
November 2017		
30/11/17	Dementia Awareness Training - ageScotland	Daren Fitzhenry, Helen Gardner-Swift
29/11/17	Scotland Open Government Partnership Network meeting	Sarah Hutchison
29/11/17	Scottish Parliament – Local Government and Communities Committee evidence session on Housing (Amendment) (Scotland) Bill	Daren Fitzhenry, Sarah Hutchison
28/11/17	Audit Planning - Deloitte LLP	Daren Fitzhenry, Helen Gardner-Swift
27/11/17	Meetings with Paul Grice, Michelle Hegarty, Huw Williams, Janice Crerar, Scottish Parliament	Daren Fitzhenry
27/11/17	Meetings with Huw Williams and Janice Crerar, Scottish Parliament	Daren Fitzhenry, Helen Gardner-Swift
24/11/17	Meeting with Elma Murray, Chief Executive, North Ayrshire Council	Daren Fitzhenry, Sarah Hutchison
23/11/17	Excel Training - Elite Training & Consultancy Ltd	Helen Gardner-Swift Sarah Hutchinson
17/11/17	GDPR Working Party, Scottish Parliamentary	Helen Gardner-Swift

Date	Title of Meeting	Staff Member
	Corporate Body	
15/11/17	Estonian Presidency of the EU reception, Parliament House	Daren Fitzhenry
08/11/17	Civil Society Open Government Network Meeting	Daren Fitzhenry
03/11/17	Meeting Sally Thomas, Chief Executive of Scottish Federation of Housing Associations	Daren Fitzhenry
02/11/17	Delivering new and progressive models of regulation – working dinner, Edinburgh	Daren Fitzhenry
October 2017		
25/10/17	Meeting with Joe FitzPatrick MSP	Daren Fitzhenry, Margaret Keyse, Sarah Hutchison
17/10/17	Age Awareness Training, ageScotland	Daren Fitzhenry, Helen Gardner-Swift, Margaret Keyse, Sarah Hutchison
12/10/17	GDPR Working Party, Scottish Parliamentary Corporate Body	Helen Gardner-Swift
September 2017		
28/09/17	Scottish Public Information Forum meeting	Margaret Keyse
19-21/09/17	International Conference of Information Commissioners	Margaret Keyse, Sarah Hutchison, Helen Gardner-Swift
19/09/17	Managing an Ageing Workforce training – Anderson Strathern	Helen Gardner-Swift
13/09/17	Advisory Group meeting	Margaret Keyse, Sarah Hutchison
13/09/17	Scottish Leaders Forum - Brexit Breakfast	Helen Gardner-Swift
13/09/17	Elite Training	Helen Gardner-Swift
11/09/17	GDPR Working Party, Scottish Parliamentary Corporate Body	Helen Gardner-Swift
08/09/17	Advisory Audit Board meeting	Margaret Keyse, Helen Gardner-Swift
07/09/17	Meeting with Perth & Kinross Sports Council	Sarah Hutchison
05/09/17	Meeting with Police Scotland	Margaret Keyse
04/09/17	Meeting with Scottish Government FOI Unit	Margaret Keyse
August 2017		
03/08/17	NHS Practitioners' Group	Margaret Keyse
01/08/17	GDPR meeting, Scottish Parliamentary Corporate Body	Helen Gardner-Swift
July 2017		
27/07/17	Meeting with ICO staff to discuss response to <i>Magyar</i> and plans to amend FOI legislation to comply with the GDPR	Margaret Keyse
26/07/17 – 27/07/17	Meeting with Elizabeth Denham, Information Commissioner re preparation for International Conference of Information Commissioners 2017	Margaret Keyse, Sarah Hutchison
04/07/17	Meeting with Severin Carrell and Rob Edwards to discuss journalists' letter to the Scottish Parliamentary Corporate Body	Margaret Keyse, Sarah Hutchison

Date	Title of Meeting	Staff Member
June 2017		
29/06/17	Centre for FOI meeting with Alan Page, Rosemary Agnew & Kevin Dunion	Margaret Keyse, Sarah Hutchison
27/06/17	GDPR meeting, Scottish Parliamentary Corporate Body	Helen Gardner-Swift
22/06/17	Conference call with David Eardley and Claire Stevenson, Scott-Moncrieff	Helen Gardner-Swift
16/06/17	Meeting with Jenny Meade Queensland Information Commissioner	Margaret Keyse, Sarah Hutchison, Helen Gardner-Swift
13/06/17	Conference call with Information Commissioner's Office	Sarah Hutchison
08/06/17	GDPR meeting, Scottish Parliamentary Corporate Body	Helen Gardner-Swift
May 2017		
30/05/17	Meeting with CAS Ltd	Helen Gardner-Swift
26/05/17	General Data Protection Regulation training	Helen Gardner-Swift
25/05/17	General Data Protection Regulation seminar	Helen Gardner-Swift
22/05/17	Presentation to Information and Records Management Conference	Sarah Hutchison
17/05/17	Meeting with Central Government Procurement Shared Services	Helen Gardner-Swift
16/05/17	Meeting with Microsys Solutions	Helen Gardner-Swift
12/05/17	Presentation to Scottish Public Information Forum	Margaret Keyse, Sarah Hutchison
03/05/17	Presentations and seminars at Centre for FOI Practitioners Conference	Margaret Keyse, Sarah Hutchison, Helen Gardner-Swift
April 2017		
05/04/17	Meeting with Scottish Futures Trust	Rosemary Agnew, Margaret Keyse
06/04/17	Conference call with Information Commissioner's Office	Sarah Hutchison
19/04/17	Interview with Rob Edwards	Rosemary Agnew
20/04/17	Digital Information and Sustainable Development Goals Workshop	Rosemary Agnew
21/04/17	Meeting with Vincent Mabillard, University of Lausanne	Rosemary Agnew
25/04/17	Anderson Strathern Data Protection and Managing Subject Access Requests event	Margaret Keyse
26/04/17	Meeting with Ken Thomson, Scottish Government	Rosemary Agnew
26/04/17	SPLG: Protecting Privacy v Public Access to Information	Rosemary Agnew, Margaret Keyse
28/04/17	Meeting with Janice Crerar and Huw Williams , Scottish Parliamentary Corporate Body	Helen Gardner-Swift
March 2017		
01/03/17	Scottish Leaders Forum: Brexit Breakfast Briefing	Rosemary Agnew
07/03/17	Meeting with Kevin Dunion, Centre for FOI	Rosemary Agnew, Sarah Hutchison
15/03/17	Digital Champions Programme	Rosemary Agnew
14/03/17	Meeting with Central Government Procurement Shared Services	David Lowrie
20/03/17	Meeting with Ken Hughes & Janice Crerar, Scottish Parliamentary Corporate Body	Rosemary Agnew, David Lowrie

Date	Title of Meeting	Staff Member
21/03/17	Play and Work with Open Data event	Rosemary Agnew
22/03/17	Digital First 2017 event	Rosemary Agnew, Sarah Hutchison
23/03/17	Axiom Advocates Public Law Group Practice Group Seminar	Rosemary Agnew, Margaret Keyse
23/03/17	Meeting with Kate Frame, Police Investigations & Review Commissioner	Rosemary Agnew
27/03/17	Standing Council on Europe - Roundtable on Brexit, human rights and social protections	Rosemary Agnew
28/03/17	Public Bodies and Public Service Reform Unit - Chair's Networking/Peer Learning Event	Rosemary Agnew
February 2017		
03/02/17	Meeting with Elizabeth Denham, Information Commissioner's Office	Rosemary Agnew
08/02/17	Meeting with Joe FitzPatrick MSP	Rosemary Agnew
10/02/17	Meeting with East Dunbartonshire Council	Rosemary Agnew, Margaret Keyse
17/02/17	Tayside Roadshow - public authority event, Dundee	Rosemary Agnew, Sarah Hutchison, Margaret Keyse
20/02/17	Consultation with Anderson Strathern and David Johnston QC	Rosemary Agnew
22/02/17	Meeting with the Office of the Scottish Charity Regulator	Margaret Keyse
22-24/02/17	European Commissioners' Conference, Berlin	Rosemary Agnew, Sarah Hutchison
23/02/17	Meeting with Microsys Solutions	David Lowrie
28/02/17	Attendance at Law at Work Conference on equality and human rights	Sarah Hutchison
January 2017		
10/01/17	Meeting with Tim Ellis, National Records of Scotland	Rosemary Agnew
10/01/17	Scottish Council of Voluntary Organisations: Parliamentary Reception	Rosemary Agnew
11/01/17	Meeting with Scottish Police Authority Board	Rosemary Agnew
12/01/17	Institute of Directors training	Rosemary Agnew
13/01/17	Scottish Prison Service Training	Margaret Keyse
13/01/17	Case related meeting with Dundee City Council	Margaret Keyse
16/01/17	Scottish Government	Rosemary Agnew, Margaret Keyse
18/01/17	FOI Advisory Group meeting	Rosemary Agnew, Sarah Hutchison
18/01/17	Badenoch and Clarke, Edinburgh	Rosemary Agnew
19/01/17	Meeting with Deloitte LLP (External Auditors)	Rosemary Agnew, Sarah Hutchison
20/01/17	Meeting with Gordon MacDonald MSP, Scottish Parliamentary Corporate Body	Rosemary Agnew
24/01/17	Contract review meeting with C2 Software Ltd	Sarah Hutchison
27/01/17	Law Society Dinner	Rosemary Agnew
27/01/17	Meeting with Journalist Fellow, Reuters Institute for the Study of Journalism	Rosemary Agnew
30/01/17	General Data Protection Regulation training	Rosemary Agnew, Sarah Hutchison
31/01/17	Meeting with Deloitte LLP (External Auditors)	David Lowrie

Date	Title of Meeting	Staff Member
31/01/17	Scottish Natural Heritage Reception	Rosemary Agnew

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Corrections / Unplanned or Ad hoc reviews (see Summary of changes below for details)	
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Summary of changes to document				
Date	Action by <i>(initials)</i>	Version updated <i>(e.g. v01.25-36)</i>	New version number <i>(e.g. v01.27, or 02.03)</i>	Brief description <i>(e.g. updated paras 1-8, updated HOPI to HOCS, reviewed whole section on PI test, whole document updated, corrected typos, reformatted to new branding)</i>
04/01/17	KB	02.00	02.01	New document created for 2017
04/01/17	KB	02.01	02.02	DCS updated
31/01/17	LB	02.02	02.04	January meetings added
01/02/17	SH/RA/DL/MK	02.04	02.09	Reviewed and updated
02/02/17	KB	02.09	02.10	DCS updated, published on website
28/02/17	LB	02.10	02.11	February meetings added
28/02/17	RA	02.11	02.12	Update to February entries
28/02/17	MK	02.12	02.13	Update to February entries
02/03/17	SH	02.13	02.14	Update to February entries
03/03/17	LB	02.14	02.15	DCS updated and published on website
30/03/17	LB	02.15	02.17	March meetings added
06/04/17	RA	02.18	02.19	Minor changes made to March meetings
06/04/17	SH	02.17	02.18	Minor changes made to March meetings
06/04/17	MK	02.19	02.20	Changes accepted and DCS updated
06/04/17	LB	02.20	02.21	DCS updated and published on website
28/04/17	LB	02.21	02.22	April meeting added
28/04/17	RA	02.22	02.23	Opened in edit mode in error, no changes made
01/05/17	SH	02.23	02.24	Update to April entries
01/05/17	KB	02.24	02.25	DCS updated, published on website
01/06/17	KB	02.25	02.26	Update to May entries
01/06/17	MK	02.26	02.27	Minor change made to May meetings
01/06/17	SH	02.27	02.30	Minor change to May meetings, re-opened to update DCS
02/06/17	LB	02.30	02.32	updates to HGS meetings, DCS updated and published on website
30/06/17	LB	02.32	02.33	June entries added
03/07/17	SH	02.33	02.34	Review comment added
05/07/17	HGS	02.34	02.35	Updates to HGS meetings
05/07/17	KB	02.35	02.36	DCS updated, published on website
31/07/17	KB	02.36	02.37	July entries added
31/07/17	SH	02.37	02.39	Minor changes to July meetings
31/07/17	MK	02.39	02.40	Minor changes to July meetings

03/08/17	KB	02.40	02.41	DCS updated, published on website
05/09/17	KB	02.41	02.42	August entries added
05/09/17	KB	02.42	02.43	DCS updated
05/09/17	HGS	02.43	02.44	Minor changes to August meetings
05/09/17	SH	02.44	02.45	Opened to review, no changes made
05/09/17	KB	02.45	02.46	DCS updated
29/09/17	LB	02.46	02.47	September entries added
29/09/17	MK	02.47	02.48	Minor change to September meetings
03/10/17	LB	02.48	02.49	Change requested by SH made to September meetings
05/10/17	HGS	02.49	02.50	Minor change to September meetings
06/10/17	LB	02.50	02.52	DCS updated, published on website
02/11/17	LB	02.52	02.53	October entries added
02/11/17	HGS	02.53	02.54	Entry for October added
07/11/17	LB	02.54	02.55	DCS updated, published on website
06/12/17	LB	02.55	02.56	November entries added
06/12/17	HGS	02.56	02.57	Entry added
07/12/17	SH	02.58	02.60	Added a November entry
07/12/17	MK	02.60	02.61	November entry updated
07/12/17	LB	02.61	02.62	Changes accepted and DCS updated for publication
09/01/18	LB	02.62	02.63	December entries added
09/01/18	SH	02.63	02.65	Minor change to December meeting
09/01/18	MK	02.65	02.66	Minor change to December meeting
10/01/18	LB	02.66	02.67	Minor change to December meeting
19/01/18	HGS	02.67	02.68	Minor change to December meeting
25/01/18	LB	02.68	02.69	DCS updated
31/01/18	LB	02.69	02.70	Minor change to Nov and Dec to reflect feedback from DF