

Meeting No: 13  
Date and time: 2<sup>nd</sup> March 2020  
Place: 11-15 Thistle Street EH2 1DF

Attendees: Ian Russell, Chair  
Benny Higgins  
Grahame Smith  
Iain Docherty  
Jan Webb  
John Trower  
Ken Gillespie  
Rachel Skinner  
Sara Thiam  
Tony Rose  
Jonathan Moore  
Lynne Ward  
Paula Richardson

Apologies Mary Pitcaithly

| No | Item   |
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| 1. | <b>Introduction</b><br>The Chair welcomed everyone to the meeting and noted there were only 3 formal meetings remaining.<br><br><u>Apologies</u><br>Rachel Skinner<br><br><u>Declaration of interest</u><br>None                 |
| 2. | <b>Minutes from Previous Meeting</b><br>Approved, no comments.   |
| 3. | <b>Actions from Previous Meeting</b><br>Actions were noted as completed or in progress.  |
| 4. | <b>Schedule of Stakeholder Meetings</b><br>The ongoing schedule of meetings was noted, including regular meetings with the Cabinet Secretary.  |
| 5. | <b>Phase 1 Communications</b><br>Commissioners and the Secretariat provided an update on recent conference attendance and presentations of the Phase 1 report to stakeholder groups. These had been very valuable opportunities. |
| 6. | <b>Phase 2 Meeting Agendas</b>   |

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|           | The broad agenda for future meetings was discussed, with a couple of minor amendments agreed.  |
| <b>7.</b> | <b>Phase 2 Work Update</b>   |
|           | Work undertaken to date was reviewed in detail, with the remaining work areas and engagement scoped out for final agreement.   |
| <b>8.</b> | <b>AOCB</b>  |
|           | Commissioners noted a number of useful reports either recently published or to be published where the Commission should maintain productive engagement e.g. Just Transition Commission Interim Report. |
| <b>9.</b> | <b>Close</b>   |
|           | The Chair summarised the actions for the next Commission Meeting and thanked everyone for their contribution.  |