



Senior Management Diaries

Date	Title of Meeting	Staff Member
December 2020		
22/12/2020	Meeting with Scottish Government (video conference)	Daren Fitzhenry
17/12/2020	Training session with Social Security Scotland (video conference)	Erin Gray
15/12/2020	Scottish Open Government Online Conference	Erin Gray
10/12/2020	For Your Information – data protection and GDPR training (video conference)	Daren Fitzhenry
10/12/2020	Open Government Partnership Commitment 4 meeting (video conference)	Daren Fitzhenry Erin Gray
09/12/2020	Open Government Steering Group (video conference)	Daren Fitzhenry
09/12/2020	Meeting with Scottish Government Digital Team – regarding website analytics (video conference)	Erin Gray
09/12/2020	For Your Information – data protection and GDPR training (video conference)	Helen Gardner-Swift Erin Gray
08/12/2020	For Your Information – data protection and GDPR training (video conference)	Margaret Keyse
08/12/2020	Meeting with Social Security Scotland (video conference)	Daren Fitzhenry
08/12/2020	Scottish Parliament Corporate Body - Officeholders' representatives working group - payroll services (video conference)	Helen Gardner-Swift
07/12/2020	Police Scotland Webinar	Daren Fitzhenry
07/12/2020	Open Government Partnership – Scotland's Independent Reporting Mechanism Working Group (video conference)	Daren Fitzhenry Erin Gray
04/12/2020	Virtual ceremony of signing of a Memorandum of Understanding between UNESCO and the ICIC (video conference)	Daren Fitzhenry
03/12/2020	Open Government Partnership – Scotland's Independent Reporting Mechanism Working Group (video conference)	Daren Fitzhenry Erin Gray

Date	Title of Meeting	Staff Member
02/12/2020	Open Data Institute event – Open Data in a Day (video conference)	Erin Gray
01/12/2020	Holyrood FOI Video Conference	Daren Fitzhenry Helen Gardner-Swift Erin Gray Margaret Keyse
November 2020		
25/11/2020	Deloitte LLP (video conference)	Helen Gardner-Swift
24/11/2020	Scottish Parliament Corporate Body - Officeholders' representatives working group - payroll services (video conference)	Helen Gardner-Swift
23/11/2020	Scottish Government Monthly Monitoring Meeting (teleconference)	Daren Fitzhenry Erin Gray
19/11/2020	Digital Assurance Office, Scottish Government (video conference)	Helen Gardner-Swift
18/11/2020	ICIC Governance Working Group (video conference)	Daren Fitzhenry
17/11/2020	Microsys Solutions Ltd (video conference)	Helen Gardner-Swift
17/11/2020	Consultation with Counsel (video conference)	Daren Fitzhenry Margaret Keyse
16/11/2020	Open Government Partnership Commitment 4 telephone meeting	Daren Fitzhenry
12/11/2020	Open Government Partnership Reporting Mechanism Working Group (video conference)	Daren Fitzhenry Erin Gray
10/11/2020	Scottish Parliament Corporate Body - Officeholders' representatives working group - payroll services (video conference)	Helen Gardner-Swift
06/11/2020	Officeholders (video conference)	Daren Fitzhenry
05/11/2020	Law at Work – training (video conference)	Daren Fitzhenry Helen Gardner-Swift Margaret Keyse Erin Gray
October 2020		
30/10/2020	Telephone meeting with the UK Information Commissioner	Daren Fitzhenry
29/10/2020	Scottish Government Monthly Monitoring Meeting (teleconference)	Daren Fitzhenry Erin Gray
20/10/2020 & 21/10/2020	Holyrood Conference – Data Protection (video conference)	Helen Gardner-Swift Margaret Keyse
19/10/2020	Open Government Partnership Reporting Mechanism Working Group (video conference)	Daren Fitzhenry Erin Gray
13/10/2020	Telephone meeting with the Employee Assistance Programme	Helen Gardner-Swift

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13/10/2020	Scottish Parliament Corporate Body - Officeholders' representatives working group - payroll services (video conference)	Helen Gardner-Swift
08/10/2020	Open data and FOI, with Code the City (teleconference)	Erin Gray
07/10/2020	Scottish Government – UK Withdrawal from the EU (Continuity) (Scotland) Bill (teleconference)	Daren Fitzhenry Margaret Keyse
01/10/2020	DPO Network Meeting (video conference)	Helen Gardner-Swift
01/10/2020	Digital Assurance Office (telephone conference)	Helen Gardner-Swift
September 2020		
30/09/2020	Sandra Murdiff, Office of the (Irish) Information Commissioner (telephone call)	Margaret Keyse
29/09/2020	International data transfers - dealing with the consequences of Schrems II, Brodies (webinar)	Margaret Keyse
29/09/2020	Scottish Parliament Corporate Body - Officeholders' representatives working group - payroll services (video conference)	Helen Gardner-Swift
28/09/2020	Ministry of Justice, Officeholders representatives and Scottish Parliament Corporate Body – payroll service (video conference)	Helen Gardner-Swift
25/09/2020	Scottish Government Monitoring Meeting	Daren Fitzhenry Erin Gray
24/09/2020	Scottish Public Information Forum (video conference)	Daren Fitzhenry Erin Gray Margaret Keyse
24/09/2020	Exercise in a Box (introductory session) – Scottish Business Resilience Centre (video conference)	Helen Gardner-Swift
23/09/2020	Sandra Murdiff, Office of the (Irish) Information Commissioner (telephone call)	Helen Gardner - Swift
18/09/2020	Officeholder Evaluation Meeting	Daren Fitzhenry
16/09/2020	ICIC Governance Working Group (telephone conference)	Daren Fitzhenry
15/09/2020	Scottish Parliament Corporate Body - Officeholders' representatives working group - payroll services (video conference)	Helen Gardner-Swift
14/09/2020	Officeholders' representatives – operational services (video conference)	Helen Gardner-Swift
10/09/2020	Officeholders (video conference)	Daren Fitzhenry Helen Gardner-Swift
04/09/2020	Meeting with Police Scotland, Gartcosh	Daren Fitzhenry
03/09/2020	Scottish Parliament Corporate Body - Officeholders' representatives working group - payroll services (video conference)	Helen Gardner-Swift
03/09/2020	Advisory Audit Board	Daren Fitzhenry Helen Gardner-Swift
August 2020		

Date	Title of Meeting	Staff Member
26/08/2020	Open Government Steering Group, (telephone conference)	Daren Fitzhenry
20/08/2020	SEPA/Scottish Government: New Continuity Bill (video conference)	Margaret Keyse
13/08/2020	Officeholders (telephone conference)	Helen Gardner-Swift
12/08/2020	Telephone meeting with Scottish Legal Complaints Commission	Erin Gray
July 2020		
31/07/2020	Scottish Crime Centre, Police Scotland	Daren Fitzhenry
28/07/2020	Telephone meeting with ICO Deputy Commissioner	Erin Gray
23/07/2020	Presenting at Malaysian FOI Expert Group Meeting via VTC	Daren Fitzhenry
21/07/2020	Part 7 Network Meeting (video conference)	Helen Gardner-Swift
16/07/2020	DPO Meeting (video conference)	Helen Gardner-Swift
14/07/2020	Officeholders' Representatives - Finance Meeting - Scottish Parliament Corporate Body (video conference)	Helen Gardner-Swift
09/07/2020	Telephone meeting with Scottish Independent Advocacy Alliance	Erin Gray
08/07/2020	ICIC Governance Working Group Telephone Conference	Daren Fitzhenry
June 2020		
30/06/2020	Telephone meeting with C2 (website maintenance)	Erin Gray
24/06/2020	Open Government Partnership Commitment 4 telephone/ online workshop	Daren Fitzhenry Erin Gray
23/06/2020	Telephone meeting with Scottish Government FOI officials	Daren Fitzhenry Erin Gray Margaret Keyse
03/06/2020	Open Government Steering Group, Telephone Conference	Daren Fitzhenry
01/06/2020	Open Government Partnership (Commitment 4 catch up) Telephone Conference	Erin Gray
May 2020		
28/05/2020	Telephone meeting with the Scottish Parliamentary Corporate Body	Helen Gardner-Swift
21/05/2020	Telephone meeting with Minister for Parliamentary Business and Veterans	Daren Fitzhenry
21/05/2020	Telephone meeting with Scottish Government FOI officials	Daren Fitzhenry Erin Gray
19/05/2020	Open Government Partnership Commitment 4 telephone/ online workshop	Daren Fitzhenry Erin Gray
13/05/2020	Telephone meeting – Law at Work	Helen Gardner-Swift
06/05/2020	ICIC Governance Working Group Telephone Conference	Daren Fitzhenry
April 2020		

Date	Title of Meeting	Staff Member
20/04/2020	Telephone meeting with the Data Protection Officer	Helen Gardner-Swift Margaret Keyse
20/04/2020	Telephone meeting with Scottish Legal Complaints Commission	Erin Gray
08/04/2020	ICIC Governance Working Group Telephone Conference	Erin Gray
06/04/2020	Open Government Partnership Commitment 4 online stakeholder event	Erin Gray
March 2020		
26/03/2020	Open Government Partnership Commitment 4 Update Telephone Conference	Erin Gray
23/03/2020	Telephone Meeting with the 'Campaign for Freedom of Information Scotland' Convenor.	Erin Gray
20/03/2020	Teleconference meeting with Zoonou (website accessibility')	Erin Gray Helen Gardner-Swift
11/03/2020	Open Government Partnership Steering Group, Edinburgh	Erin Gray
11/03/2020	Meeting with Scottish Legal Complaints Commission	Erin Gray
10/03/2020	Internal Audit Services Tender Interviews and Evaluation, SPSO Edinburgh	Helen Gardner-Swift
04/03/2020	ICIC Governance Working Group Teleconference	Erin Gray
04/03/2020	Meeting with Scottish Government Lead for Open Government Partnership, St Andrews	Erin Gray
02/03/2020	Internal Audit Services Tender Evaluation, SPSO Edinburgh	Helen Gardner-Swift
February 2020		
27/02/2020	Open Government Partnership (Commitment 4 monthly catch up), Glasgow	Erin Gray
26/02/2020	Law at Work Employment Law Update, Edinburgh	Helen Gardner-Swift
25/02/2020	SPSO Complaints Improvement Conference, Edinburgh	Helen Gardner-Swift
24/02/2020	FOISA extension consultation discussion with Scottish Government FOI unit, Scottish Information Commissioner, St Andrews	Erin Gray
21/02/2020	SOLAR Meeting, Stirling	Margaret Keyse
13/02/2020	SPA/Police Scotland Joint Forum Event, Tulliallan Castle, Kincardine	Margaret Keyse
06/02/2020	Scottish Government FOI Network Meeting, Edinburgh	Erin Gray
05/02/2020	Public Sector Leaders Cyber Forum, Perth	Helen Gardner-Swift
January 2020		

Date	Title of Meeting	Staff Member
31/01/2020	Officeholders' Finance Meeting, Scottish Parliament Corporate Body	Helen Gardner-Swift
2/9/01/2020	ICIC Governance Working Group Telephone Conference	Erin Gray
23/01/2020	DPO Network Meeting	Helen Gardner-Swift
22/01/2020	SPA Digital Forensics Workshop, Edinburgh	Daren Fitzhenry
20/01/2020	Meeting with Scottish Government re casework	Daren Fitzhenry Margaret Keyse
20/01/2020	Meeting with the Chief Executive of the General Teaching Council, Edinburgh	Daren Fitzhenry
13/01/2020	Scottish Legal Complaints Commissioner Roundtable, Edinburgh	Daren Fitzhenry

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