



## Senior Management Diaries

Date	Title of Meeting	Staff Member
December 2021		
16/12/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – Finance meeting (video conference)	Helen Gardner-Swift
14/12/2021	Scottish Government - Central Government Procurement Shared Services (CGPSS) (video conference)	Helen Gardner-Swift
14/12/2021	Open Government Partnership Global Summit side event from Access Info Europe Measurement of access to information in practice & The Right to Know Declaration (video conference)	Daren Fitzhenry
10/12/2021	The School of UX – Content design and website copywriting training (video conference)	Erin Gray
10/12/2021	Public Sector Cyber Resilience Network - December Meeting	Helen Gardner-Swift
09/12/2021	HR Update, WorkNest (video conference)	Helen Gardner-Swift
09/12/2021	For Your Information – data protection and GDPR training (video conference)	Erin Gray Helen Gardner-Swift
02/12/2021	For Your Information – data protection and GDPR training (video conference)	Daren Fitzhenry
02/12/2021	Meeting with Scottish Government FOI Unit (video conference)	Daren Fitzhenry Erin Gray
01/12/2021	Telephone meeting with Scottish Government FOI Unit SCS	Daren Fitzhenry
01/12/2021	For Your Information – data protection and GDPR training (video conference)	Margaret Keyse
01/12/2021	Accountable Officer Development Event, Scottish Government (video conference)	Daren Fitzhenry
November 2021		
29/11/2021	Meeting with Scottish Government FOI Unit (video conference)	Daren Fitzhenry Erin Gray
26/11/2021	Meeting with Scottish Legal Complaints Commission (video conference)	Erin Gray
25/11/2021	WorkPro Ombudsman Data Security Workshop – CAS Ltd	Helen Gardner-Swift
23/11/2021	Holyrood FOI conference (video conference)	Daren Fitzhenry Erin Gray Helen Gardner-Swift

Date	Title of Meeting	Staff Member
		Margaret Keyse
18/11/2021	DPO Network meeting (video conference)	Helen Gardner-Swift
17/11/2021	Duty to record - a workshop to explore options for improvement, Scottish Government (video conference)	Daren Fitzhenry
15/11/2021	Scottish Government - Central Government Procurement Shared Services (CGPSS) (video conference)	Helen Gardner-Swift
11/11/2021	Scottish Government - Central Government Procurement Shared Services (CGPSS) (video conference)	Helen Gardner-Swift
10/11/2021	Meeting with National Records of Scotland (video conference)	Erin Gray
09/11/2021	Scottish Government - Central Government Procurement Shared Services (CGPSS) (video conference)	Erin Gray Helen Gardner-Swift
08/11/2021	Scottish Government - Central Government Procurement Shared Services (CGPSS) (video conference)	Erin Gray Helen Gardner-Swift
05/11/2021	COP 26 Fringe Festival hosted by Holyrood Magazine (Glasgow)	Daren Fitzhenry
02/11/2021	Transparency International Hungary Meeting (video conference)	Daren Fitzhenry Erin Gray Margaret Keyse
October 2021		
28/10/2021	Meeting with Scottish Legal Complaints Commission (video conference)	Erin Gray
27/10/2021	Public Sector Cyber Resilience Network, SEPA (video conference)	Daren Fitzhenry Helen Gardner-Swift Margaret Keyse
21/10/2021	Meeting with Scottish Government – intervention update (video conference)	Daren Fitzhenry Erin Gray
20/10/2021	Meeting with SEPA (video conference)	Margaret Keyse
13/10/2021	Presentation for Rotary Club of St Andrews	Daren Fitzhenry
13/10/2021	ICIC Workshop – Access to Information and Public Services Delivery (video conference)	Erin Gray
06/10/2021	Centre for Research into Information Surveillance & Privacy Workshop, Stirling	Daren Fitzhenry
05/10/2021	Meeting with Scottish Government – FOISA policy update (video conference)	Daren Fitzhenry Erin Gray
05/10/2021	Public Sector Cyber Resilience Network (video conference)	Helen Gardner-Swift
September 2021		
30/09/2021	Meeting with Scottish Government – intervention update (video conference)	Daren Fitzhenry Erin Gray
30/09/2021	Managing EIRs (webinar)	Margaret Keyse

Date	Title of Meeting	Staff Member
28/09/2021	Scottish Public Information Forum (SPIF) on COP26 (webinar)	Daren Fitzhenry Erin Gray Margaret Keyse
28/09/2021	Meeting with website providers (video conference)	Erin Gray
23/09/2021	Open Government Steering Group (video conference)	Daren Fitzhenry
23/09/2021	DPO Network meeting (video conference)	Helen Gardner-Swift
21/09/2021	Advisory Audit Board (video conference)	Daren Fitzhenry Helen Gardner-Swift
17/09/2021	Meeting with Scottish Government Digital Transformation Team (video conference)	Erin Gray Helen Gardner-Swift
17/09/2021	Meeting with The Scottish National Investment Bank (video conference)	Erin Gray
15/09/2021	DPO Network meeting (video conference)	Helen Gardner-Swift
13/09/2021	Meeting with Scottish Government – intervention update (video conference)	Daren Fitzhenry Erin Gray
09/09/2021	Meeting with Scottish Government Digital Publishing Team (video conference)	Daren Fitzhenry Erin Gray Helen Gardner-Swift
09/09/2021	Advisory Audit Board Chair (video conference)	Daren Fitzhenry Helen Gardner-Swift
08/09/2021	Meeting with independent assessor to the SPCB (video conference)	Daren Fitzhenry
08/09/2021	Meeting with National Records of Scotland (video conference)	Helen Gardner-Swift
06/09/2021	Meeting with Scottish Government OGP Team re Independent Reporting Mechanism (video conference)	Daren Fitzhenry Erin Gray
August 2021		
27/08/2021	Meeting with Scottish Government – intervention update (video conference)	Daren Fitzhenry Erin Gray
25/08/2021	ICIC Webinar	Daren Fitzhenry
24-25/08/21	FOI Practitioner's Conference 2021 (video conference)	Daren Fitzhenry Erin Gray Margaret Keyse
24/08/2021	Meeting with Scottish Legal Complaints Commission (video conference)	Erin Gray
20/08/2021	Telephone meeting with Scottish Environment Protection Agency	Margaret Keyse
19/08/2021	Stakeholder meeting - Police Scotland, Body Worn Video (video conference)	Erin Gray
17/08/2021	Meeting with website providers (video conference)	Erin Gray
11/08/2021	The Centre for Freedom of Information Annual Conference Meeting (video conference)	Erin Gray

Date	Title of Meeting	Staff Member
10/08/2021	Procurement Progress Meeting with Scottish Government (video conference)	Helen Gardner-Swift
03/08/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
July 2021		
29/07/2021	Meeting with website providers (video conference)	Erin Gray
28/07/2021	Meeting with Public Health Scotland (video conference)	Daren Fitzhenry
28/07/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
28/07/2021	Digital Assurance Office, Scottish Government (video conference)	Helen Gardner-Swift
23/07/2021	Scottish Privacy Forum - Scottish Government COVID Status Certification (webinar)	Daren Fitzhenry
22/07/2021	DPO Network meeting (video conference)	Helen Gardner-Swift
22/07/2021	Meeting with Police Scotland (video conference)	Daren Fitzhenry
22/07/2021	Meeting with Minster for Parliamentary Business (video conference)	Daren Fitzhenry
21/07/2021	The Centre for Freedom of Information Annual Conference Meeting (video conference)	Erin Gray
21/07/2021	Meeting with Scottish Government Digital Publishing team (video conference)	Daren Fitzhenry Erin Gray Helen Gardner-Swift
16/07/2021	Meeting with Scottish Government – intervention update (video conference)	Daren Fitzhenry Erin Gray
15/07/2021	Scottish Government - Central Government Procurement Shared Services (CGPSS)(video conference)	Helen Gardner-Swift
14/07/2021	Meeting with Scottish Water, Dundee	Daren Fitzhenry
13/07/2021	Meeting with Scottish Government – intervention data update (video conference)	Erin Gray
12/07/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
07/07/2021	Meeting with website providers (video conference)	Erin Gray
06/07/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
06/07/2021	Open Government Steering Group (video conference)	Daren Fitzhenry
02/07/2021	Police Scotland Presentation, re body-worn video consultation and digitally enabled policing (video conference)	Daren Fitzhenry Erin Gray Margaret Keyse

Date	Title of Meeting	Staff Member
01/07/2021	Telephone meeting with Chief Executive Officer, Scottish Environment Protection Agency	Daren Fitzhenry
01/07/2021	Meeting with Scottish Government FOI unit – intervention data (video conference)	Erin Gray
June 2021		
30/06/2021	ICIC Webinar	Daren Fitzhenry
28/06/2021	Digital Assurance Office, Scottish Government (video conference)	Helen Gardner-Swift
23-24/06/2021	ICIC Closed Session (video conference)	Daren Fitzhenry
23/06/2021	ICIC Closed Session (video conference)	Margaret Keyse
22/06/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
21/06/2021	Scottish Public Information Forum (SPIF) (video conference)	Daren Fitzhenry
21/06/2021	Meeting with Scottish Commission on Social Security and Poverty and Inequality Commission - FOI Training (video conference)	Daren Fitzhenry
16/06/2021	ICIC meeting (video conference)	Daren Fitzhenry
15/06/2021	The Campaign for Freedom of Information in Scotland, Spotlight on Business and Human Rights in Scotland - Transparency, Accountability and Scrutiny (videoconference)	Daren Fitzhenry
15/06/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
14/06/2021	ICIC Secretariat call relating to ICIC Conference (video conference)	Daren Fitzhenry
14/06/2021	Procurement Progress Meeting with Scottish Government (video conference)	Helen Gardner-Swift
11/06/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
09/06/2021	ICIC Governance Working Group (video conference)	Daren Fitzhenry
09/06/2021	The Centre for Freedom of Information Annual Conference Meeting (video conference)	Erin Gray
08/06/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
08/06/2021 – 11/06/2021	Scottish Government CG Procurement Event (videoconference)	Helen Gardner-Swift
09/06/2021	Meeting with National Records of Scotland (videoconference)	Margaret Keyse
08/06/2021	Telephone meeting with Scottish Environment Protection Agency	Margaret Keyse

Date	Title of Meeting	Staff Member
04/06/2021	Meeting with Scottish Government – intervention update (video conference)	Daren Fitzhenry Erin Gray
03/06/2021	Launch Event - Environmental Rights Centre for Scotland (videoconference)	Margaret Keyse Erin Gray
03/06/2021	Part 7 Network Meeting (videoconference)	Helen Gardner-Swift
May 2021		
26/05/2021	ICIC Webinar	Daren Fitzhenry
25/05/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
25/05/2021	Meeting with National Records of Scotland (video conference)	Helen Gardner-Swift
24/05/2021	Scottish Public Information Forum (video conference)	Daren Fitzhenry
21/05/2021	ICIC Strategic Plan meeting with ICIC Secretariat (video conference)	Daren Fitzhenry
20/05/2021	DPO Network meeting (video conference)	Helen Gardner-Swift
20/05/2021	Scottish Government – Public Bodies – Data Adequacy Forum (video conference)	Helen Gardner-Swift
19/05/2021	Digital Identity Scotland - National Stakeholder Event (video conference)	Daren Fitzhenry
18/05/2021	Meeting with Head of Social Housing Consumer Regulation & Transparency, Ministry of Housing, Communities and Local Government (video conference)	Daren Fitzhenry
17/05/2021	Open Government OECD Workshop (video conference)	Daren Fitzhenry
10/05/2021	ICIC Governance Working Group (video conference)	Daren Fitzhenry
14/05/2021	Meeting with website providers (video conference)	Erin Gray
13/05/2021	Scottish Government - Central Government Procurement Shared Services (CGPSS)	Helen Gardner-Swift
13/05/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
05/05/2021	ICO Data Protection Conference (video conference)	Helen Gardner-Swift Margaret Keyse
05/05/2021	Centre for Freedom of Information Annual Conference Meeting (video conference)	Erin Gray
April 2021		
29/04/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift

Date	Title of Meeting	Staff Member
28/04/2021	mySociety – Reforming Freedom of Information (video conference)	Margaret Keyse
27/04/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
23/04/2021	Scottish Parliament – training (video conference)	Daren Fitzhenry
23/04/2021	ICIC Strategic Priorities and Closed Session discussion with ICIC secretariat personnel (video conference)	Daren Fitzhenry
22/04/2021	Scottish Government – Public Bodies - Data Adequacy Forum - (video conference)	Helen Gardner-Swift
20/04/2021	Meeting with Biometrics Commissioner (video conference)	Daren Fitzhenry
19/04/2021	Meeting with Scottish Government – intervention update (video conference)	Daren Fitzhenry Erin Gray
16/04/2021	Website Discovery Project (video conference) – meeting with contract provider	Helen Gardner-Swift Erin Gray
15/04/2021	Digital Assurance Office, Scottish Government (video conference)	Helen Gardner-Swift
14/04/2021	Telephone meeting with Crown Office and Procurator Fiscal Service	Margaret Keyse
13/04/2021	Meeting with website providers (video conference)	Erin Gray
06/04/2021	Telephone meeting with Scottish Environment Protection Agency	Margaret Keyse
March 2021		
31/03/2021	Law at Work - training (video conference)	Daren Fitzhenry Helen Gardner-Swift Erin Gray Margaret Keyse
30/03/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
26/03/2021	Website Discovery Project (video conference) – meeting with contract provider	Helen Gardner-Swift Erin Gray
25/03/2021	Meeting with Environmental Standards Scotland (video conference)	Daren Fitzhenry
25/03/2021	DPO Network meeting (video conference)	Helen Gardner-Swift
25/03/2021	Website Discovery Project (video conference) – meeting with contract provider	Erin Gray
24/03/2021	Scottish Public Information Forum	Daren Fitzhenry
23/03/2021	Casework meeting with Scottish Government (video conference)	Daren Fitzhenry
16/03/2021	Website Discovery Project (video conference) – meeting with contract provider	Erin Gray

Date	Title of Meeting	Staff Member
09/03/2021	Website Discovery Project (video conference) – meeting with contract provider	Erin Gray
08/03/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
08/03/2021	Meeting with Scottish Government – intervention update (video conference)	Daren Fitzhenry Erin Gray
05/03/2021	Website Discovery Project (video conference) – meeting with contract provider	Helen Gardner-Swift Erin Gray Margaret Keyse
03/03/2021	Accountability, Openness and Information in Pandemic and Beyond Webinar – Mackay Hannah	Daren Fitzhenry Erin Gray
02/03/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
02/03/2021	Website Discovery Project (video conference) – meeting with contract provider	Erin Gray
February 2021		
26/02/2021	Meeting of the Scottish Public Information Forum (SPIF) (video conference)	Daren Fitzhenry
25/02/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
23/02/2021	Open Government Steering Group (video conference)	Daren Fitzhenry
23/02/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
19/02/2021	University of Dundee Centre for FOI – regarding 2021 conference plans (video conference)	Erin Gray
19/02/2021	Housing Quality Network Workshop - UK Social Housing Workshop Event (video conference)	Daren Fitzhenry
18/02/2021	Website Discovery Project (video conference) – meeting with contract provider	Helen Gardner-Swift
17/02/2021	Advisory Audit Board (video conference)	Daren Fitzhenry Helen Gardner-Swift
17/02/2021	Law at Work - training (video conference)	Daren Fitzhenry Helen Gardner-Swift Margaret Keyse Erin Gray
17/02/2021	Website Discovery Project – meeting with supplier (video conference)	Margaret Keyse
15/02/2021	Website Discovery Project – meeting with supplier (video conference)	Erin Gray
15/02/2021	Meeting with Scottish Legal Complaints Commission (video conference)	Erin Gray
10/02/2021	Meeting with media monitoring service supplier (video conference)	Erin Gray
10/02/2021	ICIC Governance Working Group (video conference)	Daren Fitzhenry



Date	Title of Meeting	Staff Member
09/02/2021	Meeting with Young Scot regarding promotion of FOI to young people (video conference)	Erin Gray
09/02/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
08/02/2021	Citizens Advice Scotland - meeting regarding Open Government Partnership Scotland accountability booklet	Erin Gray
08/02/2021	Digital Assurance Office, Scottish Government (video conference)	Helen Gardner-Swift
05/02/2021	University of Glasgow Information Governance and Law module - FOI session (video conference)	Erin Gray
05/02/2021	Meeting with media monitoring service supplier (video conference)	Erin Gray
02/02/2021	Website Discovery Project – meeting with supplier (video conference)	Helen Gardner-Swift Erin Gray
01/02/2021	Open Government Partnership Scotland Independent Reporting Mechanism Working Group (video conference)	Daren Fitzhenry Erin Gray
01/02/2021	Open Government Action Plan and Educators – meeting with Education Scotland (video conference)	Erin Gray
January 2021		
29/01/2021	Meeting with the Deputy Information Commissioner (video conference)	Daren Fitzhenry
29/01/2021	Scottish Privacy Forum Session (video conference)	Daren Fitzhenry
26/01/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift
22/01/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group - payroll services (video conference)	Helen Gardner-Swift
21/01/2021	DPO Network meeting (video conference)	Helen Gardner-Swift
19/01/2021	Meeting with Scottish Government (video conference)	Daren Fitzhenry
15/01/2021	Scottish Parliament Corporate Body – Officeholders’ representatives – Finance meeting – (video conference)	Helen Gardner-Swift
14/01/2021	Scottish Government – Public Bodies – Data Adequacy Forum (video conference)	Helen Gardner-Swift
14/01/2021	Meeting with Scottish Government (telephone meeting)	Daren Fitzhenry
12/01/2021	Scottish Parliament Corporate Body – Officeholders’ representatives working group – payroll services (video conference)	Helen Gardner-Swift

**Contact us**

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