

Inward Investment Development Group Meeting

Horizon Scotland - 6th November 2015, 2pm

Agenda

Topic	Preparation	Proposed Process
1. Apologies <i>Time: 2 mins</i> <i>Purpose: Noting</i> <i>Leader: Chair</i>	Send substitute if unable to attend.	Pre notify to Nicole.green@hient.co.uk
2. Introductions <i>Time: 2 mins</i> <i>Purpose: Noting</i> <i>Leader: Chair</i>	Round table introductions of person and role	None
3. How do we want to conduct our meetings to be effective <i>Time: 10 mins</i> <i>Purpose: Decision</i> <i>Leader: Jim Grant</i>	Appointment of a chair, Consideration of attendees, Effective meetings – minutes, actions and timekeeping	Round table discussion
4. What do we want to consider at our meetings <i>Time: 20 mins</i> <i>Purpose: Noting</i> <i>Leader: Jim Grant/ Steven Hutcheon</i>	Governance of projects, Strategic interventions, Marketing and promotion,	Round table discussion
5. Introduction to development group projects. <i>Time: 15 mins</i> <i>Purpose: Noting</i> <i>Leader: Jim Grant</i>	Consider content in advance of meeting. <ul style="list-style-type: none"> • Paper 1 – Development Groups. • Paper 2 – Projects for the next 12 months. 	Round table discussion
6. Introduction to Inward investment group projects. <i>Time: 15 mins</i> <i>Purpose: Noting</i> <i>Leader: Steve Hutcheon</i>	Consider content in advance of meeting	Round table discussion
7. Is clear project plans and timescales with exception reporting for acceptable for future meetings. <i>Time: 5 mins</i> <i>Purpose: Noting</i> <i>Leader: Jim Grant</i>	Consider reporting and effective meetings. How do we ensure governance and leave time and space in the meeting for strategic intervention and future development.	Round table discussion
8. Lessons Learned	Review of previous groups and projects.	
9. AOCB		Round table discussion