



How to arrange a meeting with your MSP

Scotland's draft Climate Change Plan

Meeting with your MSP is a great way to raise an issue and ask them to take action.

One MSP said they see each person that goes to meet them as the equivalent of receiving 200 emails on the same issue!

Arranging your meeting

MSPs are generally in the Scottish Parliament in Edinburgh from Tuesday to Thursday, and in their own constituency or region from Friday to Monday. You can arrange to meet them in either location, depending on which is more convenient for you.

Most MSPs work some Saturdays, so consider this option if you work Monday to Friday. From 11th-19th February, Parliament is on a break and most MSPs will be in their local constituency, so you may have more chance of meeting them this week.

You can arrange a meeting by emailing your MSP, or by phoning either their Edinburgh office or their constituency office.

You will find their contact details on the [Scottish Parliament website](#). You can also call the Scottish Parliament on 0131 248 3000 and ask to be put through to your MSP's office.

When you get in touch, let them know what you want to discuss, so that your MSP can come prepared.

If you meet your MSP in your constituency or region, the most usual location would be their constituency office - you'll be able to find the address on the Scottish Parliament website.

However some regions are very large and it may be difficult for you to get to their office; in this case consider asking if you can meet them in a location closer to you, or arrange a telephone or videoconference meeting.

Before your meeting

Find out a little bit about your MSP.

What do they look like? Do they have any particular interests or causes? Take a look at their website, blog or social media pages.

You could also look up

- Their [speeches](#) in Parliament, and the [questions and motions](#) they've lodged
- Their party manifesto ([SNP](#), [Conservatives](#), [Labour](#), [Greens](#), [Lib Dems](#))

Plan what you're going to say, make some brief notes to take with you.

Focus on one to three points that you want to get across and/or commitments that you want from them.

Your Stop Climate Chaos Scotland briefing will give you some key points, but remember they won't expect you to be an expert!

AT YOUR MEETING - 10 top tips!

1. Ask at the beginning how much time you have. Meetings are normally 10-15mins long, so keep it short and simple!
2. Turn up on time, but be prepared for the fact that your MSP may be running late or have to leave early
3. Don't be nervous. Your MSP is there to represent you; they will welcome the chance to hear your concerns
4. Start by telling them why you care about climate change - make it personal
5. Be polite and passionate, you may not agree on everything but you're more likely to get your point across if you remain calm
6. You might find it easier to have notes with you, to remind you what you want to talk about. Tick them off as you go through.
7. Take notes on the discussion, particularly action they say they'll take
8. Ask directly for a commitment to raise your points in their committee, and/or in the Parliament debate in mid-March
9. You don't need to be an expert. If you don't know the answer to something, don't worry - just say so
10. You might want to ask your MSP for a photo together, to share on social media or in a press release to your local paper

AFTER YOUR MEETING

Contact your MSP to thank them for the meeting, provide them with any further information they've asked for, and remind them of any action they committed to taking.

You can also mention anything you didn't get a chance to say during the meeting. Keep it short - try to aim for one side of A4

Let us know how it went! Share anything you learned about your MSP and what they think about climate change, get any information you need to follow up on any of your MSPs' questions, and let us know any action your MSP has committed to taking.

Share what you've done! Why not write a Facebook or blog post describing your meeting and what your MSP agreed to do, and/or send a press release to your local media about the meeting.

If you have any questions about contacting your MSP, just get in touch.
Email caroline@stopclimatechaosscotland.org or phone 0131 243 2701