



## REGISTRATION FORM FOR ALL-PARTY PARLIAMENTARY GROUPS

### OVERVIEW

The Parliamentary Commissioner for Standards sent [guidance on 12 June](#) to the Chair of any APPG which was on the Register of APPGs published on [2 May 2017](#). That guidance contained information you should read in conjunction with this form, including requirements about:

- inheriting assets and liabilities from a group which existed in the 2015 parliament
- financial records
- security at meetings

In order to appear on the first Register of the new parliament, a group must first hold an Inaugural Meeting (explained in section 4) then complete this form. The group must send its completed form to the Office of the Parliamentary Commissioner for Standards (whose contact details are in section 17) **within 28 days of its Inaugural Meeting or by 15 September 2017, whichever date is earlier.**

Any group that appeared on the Register of 2 May 2017 keeps its registered status until 15 September 2017, but if it has not held its Inaugural Meeting and sent its completed form to the Commissioner's office by 15 September it loses its registered status then.

### 1) Please supply the group's name below

The group's name must include the words All-Party Parliamentary Group and describe the group's core subject (eg. 'All-Party Parliamentary Group on *Taxation*').

### 2) Please supply the group's statement of purpose below in no more than 50 words

### 3) Please tick *one* of the boxes below to indicate the group's category

- Country group (focuses on a particular country, area or region outside the UK)
- Subject group (focuses on a particular topic or issue)
- Club (is mainly social in purpose)

4) Please supply below the date on which you held the group's Inaugural Meeting in the current parliament	
Date	
<p>The group must hold its Inaugural Meeting <i>before</i> submitting this form. This is normally the group's first formal meeting of a parliament and must be held at parliament on a day when both Houses are sitting.</p> <p>The Inaugural Meeting must be advertised on the All-Party Notices in good time to give parliamentarians one week's notice. [TIP: The Whips (<a href="mailto:allpartynotice@parliament.uk">allpartynotice@parliament.uk</a> or 020 7219 4333) publish the APNs once a week on Thursdays, though not necessarily during recess, and their current deadline for receipt of Notices from APPGs is 5pm on Wednesdays. This means you may have to contact them <i>a few weeks</i> in advance of the meeting in order to give Members at least one week's notice].</p> <p>At the Inaugural Meeting at least five Members of either House, including at least one MP, must be present. Only parliamentarians are allowed to vote at the meeting. There is one standard item of business, namely the election of officers (see section 5).</p> <p>If your group has been invited to accept assets and/or liabilities from its predecessor in the last parliament, it needs to decide whether to accept these. You can find guidance about this in the <a href="#">letter of 12 June 2017</a> from the Parliamentary Commissioner for Standards. If the necessary information is not available at the group's Inaugural Meeting, the decision can be taken at a later stage.</p>	

5) Please supply below the role, name, and party affiliation of each of the officers elected at the group's Inaugural Meeting
<p>Officers must be elected as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The group must have at least four officers</li> <li><input type="checkbox"/> Each of the group's officers must be either an MP or Peer</li> <li><input type="checkbox"/> At least two of the group's officers (including the Chair, who must also be the group's Registered Contact), must be MPs</li> <li><input type="checkbox"/> At least one officer must be from the government party or parties and at least one from the main opposition party</li> <li><input type="checkbox"/> Groups may appoint Peers to any position (including Co-Chair), except for that of Chair and Registered Contact</li> </ul> <p>Please note that 'Chair and Registered Contact' is a mandatory role for each group and there can only be one per group. That person is responsible for ensuring that the group complies with the rules of the House and that the group's secretariat (if it has one) is aware of and complies with those rules.</p> <p>[TIP: There are no other mandatory roles or titles for officers but some commonly used ones are: Co-Chair, Vice-Chair, Secretary and Treasurer].</p>

Officer's Role	Officer's Name	Party Affiliation
<b>Chair &amp; Registered Contact</b> (mandatory role and must be an MP):		

<p><b>6) Please indicate your preferred contact details for the MP elected as the group's Chair &amp; Registered Contact by ticking <i>one</i> of the boxes below</b></p>
<p>Contact details will then be automatically drawn from the Members' Names Information Service (MNIS) on Parliament's website, so whatever is in MNIS will appear on the Register of APPGs.</p>
<p> <input type="checkbox"/> Parliamentary contact details of Chair and Registered Contact  <input type="checkbox"/> Constituency contact details of Chair and Registered Contact </p>

<p><b>7) Please supply below some contact details for the group's Public Enquiry Point (if the group wishes to have someone in this role)</b></p>	
<p>The Chair is automatically the group's main contact. However, the group may also choose to designate someone as its Public Enquiry Point. That person can be from within or outside Parliament and acts as a secondary enquiry point. If you register an email address for the Public Enquiry Point we will send him or her a copy of routine correspondence we send the group's Chair (eg AGM reminders and confirmation of amendments made to the group's register entry).</p>	
<p><b>Name</b></p>	
<p><b>Organisation</b></p>	
<p><b>Postal address</b></p>	

Telephone	
E-mail address	

<b>8) Please supply the address of the group's website (if it has a website)</b>																			
If the group has its own website please write its address below. If instead it has a dedicated space on another organisation's website (eg on its secretariat's website), please supply below the exact location of the APPG's page within that organisation's website.																			

<b>9) Group's reporting year</b>																			
<p>The <b>start date</b> of the group's reporting year for the current parliament will normally be the date of its Inaugural Meeting in this parliament. From this we will calculate the <b>end date</b> of the group's reporting year (which will be one year after the start date, less one day) and the group's <b>reporting deadline</b> (which will be four months from the end date). The day and month of the start and end dates and of the reporting deadline normally remain the same for each successive reporting year within a parliament.</p> <p>The significance of the reporting year is as follows. The group must hold its <b>AGM</b> after the end date of its reporting year and before its reporting deadline. Also, if the group has received benefits whose combined value exceeds £12,500 in its reporting year it must produce an <b>income and expenditure statement</b> for approval at its AGM. Full details about both requirements are in the Guide to the Rules on APPGs, and the group will be sent a reminder about them at the end of its reporting year.</p> <p>If, exceptionally, the group wishes to adopt a different reporting year (for example, if it is a charity or company in addition to being an APPG) please briefly explain why below. Include the start date, end date and reporting deadline of your proposed reporting year.</p>																			

<b>10) Please supply details of financial benefits received by the group</b>																			
<p>A <b>financial benefit</b> involves a transfer of <b>money</b> from a donor to the group.</p> <p>Details of any financial benefit received by the group from a source other than Parliament must be registered below, if the total value of the benefit from that source <b>exceeds £1500</b> and the benefit was received <b>on or after</b> the date of the group's Inaugural Meeting.</p> <p>Please avoid using unnecessary acronyms and abbreviations below.</p>																			

Source of financial benefit	Value (£)	Date received
<i>Eg: Quality Products Ltd</i>	<i>£10,638</i>	<i>21/06/2017</i>

### 11) Please supply details of benefits in kind received by the group

A **benefit in kind** involves a donor giving **goods or services** (*not* money) to the group, or paying for these on the group's behalf.

Details of any benefit in kind received by the group from a source other than Parliament must be registered below, if the total value of the benefit from that source **exceeds £1500** and the benefit was received **on or after** the date of the group's Inaugural Meeting.

Do *not* register **secretariat services** in section 11 (please see **section 12** instead).

Please avoid using unnecessary acronyms and abbreviations below. To register the **value** please select the appropriate value band from the table in section 18.

Source of benefit in kind	Description of costs met	Value (in bands of £1,500)	Date received
<i>Eg: Quality Products Ltd</i>	<i>Reception held on 21 June 2017</i>	<i>4,501-6,000</i>	<i>21/06/2017</i>

### 12) Guidance on registration of secretariat services provided to the group

**Whether or not secretariat services must be registered as a benefit depends on who pays for them and how much they pay over the period of a year to meet the cost of them.** The most common scenarios are outlined below to help you determine what, if anything, your group is required to register below in section 13.

Do NOT register secretariat services as a benefit if:

- a) **An individual or organisation is paid from parliamentary expenses or parliamentary funding** for the time they spend assisting the group. For example, an officer of the group may have a member of staff who is paid by IPSA (the Independent Parliamentary Standards Authority) and provides secretariat services as part of their wider role for the officer concerned.
- b) **An individual or organisation is paid by the group to act as its secretariat, from money given directly to the group from sources outside Parliament.** [NB: Although the secretariat services themselves are not registrable, the *money* used by the group to pay for them may qualify as a registrable financial benefit - see section 10].

Register secretariat services as a benefit if:

- c) **An organisation is paying its own staff to act as the group's secretariat.** This must be registered, if the estimated annual cost to the organisation of providing secretariat services to the group **exceeds £1500.**
  - i) To estimate the annual cost to the organisation that is acting as the group's secretariat you first need to set a **start and end date for the secretariat year** (ie period for which you are providing an estimate). We strongly recommend that you use the same start and end date as those of the group's reporting year (see section 9 above). [**Tip:** Bear in mind that when you reach the end date of the secretariat year you will need to register a new estimate for the *next* year. Having the secretariat year and reporting year the same may make this easier for you. Or you may prefer to make the secretariat year the same as the calendar year (ie 1 January to 31 December).
  - ii) The **estimated annual cost** to the organisation acting as the secretariat should be based on the hours the secretariat's staff are likely to work for the group over the course of the secretariat year, multiplied by their hourly rate of pay. Wherever possible the estimate should be based on the full costs met by the employer (eg pension contributions, office accommodation and any other costs for which figures are available).
  - iii) If the estimated annual cost is **£1500 or less** leave the whole of section 13 blank. If, however, the estimated annual cost **exceeds £1500** use the value bands table in section 18 to work out which value band it falls into and enter the band in 13(d). Then complete all other boxes in section 13.
- d) **One organisation is paid by another to act as the group's secretariat** (eg a consultancy is paid by one of its clients). You are reminded that in his letter of 6 December 2016 the Chair of the Committee on Standards advised that any money the group receives or holds should be in a bank account in the name of the group. You are therefore strongly advised to establish a bank account so that the group itself can be responsible for paying the secretariat. If you have yet to arrange this, please contact the Commissioner's office (whose details are in section 17) for advice on how to proceed.



Once your form has been processed, the Commissioner's office will send **confirmation** to the group's Chair & Registered Contact (and also to the group's Public Enquiry Point if an email address has been registered for him or her by the group).

The confirmation will include a copy of the entry that will appear about the group in the next edition of the Register of All-Party Parliamentary Groups, which is likely to be published in early October 2017.

### 17) Who to contact if you need advice

For advice on any aspect of completing this form please contact:

Assistant Registrar for APPGs  
Office of the Parliamentary Commissioner for Standards  
House of Commons  
London SW1A 0AA

Tel: 020 7219 0401  
Email: [groupsregister@parliament.uk](mailto:groupsregister@parliament.uk)  
Website: [www.parliament.uk/pcs](http://www.parliament.uk/pcs)

The [APPG Page](#) of the parliamentary website contains key information relating to APPGs, such as the Register of APPGs, the Guide to the Rules on APPGs, and Registration Forms.

### 18) Value Bands (to be used when registering the estimated value of a benefit in kind)

FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO
1,501	3,000	21,001	22,500	40,501	42,000	60,001	61,500	79,501	81,000
3,001	4,500	22,501	24,000	42,001	43,500	61,501	63,000	81,001	82,500
4,501	6,000	24,001	25,500	43,501	45,000	63,001	64,500	82,501	84,000
6,001	7,500	25,501	27,000	45,001	46,500	64,501	66,000	84,001	85,500
7,501	9,000	27,001	28,500	46,501	48,000	66,001	67,500	85,501	87,000
9,001	10,500	28,501	30,000	48,001	49,500	67,501	69,000	87,001	88,500
10,501	12,000	30,001	31,500	49,501	51,000	69,001	70,500	88,501	90,000
12,001	13,500	31,501	33,000	51,001	52,500	70,501	72,000	90,001	91,500
13,501	15,000	33,001	34,500	52,501	54,000	72,001	73,500	91,501	93,000
15,001	16,500	34,501	36,000	54,001	55,500	73,501	75,000	93,001	94,500
16,501	18,000	36,001	37,500	55,501	57,000	75,001	76,500	94,501	96,000
18,001	19,500	37,501	39,000	57,001	58,500	76,501	78,000	96,001	97,500
19,501	21,000	39,001	40,500	58,501	60,000	78,001	79,500	97,501	99,000

Form published by the Office of the Parliamentary Commissioner for Standards in June 2017