



REGISTRATION FORM FOR ALL-PARTY GROUPS



ABOUT THE REGISTER OF ALL-PARTY GROUPS

All-Party Groups (APGs) are informal, cross-party interest groups that have no official status within Parliament and are not accorded any powers or funding by it.

The Register of All-Party Groups was set up by a Resolution of the House of Commons in 1985, primarily to show which APGs are recognised by Parliament, who their officers are, and information about the source and extent of financial and material assistance that groups receive from outside Parliament. Any group whose membership:

- is open to all Members of the House of Commons and House of Lords, and
- includes at least 20 Members (each of whom must be a Member of the House of Commons or House of Lords), comprising: at least 10 Members who are from the same political party as the government, and at least 10 who are not from the government party (of whom at least 6 must be from the main opposition party), and
- includes at least one officer who is a Member of the House of Commons

is required to complete this form so that the group's details may be recorded on the Register of All-Party Groups.

Cross-party groups that do not meet all three of the criteria listed above do not qualify for registration. The Chair of such a group should, however, include in his or her entry on the Register of Members' Financial Interests details of any financial or material support received in that capacity, subject to the rules governing that Register. Members requiring advice on this point should contact the Registrar on 020 7219 3277.

HOW TO REGISTER AN ALL-PARTY GROUP

(1) Check that your group qualifies for registration:

Read through this form to establish whether or not your group qualifies for registration (in particular whether it meets the three key criteria cited above).

(2) Schedule an inaugural election of officers:

Set a date for the group's 'inaugural election of officers', which effectively counts as the group's first Annual General Meeting of a given parliament. Next, book a meeting room at the House of Commons by contacting the Facilities Department on 020 7219 3090. Alternatively, if the room booking is sponsored by a Member of the House of Lords you may be able to book a room there (call 020 7219 6049).

(3) Advertise the inaugural election on the All-Party Notices:

Ask the Government Whips' Office (allpartynotice@parliament.uk; 020 7219 4333) to advertise the meeting as an 'inaugural election of officers' (to distinguish it from any other type of meeting) on the All-Party Notices, which is a listing they publish each week when the House is sitting.

The Whips' printing deadline for copy from you is usually the Wednesday before the week in which the meeting is due to take place – sooner if the House is not sitting that Wednesday – so make sure you contact them in good time. In addition to advertising the meeting on the All-Party Notices you may of course write to whomever you choose to inform them about any aspect of the meeting. For advice on the rules regarding the use of stationery provided by the House please call 020 7219 3080. For advice on communications matters (eg use of the crowned portcullis on APG communications and publications) please call 020 7219 1707.

(4) Hold the inaugural election of officers:

At the inaugural election of officers three Members must be present for the meeting to be quorate. Each of the three must be a Member of either the Commons or Lords and at least one of the three must be an officer, so you should elect the officers at the start of the meeting. There are no rules about the process by which officers are elected at the meeting or how members are enrolled, and any other business you wish to conduct is up to the group. Any Member of the Commons or Lords may attend the meeting; anyone else may only attend if invited to do so by the proposed officers of the group.

(5) Deadline for returning this form:

You have **28 days**, starting from the date of your inaugural election of officers, to return this form. Do not return the form *before* the election.

(6) Where to return this form

Please send your completed form to:

The Assistant Registrar, Office of the Parliamentary Commissioner for Standards,
House of Commons, London SW1A 0AA.

Tel: 020 7219 0401

Fax: 020 7219 0490

Email: standardscommissioner@parliament.uk

Website: www.parliament.uk/pcs

Once your forms have been processed the Assistant Registrar will send a letter of confirmation to the group's Registered Contact (whom the group is asked to name on page 5 of this form), together with a copy of the entry which will appear about the group in the next edition of the Register of All-Party Groups and also a printed copy of the Guide to the Rules on APGs. An updated version of the Register is published every 6 weeks approximately when the Commons is sitting.

(7) Advice about APGs:

A range of information relating to APGs, which includes the Register of APGs and the Guide to the Rules on APGs, can be found at www.parliament.uk (look under 'All-Party Groups' in the A-Z Index on the home page there). The Assistant Registrar, whose details are in para 6 above, may also be contacted for advice on the rules governing APGs.

SECTIONS FOR COMPLETION BY GROUP:

1. GROUP'S TITLE

If persons other than Members of either the Commons or Lords are allowed full membership (ie voting rights), the words 'Associate Parliamentary Group' must be included somewhere in the group's title. If such persons are not allowed full membership, the words 'All-Party Parliamentary Group' must be included instead. The rest of the group's title should merely reflect the group's subject so that the latter is obvious from its title alone (eg All-Party Parliamentary Group on *Taxation*). Please write your group's full title below.

2. STATEMENT OF GROUP'S PURPOSE

Please summarise key points only and write them below.

3. DATE OF GROUP'S INAUGURAL ELECTION OF OFFICERS

Please write below the date on which you held the group's inaugural election of officers in the current parliament.

4. GROUP'S OFFICERS

Together the group's officers run the group, though it is the officer nominated by the group as its Registered Contact (who must be both an officer of the group and an MP) who is ultimately responsible for ensuring that the group complies with the House's rules. At least one officer must be an MP, therefore, and each of the other officers must be a Member of the House of Commons or House of Lords. Groups typically have the officers shown overleaf. However, you may adapt their titles as you wish and may have fewer or more officers than the four listed. The minimum number of officers allowed is two, one of whom must be the Chair (or whatever version of the title you prefer eg Chairman). Jointly held posts are allowed (eg Joint Chairs), as are combined posts (eg Secretary/Treasurer). Please write your officers' details overleaf.

[Section 4 continued]

OFFICER'S TITLE	OFFICER'S NAME	PARTY AFFILIATION
CHAIR		
VICE-CHAIR		
TREASURER		
SECRETARY		

5. GROUP'S 20 QUALIFYING MEMBERS			
<p>Qualifying members are no different from ordinary members of the group except that their names are cited on the Register as proof that the group qualifies for registration by meeting the membership quotas detailed below.</p> <p>Each qualifying member must be a Member of the House of Commons or House of Lords. Officers may be listed as both officers and qualifying members if you wish.</p> <p>Please write below in capital letters the names of EXACTLY 20 qualifying members, namely: 10 who are from the same political party as the government and 10 who are not from the government party. Of the latter 10 at least 6 must be from the main opposition party. In a <i>coalition</i> government, any Member from a party that is part of the coalition counts as a 'government party' member.</p>			
GOVERNMENT PARTY	MAIN OPPOSITION PARTY	OTHERS (indicate party affiliation, if any, in end column)	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

9. FINANCIAL BENEFITS (MONEY) RECEIVED BY THE GROUP

Where the group has received money (eg donations, subscriptions) amounting to £1,500 or more from the same source outside Parliament in this calendar year, please register below the source and amount of the benefit. When stating the name of any organisation please avoid unnecessary acronyms and abbreviations.

Example:

- Quality Products Ltd – £10,000.

SOURCE OF BENEFIT	AMOUNT OF BENEFIT

10. MATERIAL BENEFITS (GOODS OR SERVICES) RECEIVED BY THE GROUP

Where the group has received goods or services (not money) to the value of £1,500 or more from the same source outside Parliament in this calendar year, please register below the source and nature of the benefit (unless it is the provision of **secretariat services**, which you should register in section 11 instead).

You are not required to register the financial value of the benefit but by registering the benefit you are indicating that you either know for certain or else believe it likely that its value is £1,500 or more in a calendar year. When stating the name of any organisation please avoid unnecessary acronyms and abbreviations.

Examples:

- Quality Products Ltd paid for a group reception held on 21 July 2010.
- Quality Products Ltd paid the printing costs of a report published by the group in July 2010.
- Quality Products Ltd paid for air fares and accommodation when members of the group visited Italy from 16-20 July 2010.
- Quality Products Ltd paid for tickets to a performance at the Royal Opera House on 21 July 2010.

SOURCE OF BENEFIT	NATURE OF BENEFIT

11 (c) Organisation other than a consultancy, charity or not-for-profit organisation	
Register below the name and website of the organisation.	
ORGANISATION'S NAME	
ORGANISATION'S WEBSITE	
11 (d) Individual acting in a personal capacity as group's secretariat	
If someone is acting in a personal and unpaid capacity as the group's secretariat and if the provision of this service constitutes a benefit worth £1,500 or more per calendar year to the group, register the person's name and provide some contact details (eg address, telephone, email), bearing in mind that whatever contact details you provide will be published in the Register of APGs.	
INDIVIDUAL'S NAME	
INDIVIDUAL'S CONTACT DETAILS	

12. PERSONAL BENEFIT TO MEMBERS, THEIR STAFF, OR APG STAFF
<p>Members of the House of Commons should bear in mind that benefits provided to members of APGs may on occasion need to be registered in the Register of Members' Financial Interests, as well as in the Register of All-Party Groups. Such benefits could include the receipt of hospitality, reimbursement of travel costs or the provision of research services to an individual Member. Members should contact the Registrar on 020 7219 3277 if they need advice on this point. Similarly, Members of the House of Lords who receive such benefits should consult the House of Lords Registrar on 020 7219 3120 for advice.</p> <p>By the same token, any staff to the group who hold an APG pass may need to register benefits they receive in connection with their work for the APG by including them in their personal entry in Section 3 of the Register of APGs. For advice contact the Assistant Registrar on 020 7219 0401.</p> <p>Staff to Members of either House (as distinct from staff of APGs) may on occasion receive benefits arising from their involvement with APGs, in which case they too may have to register those benefits by including them in the registers held by the Commons and Lords on the financial interests of Members' staff. For advice contact 020 7219 0401 (Commons) or 0207 219 3120 (Lords).</p>

13. AFFILIATION OF 'COUNTRY' GROUPS		
Country groups (ie those which relate to a particular country or region) may be eligible to join the Commonwealth Parliamentary Association (CPA) or Inter-Parliamentary Union (IPU). Should you need information about the nature of these organisations and the benefits of affiliation please call the CPA on 020 7219 5373 or IPU on 020 7219 3013.		
	YES	NO
IS THE GROUP IS CURRENTLY AFFILIATED TO THE IPU?		
IS THE GROUP IS CURRENTLY AFFILIATED TO THE CPA?		

14. SIGNATORY	
This form, including the Declaration below, must be signed by the Commons officer named by the group on page 5 of this form as the group's Registered Contact and as the person who is ultimately responsible for ensuring the group's compliance with the House's rules.	
<u>Declaration:</u>	
'I have read the Guide to the Rules on All-Party Groups and undertake to abide by those Rules.'	
SIGNATURE OF GROUP'S REGISTERED CONTACT	
NAME OF SIGNATORY	
DATE	
Please return your completed form to: The Assistant Registrar, Office of the Parliamentary Commissioner for Standards, House of Commons, London SW1A 0AA.	