

## ADVICE NOTE 2: SECURITY AT APPG MEETINGS

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1. You are reminded that APPG meetings must never be advertised as public meetings. Under the rules governing the use of the House's committee and conference rooms and its catering facilities, the person sponsoring the booking is responsible for the conduct of the meeting and the behaviour of those attending.
2. The Security Department has provided the following advice on the conduct of APPG meetings. If an APPG meeting is open to non-passholders, these individuals must receive personal invitations. The Chair or prospective Chair (or a delegated officer or officers) must approve the invitation list. Before doing so they should consider carefully who they put on that list and whether there are any potential concerns surrounding particular invitees. They should also consider whether the subject matter may attract others, not invited, but intent on causing disruption. This may become more of an issue if the event is advertised widely.
3. If Chairs feel an event may attract unwanted attention or has the potential to put the safety of APPG members in jeopardy then they should discuss it with Security Control on Ext 5311. The Parliamentary Security Department assesses the security risks to APPGs along with other parliamentary activity on a weekly basis. If there are reasons to believe there may be cause for disruption, for example if a contentious issue is under discussion, then additional security support will be provided.

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For advice contact: <a href="mailto:groupsregister@parliament.uk">groupsregister@parliament.uk</a> or 020 7219 0401
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