
Overseas Office

Guide for Members of the Delegations

The Administrative Guide for Members of the
UK Delegations to the Parliamentary Assembly
of the Council of Europe, NATO PA and OSCE PA

This *Guide* is administered, on behalf of both Houses, by the

Overseas Office

(Parliamentary Assemblies Section)

House of Commons

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1. Introduction and guiding principles

1. This *Guide* provides information for House of Commons and House of Lords Members of the three parliamentary delegations to the:
 - i. *Parliamentary Assembly of the Council of Europe (PACE)*
 - ii. *NATO Parliamentary Assembly (NATO PA)*
 - iii. *Organization for Security and Co-operation in Europe Parliamentary Assembly (OSCE PA)*
2. The *Guide* has been divided into three sections. The first sets out the guiding principles for all Members having recourse to public funds. The second deals with how the three delegations are composed and nominated, and how the UK Parliament interprets its responsibilities as a member of the three assemblies. The third provides details of the support Parliament will provide to members of the delegations to allow them to effectively carry out their duties.
3. This edition of the *Guide* replaces all previous versions¹ and is approved and issued by the House of Commons Commission (advised by the Finance Committee) and the House of Lords Commission. It is administered by the Parliamentary Assemblies Section of the House of Commons Overseas Office under the direction of the Heads of the Overseas Offices in both Houses. The Overseas Offices will review the *Guide* from time to time and at least once per full-term Parliament will submit the reviewed *Guide* to the Commissions of the two Houses for approval.
4. If any matter is unclear in this *Guide*, or additional information is required, Delegation members should contact the staff of the House of Commons Overseas Office (Parliamentary Assemblies Section) for further guidance.

¹ The most recent previous edition was the *Guide for Members of the Delegations*, May 2015.

5. In interpreting the provisions of this *Guide*, Members should first consider the following principles:
- i. *Claims should be above reproach and must reflect actual usage of the resources being claimed*
 - ii. *Claims must only be made for expenditure that it was necessary for a Member to incur to ensure that they could properly perform their individual duties as a member of a parliamentary assembly*
 - iii. *Claims cannot relate to party political activity of any sort, nor must any claim provide a benefit to a party political organisation*
 - iv. *It is not permissible for a Member to claim for anything that they are claiming from any other source*
 - v. *Members must ensure that claims do not give rise to, or give the appearance of giving rise to, an improper personal financial benefit to themselves or anyone else*

- vi. *Members are committed to openness about what expenditure has been incurred and for what purposes*
- vii. *Members take personal responsibility for all expenses incurred, for making claims and for keeping records, even if the administration of claims is delegated by them to others*
- viii. *The requirement of ensuring value for money is central in claiming for accommodation, goods or services*
- ix. *Claims must be supported by documentary evidence, except where the House has agreed that such evidence is not necessary²*

This Guide is not intended to be exhaustive or to cover every eventuality that Delegation members may encounter. At all times, Members are expected to act in accordance with the spirit of the principles laid down by Parliament to guide Members having recourse to public funds.

² These principles are adapted from those contained in the former *Revised Green Book and audit of Members' allowances*, HOC Members Estimates Committee, First Report of Session 2008–09, HC 142.

6. Members of the House of Commons should also have regard to the *Code of Conduct* and the *General Principles of Conduct in Public Life* contained therein.³ Members of the House of Lords are also bound by the *Code of Conduct* agreed by the House on 3 April 2017.
7. When submitting claims for reimbursement, Delegation members may also find it useful to consider the following questions:
 - i. *Is this expense genuinely incurred in my role as a Delegation member as opposed to my personal capacity?*
 - ii. *Is this expense supporting me in carrying out my parliamentary duties?*
 - iii. *Does the claim match the purpose of the relevant allowance?*
 - iv. *Could the claim in any way damage the reputation of Parliament or its Members?*
 - v. *Am I comfortable with my claim being publicly available for the purpose of Freedom of Information?*

³ *Code of Conduct* together with the *Guide to the Rules Relating to the Conduct of Members*, HC 1076 Session 2014–15.

2. The formation of the delegations and Parliament's responsibilities to the assemblies

Composition of the delegations

Numbers

8. In accordance with its obligations as a member of the three inter-parliamentary assemblies, Parliament nominates the following number of representatives and substitutes:

<i>Assembly</i>	<i>Representatives/ Full members</i>	<i>Substitutes/ Alternate members</i>
PACE	18	18
NATO PA	18	0
OSCE PA	13	13

Appointment

9. Under the Rules of the three Assemblies, all representatives and substitutes shall be nominated in accordance with the practice of the relevant House, as set out in the following paragraphs.
10. Delegation members are formally appointed in a Written Statement by the Prime Minister (PACE and OSCE PA), or by the Secretary of State for Foreign and Commonwealth Affairs (NATO PA).
11. Membership reflects the political party balance in the House of Commons at the time of the most recent General Election and each House decides on the distribution of its places. It is for each party to determine their own method of nominating members of the delegations. The balance of Members and Peers nominated should broadly reflect the split of funding between the two Houses, presently 70:30 Commons:Lords.
12. Once a Member's nomination has been announced, the Delegation secretary submits their nomination (and any necessary supporting credentials) to the relevant Assembly. For the PACE Delegation credentials are required to be ratified at a plenary session or Standing Committee meeting.
13. Only when their Delegation membership has been ratified may Members attend meetings and make claims for financial support, although Members will be funded to travel to a plenary meeting if they reasonably expect their credentials to be ratified at that session. The Delegation secretary will keep Members informed of the progress of their nomination.

Tenure of appointment and general elections

14. Peers and Members who have been nominated as members of one or more delegations shall remain so (including during a dissolution of Parliament, see below) until the Prime Minister or Secretary of State for Foreign and Commonwealth Affairs formally announces that they have been replaced, or upon the expiration of their credentials.
15. Delegation members who no longer wish to serve on the delegations should inform their Chief Whip as soon as possible. The Overseas Office (PAS) will, at the request of the Leader of a Delegation, provide information on Members' attendance.
16. Following the calling of a General Election, Delegation members are subject to the rules of procedure of the relevant Assembly:
 - i. *For NATO PA and PACE, Members remain as Delegation members for up to six months following the date of a General Election or until a new delegation has been appointed. Members of the House of Commons who have ceased to be Members of Parliament may continue to attend all relevant meetings during this period and shall receive the same level of support from the Overseas Office (PAS) as they previously received.*
 - ii. *For OSCE PA, Members remain as Delegation members for up to six months after the date of a General Election, or until a successor delegation is appointed. Members who lose their seats cease to be members of the Assembly. Under the Assembly's rules, a Member standing for re-election is considered a Member of Parliament and, by implication also a member of the OSCE PA delegation until the election is decided.*

17. Subject to the other provisions of this *Guide*, Delegation members remain eligible for support during and after a dissolution of Parliament.

Eligibility to attend meetings

18. Once appointed, Delegation members may attend Assembly meetings and claim support from Parliament for the cost of associated travel and subsistence. Different rules apply to representative and substitute members of the delegations and are summarised below.

PACE

19. All representative and substitute members are entitled to attend all **plenary sessions** of the Assembly which are held four times a year in Strasbourg.

20. Delegation members who are full members of a **committee** or a **sub-committee** are entitled to attend any of its meetings.

21. Alternate members of a committee or a sub-committee may only attend if a full member of the committee is unable to attend, except in the following two circumstances:

- i. *the Member is an ex officio member of the committee or sub-committee*
- ii. *the Member is Rapporteur for a report that is on the agenda for discussion at the meeting*

22. Eligibility to attend committee and sub-committee meetings as an alternate member shall be determined as set out in the section on *Notification of forthcoming meetings*. (see paragraphs 36-39).

23. An annual budget is available to fund attendance at *ad hoc* conferences. Decisions on attendance are at the discretion of the Leader of the Delegation (see paragraphs 81-86).

NATO PA

24. Delegation members are entitled to attend all **plenary sessions**, these are typically held twice a year in Spring and Autumn.
25. Delegation members who are **full members** of a **committee** or a **sub-committee** are entitled to attend any of its meetings.
26. Alternate members of a committee or a sub-committee may only attend if a full member of the committee is unable to attend, except in the following two circumstances:
 - i. *the Member is an ex officio member of the committee or sub-committee*
 - ii. *the Member is Rapporteur for a report that is on the agenda for discussion at the meeting*
27. Eligibility to attend committee and sub-committee meetings as a substitute member shall be determined as set out in the section on *Notification of forthcoming meetings* below.
28. Members of the Standing Committee and members who are a Chair, Vice-Chair, Rapporteur of a principal committee, or a Chair of a sub-committee, are eligible to attend the Parliamentary Transatlantic Forum.
29. Eligibility to attend Bureau and Standing Committee meetings is determined according to the NATO PA Rules of Procedure. The alternate member of the Standing Committee is entitled to attend all meetings of the Standing Committee, by convention the alternate member is a senior member from an Opposition Party.
30. An annual budget is available to fund attendance at *ad hoc* conferences. Decisions on attendance are at the discretion of the Leader of the Delegation (see paragraphs 81–86).

OSCE PA

31. Full members of the Delegation are entitled to attend the Winter and Annual Sessions of the Assembly.
32. Delegation members who are **full members** of a committee or a **sub-committee** are entitled to attend any of its meetings.
33. Full members of the OSCE PA Delegation are entitled to participate in parliamentary or presidential election observation missions organised by the OSCE PA. Alternate members are not permitted to participate in election observation missions. Where the Assembly imposes a limit on the numbers who may participate, participation will be at the discretion of the Delegation Leader.
34. Delegation members who are members of the Bureau or of the Rules Committee may attend any meetings of those committees.
35. An annual budget is available to fund attendance at seminars and *ad hoc* conferences. Decisions on attendance are at the discretion of the Leader of the Delegation (see paragraphs 81–86).

Notification of forthcoming meetings

36. The *Rolling Programme* is a document listing details of all forthcoming meetings of the Assemblies. It is produced fortnightly by the Overseas Office (PAS) and e-mailed to Delegation members.
37. Members entitled to attend a meeting should inform the Overseas Office (PAS) whether they expect to attend as soon as possible after it first appears on the *Rolling Programme*.
38. In the case of members not so entitled, for example alternate members in respect of committee meetings, expressions of interest in attending will be noted by the Office and recorded on the *Rolling Programme*. The alternate member should then:
- i. *obtain the permission of a full member of that committee who is not planning to attend the meeting, so that they can attend in their place*
 - ii. *inform the Overseas Office (PAS) as soon as this permission has been obtained so that the Office can assist them by making travel and accommodation arrangements*
- If necessary, the Leader of the Delegation shall determine which alternate(s) may attend a meeting.

39. If a full member of a committee or sub-committee informs the Overseas Office (PAS) that they do not plan to attend a meeting and then changes their mind, they may only attend if their place has not already been taken by an alternate member.

Eligible meetings

What is a meeting?

40. Parliament has agreed to facilitate the attendance of Delegation members at plenary sessions and committee meetings. Parliament will not necessarily support travel to, and attendance at, all meetings organised by an Assembly.

41. For the purposes of this *Guide*, a properly constituted meeting includes:

- i. *plenary sessions:*
 - PACE – four a year, held in Strasbourg
 - NATO PA – two a year (Spring and Annual)
 - OSCE PA – two a year (Annual and Winter)
- ii. *all committee and sub-committee meetings which are properly constituted and have an agenda or programme that has been circulated in advance*
- iii. *the following meetings, although participation in these meetings is subject to restrictions:*
 - Bureau and Standing Committee meetings
 - Election observation missions
 - NATO PA Transatlantic Forum
 - Rose-Roth Seminars
 - *Ad hoc* committees

42. The following, for example, do not qualify as meetings for the purposes of this *Guide*:

- i. *travel undertaken by Members as Rapporteurs*
- ii. *travel to represent an Assembly at another Assembly meeting or conference*
- iii. *attendance at a conference or similar event*
- iv. *attendance at an event that is almost wholly social in nature (such as a dinner)*

Attendance at such events should either be financed by the Assembly in question, or by the individual Delegation member, or from other sources (such as the Conference Attendance Allowance⁴ or arrangements for Members' European Travel made by IPSA⁵ for Commons Members, or under the House of Lords *Guide to Financial Support for Members*).⁶

43. In case of doubt, the Heads of the Overseas Offices in the House of Commons and House of Lords shall determine whether such meetings are properly constituted in accordance with this *Guide*.

⁴ See paragraphs 81-86 and Annex.

⁵ Independent Parliamentary Standards Authority (IPSA) *The Scheme of MPs' Business Costs and Expenses 2018-19*, 10th Edition, HC 876 Session 2018-19, para 9.3d.

⁶ House of Lords *Guide to Financial Support for Members* May 2018, Chapter 15.

Members' attendance at meetings

44. Delegation members are expected to take part in the entirety of all meetings they attend, except:
- i. *where Members are recalled on a three-line Whip to vote in their respective House*
 - ii. *for plenary sessions (or equivalent meetings) lasting four days or more*
 - iii. *exceptional circumstances with the Delegation Leader's consent*

In such a case a Member, having returned to Westminster, will not normally be funded to return to the relevant Assembly; an exception can be made by the Head of the House of Commons Overseas Office where the Member is scheduled to present a report as Rapporteur or as Chair of a committee or sub-committee.

Meetings in the UK

45. The Houses recognise that Delegations have a duty to host meetings from time to time. The offer to host such meetings may only be made by a Leader of the Delegation after they have secured the approval of the Head of the House of Commons Overseas Office, who may request that the relevant Delegation secretary draw up a draft budget for the event beforehand. This requirement extends to the hosting of committee and sub-committee meetings as well as inward visits by Rapporteurs. In the case of NATO PA and OSCE PA, any offer to host a plenary session, Standing Committee or equivalent meeting will require prior approval of the House of Commons Commission and the House of Lords Commission in view of the expenditure involved.
46. Assembly meetings organised in the UK without such prior approval will not have access to parliamentary resources.

3. Parliament's support for delegation members

Travel

General principles: value for money

47. All tickets for Delegation travel must be ordered through the Parliamentary Assemblies Section of the Overseas Office, which will give guidance as to the most appropriate route and carrier. The Overseas Office (PAS) has no authority to reimburse tickets purchased directly by a Delegation member.

48. It is recognised that Delegation members are required to travel frequently and for extended periods in order to fulfil their duties and that the terms on which they travel should therefore facilitate effective working where possible:

- i. *on flights over three hours, business class tickets may be used, although for flights of between three and eight hours consideration should be given to premium economy tickets*

- ii. *on flights under three hours, economy class tickets shall be used, except where a business class ticket is within the benchmark provided by the Overseas Office (PAS)*
- iii. *travel will be funded from and to home/constituency/Parliament. The Delegation secretary must be consulted for advice in any other circumstances*

49. Given the unpredictable demands of Members' parliamentary duties, fully flexible air tickets may be purchased for travel when Parliament is sitting.

50. However, in recesses or where Members believe that their plans are unlikely to change, restricted or non-flexible tickets should be purchased if it would result in significant savings. Where Members who have restricted/non-flexible tickets are required to change their arrangements because of parliamentary duties the costs of changing will be reimbursed subject to the other provisions in this *Guide*.

Air travel

51. In most cases, especially for travel outside Europe, the Overseas Office (PAS) will stipulate which carrier is most appropriate and will provide a benchmark fare, taking into account meeting times and the provisions of this *Guide*.

Trains

52. Members may travel by train to the following destinations, where convenience and cost make it a suitable alternative:

- Paris (Eurostar)
- Brussels (Eurostar)
- Strasbourg (Eurostar and TGV)

Because of the nature of the ticketing structure for Eurostar travel, Business Premier tickets may be used.

53. The total cost of rail tickets, and any additional subsistence claimed, should not exceed that of an appropriate air fare.

Loyalty schemes

54. Air miles or similar customer loyalty benefits and other discounts earned on travel for which claims are payable under this *Guide* are not for personal use.

Car

55. Members may travel to Paris, Brussels and Strasbourg by car. In such cases Members may claim for:

- mileage incurred in travelling to and from home/constituency/Parliament at the rate determined by IPSA (for the House of Commons) and by the House of Lords for Peers
- the cost of a return Eurotunnel/ferry fare
- parking at a hotel or similar for the duration of the meeting
- any road tolls incurred

Members will be required to submit receipts for the expenses incurred, which must be pre-agreed and booked in advance.

Travel to/from airport

56. Members travelling on delegation business should travel to and from airports (both in the UK and abroad) by means of public transport and claim the costs back with their claim form. However, where public transport is not available or would result in an overly long or arduous journey, Members may claim separately for either:

- i. *the cost of a taxi fare (in the UK, only the cost of pre-booked taxis will be reimbursed)*
- ii. *the cost of driving to the airport, including mileage incurred in travelling to and from home/constituency/Parliament at the rate determined by Corporate Services in the House of Commons and the Finance Department of The House of Lords and the cost of pre-booked long stay airport parking for the duration of the meeting*

In either case Members must give notice to and be authorised by the Overseas Office (PAS), which will advise on what may be reimbursed.

Internal travel overseas

57. When Members are attending a meeting overseas at a venue that is not within walking distance of the hotel recommended by the Overseas Office (PAS), and where transport has not been provided by the meeting organiser, they may claim for a taxi to and from the venue. Only one such claim may be made per day, and only claims submitted with a receipt will be reimbursed.

Travel within the UK

58. Members undertaking travel within the UK solely in connection with attending Assembly meetings overseas should claim for it from the Overseas Office's budget and not from their own allowances. This expenditure can include travelling to London from their constituency, or in the case of a Member of the House of Lords their registered residential address, for an onward flight.
59. For example, a Member travelling from Edinburgh to Strasbourg by air to attend an Assembly meeting abroad who is required to change flights in London, must book their entire journey via the Overseas Office (PAS). However, if they go to the House first in pursuit of other parliamentary duties (including voting), the cost of the Edinburgh-London flight should be attributed to their normal travel allowance and only the London-Strasbourg leg to the Overseas Office (PAS).

Accommodation and subsistence

60. In order to carry out their duties as a Delegation member, Members are entitled to claim for the cost of accommodation and subsistence.

Accommodation

61. Members may claim for accommodation costs when the meeting they are attending:
- i. starts so early that it is impossible to travel there on the same day*
 - ii. finishes so late that it is impossible to return to London on the same day*
 - iii. lasts for more than one day*

If Members are in any doubt as to whether the meeting they are attending justifies an overnight stay, they should consult the Delegation secretary.

62. In the case of the NATO PA and OSCE PA delegations, the Overseas Office (PAS) will identify the official UK Delegation hotel, based on information from the international secretariat and taking into account the location of the meeting, the recommendation of the Assembly organising the meeting, and cost.
63. For PACE members, the Overseas Office (PAS) will indicate on the *Rolling Programme* the maximum overnight cost which a Member may claim. Decisions will take into account the location of the meeting, the recommendation of the Assembly secretariat organising the meeting, and cost. Suitable hotels will be recommended by the Overseas Office (PAS) based on information provided by the Assembly secretariat.
64. A member of any delegation staying at a different hotel from one recommended by the Overseas Office (PAS) cannot be reimbursed for any costs in excess of those at a recommended hotel. Additional local transport costs arising from staying in a different hotel cannot be reimbursed.
65. Only claims submitted with a receipt will be refunded. The claim may include the cost of accommodation including taxes and breakfast where not included in the room rate. Members who choose to make private arrangements (for example staying with family/friends) will not be entitled to any reimbursement.
66. Where a Member chooses to travel with a spouse or partner only the cost of single occupancy will be reimbursed.

67. In the normal course of delegation activities, Members are required to provide their personal credit card details to secure a room booking and may then claim back the accommodation costs. However:

- i. *Where delegation-related activities require a deposit or pre-payment (e.g. for accommodation), Members can request payment of this charge by the Overseas Office (PAS), subject to the approval of the Head of the Overseas Office*
- ii. *Where hotel bookings require a Member's personal credit card details to guarantee a room booking and where the hotel's cancellation policy would result in charges if the Member cancels after the hotel's cancellation deadline, Members may apply for reimbursement from the Overseas Office (PAS)*

Requests will be considered on a case-by-case basis by the Head of the Overseas Office and any authorisation will be dependent on proof of reasonable grounds for cancellation and proof that the Member took steps to cancel the reservation as soon as reasonably possible after the need for cancellation became known.

Subsistence

68. For each meeting listed on the Rolling Programme, the Overseas Office (PAS) will indicate the daily subsistence rate that Members are entitled to claim. This amount varies according to the location of the meeting and is based on HMRC *Worldwide subsistence rates*.
69. Members are not required to submit receipts for subsistence claims. The amount is determined by the time spent away from home/constituency/Parliament in 5, 10 or 24-hour periods.
70. Subsistence claims must be reasonable and must reflect appropriate and direct routes of travel. Members who choose to travel out before a meeting, who return later than the meeting requires, or who do not take the most direct form of transport should submit notional timings (i.e. claim as if they had travelled solely to attend the meeting).

71. Members who travel out to, or back from, an overseas meeting via London and stay overnight in London may only claim from the time they left/returned to London.
72. Members of the House of Lords travelling on delegation business may claim the Reduced Daily Allowance under the Scheme for Financial Support for Members, as set out in the Guide available from the House of Lords Finance Department. The House of Lords Finance Department is responsible for all aspects of this scheme and relevant payments.

Abatement

73. Where Members are offered British tax-payer funded meals on a visit, for example a formal dinner hosted by the British Ambassador, their subsistence will be abated by amounts indicated in the HMRC *Worldwide subsistence rates*.

Subsistence within the UK

74. When travelling in the UK on delegation business Members will receive subsistence in line with that provided for select committee travel in the UK (see Annex).

⁷ Worldwide subsistence rates

Subsistence between successive meetings

75. Where a Member is attending two successive meetings overseas, it may be cheaper for them to travel direct between the two venues without returning to the UK. In such cases subsistence and accommodation costs may be paid for the intervening period if all of the following conditions are met:
- i. the total cost is less than the cost of an intervening return to the UK*
 - ii. returning to the UK in between two meetings would be unreasonably inconvenient or unduly arduous*
 - iii. no more than two full days extra subsistence are sought*
 - iv. the prior approval of the relevant Delegation secretary has been obtained*

Claims

76. Prior to any official delegation visits, Members will receive a claim form and guidance note from the Overseas Office (PAS) which will explain the claiming process.

IPSA cards

77. Members of the House of Commons must not use their IPSA credit cards in connection with any delegation activity.

Publication scheme

78. Information about Delegation members' work on the delegations is subject to the provisions of the Freedom of Information Act 2000. In accordance with the Houses' commitment to openness and transparency in their use of public funds, details of the amounts of money claimed by members on delegation travel will be published at three monthly intervals on the parliamentary website; publication will be by Financial Year quarter, in principle within four months of the end of each quarter.
79. Prior to publication individual data will be e-mailed to each Member concerned.

Second passports

80. Delegation members who travel frequently may find it necessary to acquire a second passport, especially if they frequently visit countries that require an entry visa (since obtaining an entry visa can mean passports being unavailable when lodged with an embassy). Any Member who finds that they are unable to carry out their duties as a Delegation member without a second passport should apply for one via the Overseas Office (PAS), which will bear the cost of the application provided it is required in relation to the work of the parliamentary assemblies. Members remain responsible for the costs of renewing their personal (first) passport.

Conference Attendance Allowance

81. From time to time, it may be desirable for Delegation members to attend *ad hoc* conferences that are not official meetings of the Assembly but which are relevant to its work.
82. Generally, the relevant Assembly pays for the Member to travel to such events. However, if this is not possible for any reason, the Member may apply for their travel and subsistence costs to be met from the Conference Attendance Allowance (CAA) – a specific sum of money set aside by the Commissions for such purposes (see Annex).
83. Applications by Members should be made in writing to the Leader of the Delegation, setting out the justification for the expenditure. The Leader will then determine whether or not to allow the member to attend the event, based on the following criteria:

- i. *relevance of the meeting to the Delegation's work*
 - ii. *the cost of attendance*
 - iii. *the availability of funds from other sources (e.g. the relevant Assembly, the Member's European Travel Scheme administered by IPSA or the House of Lords application form for European Travel on Parliamentary Business)*
 - iv. *the party balance on the Delegation*
 - v. *previous claims made by the Member in question (generally, Members may only make a claim under the CAA once in any financial year)*
84. All expenses incurred by Members under the CAA must be in accordance with the rules set out in this Guide and any other conditions which may be stipulated by the Head of the House of Commons Overseas Office.

85. Once the CAA for a financial year has been used up, no further claims will be considered.

86. Expenditure made under this allowance will be subject to the publication scheme set out above in para 78.

Entertainment Allowance

87. To facilitate meetings with parliamentarians, experts and other relevant persons, each Delegation is allocated a set amount of money for the purposes of liaison and hospitality (see Annex). Expenditure of the allowance will be determined by the Leader of the Delegation.

88. Delegation Leaders must be satisfied that the proposed expenditure will contribute significantly to the effectiveness of the meeting in a way which could not otherwise be achieved.

89. Expenditure made under this allowance will be subject to the publication scheme set out above in para 78.

Members with a disability

90. Any Commons Delegation member who receives additional support from IPSA in carrying out their other parliamentary duties owing to a disability may on the same basis also receive additional support while on delegation business. There is an equivalent process for Lords Delegation members. The nature and extent of this support will be determined on a case-by-case basis by the Heads of the Overseas Offices.

Office holders

91. Delegation members who are elected to the position of President of one of the three assemblies may apply to the Head of the Overseas Office for additional support to carry out their duties more effectively. The extent and nature of the additional support offered by Parliament in such cases will be determined on a case-by-case basis by the relevant House authorities.

Insurance

92. When travelling overseas on official Delegation business Members are covered by the relevant House insurance schemes. Full details of the schemes are available from House of Commons Corporate Services or House of Lords Finance Department.
93. Members are encouraged to apply for a European Health Insurance Card (EHIC) and carry it with them at all times during Delegation travel.

Annex

Limit on allowances

The following limits shall apply:

1. UK subsistence rate –

- £30 per 24 hours (all delegations);

2. Annual Conference Attendance Allowance –

- PACE – £6,000
- NATO PA – £6,000
- OSCE PA – £6,000

3. Annual Entertainment Allowance –

- PACE – £6,000
- NATO PA – £3,000
- OSCE PA – £3,000

These limits shall be reviewed annually by the Heads of the Overseas Offices and any changes will be put to the Commissions of both Houses for approval.

