

British-American Parliamentary Group



Executive Committee Report

2013-14

(For the year ended 31 March 2014)

British-American Parliamentary Group



Executive Committee Report 2013-14

(For the year ended 31 March 2014)

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OFFICERS & MEMBERS OF THE EXECUTIVE COMMITTEE 2013-2014

Honorary Joint Presidents

The Speaker of the House of Commons
The Lord Speaker

Vice-Presidents

The Rt. Hon. Margaret Beckett, DBE, MP
The Rt. Hon. the Baroness Boothroyd, PC, OM
The Rt. Hon. the Lord Carrington, KG, GCMG, CH, MC, DL
The Rt. Hon. Nick Clegg, MP
The Rt. Hon. Iain Duncan Smith, MP
The Rt. Hon. the Lord Falconer of Thoroton, QC
The Rt. Hon. William Hague, MP
The Rt. Hon. the Lord Howard of Lympne, QC
The Rt. Hon. the Lord Howe of Aberavon, Kt, CH, QC
The Rt. Hon. the Lord Hurd of Westwell, CH, CBE
The Rt. Hon. the Lord Jopling, DL
The Rt. Hon. Charles Kennedy, MP
The Rt. Hon. the Lord Mackay of Clashfern, KT
The Rt. Hon. the Lord Martin of Springburn
The Rt. Hon. Ed Miliband, MP
The Rt. Hon. the Lord Molyneux of Killead, KBE
The Rt. Hon. the Lord Morris of Aberavon, KG, QC
The Rt. Hon. the Lord Owen, CH
The Rt. Hon. Jack Straw, MP

Honorary Chairman The Prime Minister

Vice-Chairmen The Rt. Hon. Andrew Mitchell, MP
The Rt. Hon. Douglas Alexander, MP

Honorary Secretary Brian Donohoe, MP

Honorary Treasurers The Rt. Hon. Sir. Greg Knight, MP
The Rt. Hon. John Spellar, MP

MEMBERS OF THE EXECUTIVE COMMITTEE House of Commons

Government

Christopher Chope, OBE, MP
Tobias Ellwood, MP
David Heath, CBE, MP (*co-opted February 2014*)
Jack Lopresti, MP
Mark Pritchard, MP
The Rt. Hon. Sir John Stanley, MP
Stephen Williams, MP (*stood down December 2013*)

Opposition

The Rt. Hon. Ann Clwyd, MP
Michael Dugher, MP
The Rt. Hon. Elfyn Llwyd, MP
Andy Love, MP
Austin Mitchell, MP
David Watts, MP

House of Lords

Conservative

The Rt. Hon. the Lord Trimble
The Baroness O’Cathain, OBE

Labour

The Rt. Hon. the Lord Anderson of Swansea, DL
The Rt. Hon. the Lord McFall of Alcluith

Liberal Democrat

The Lord Sharkey

Cross Bench

The Rt. Hon. the Lord Fellowes, GCB, GCVO, QSO

Administrator: Hannah Mitchell

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Telephone: 020 7219 6209; Fax: 020 7219 5972; email: bapg@parliament.uk

EXECUTIVE COMMITTEE MEETINGS

The Executive Committee 2013-14 met on: 22nd October 2013; 10th December 2013; 4th February 2014 and 13th May 2014.

The Annual General Meeting, at which the current Executive Committee was elected, took place on 10th July 2013.

The following indicates attendances at the Executive Committee meetings since the last AGM:

The Rt. Hon. Douglas Alexander, MP	0/4
The Rt. Hon. the Lord Anderson of Swansea	2/4
Christopher Chope, MP, OBE, MP	1/4
The Rt. Hon. Ann Clwyd, MP	0/4
Brian Donohoe, MP	4/4
Michael Dugher, MP	0/4
Tobias Ellwood, MP	2/4
The Rt. Hon. the Lord Fellowes, GCB, GCVO, QSO	3/4
David Heath, CBE, MP (<i>co-opted Feb. 2014</i>)	1/1
The Rt. Hon. Sir. Greg Knight, MP	4/4
The Rt. Hon. Eifyn Llwyd, MP	3/4
Jack Lopresti, MP	1/4
Andy Love, MP	2/4
The Rt. Hon. the Lord McFall of Alcluith	4/4
The Rt. Hon. Andrew Mitchell, MP	3/4
Austin Mitchell, MP	2/4
The Baroness O'Cathain, OBE	4/4
Mark Pritchard, MP	0/4
The Lord Sharkey	4/4
The Rt. Hon. John Spellar, MP	4/4
The Rt. Hon. Sir John Stanley, MP	2/4
The Rt. Hon. the Lord Trimble	3/4
David Watts, MP	3/4
Stephen Williams, MP (<i>stood down Dec. 2013</i>)	0/1

FINANCIAL STATEMENTS 2013-14

Foreword to the accounts

Introduction

The British-American Parliamentary Group (BAPG) was formed in 1937 to promote closer relations and understanding between Members of both Houses of Parliament of the United Kingdom and Members of both Houses of Congress of the United States of America by providing opportunities for discussion on problems common to both countries and for the exchange of visits and information. The BAPG Objectives, Activities and Rules were formally adopted on 5 July 1967 and have since been subject to minor amendments in 1968, 1981, 1982, 1996, 2000, 2003, 2007, 2008 and 2009.

The BAPG acts as an autonomous body within Parliament. It appoints its own administrative staff to carry out its objectives and the Rules of the BAPG define the limitations on its powers.

The management of the BAPG is vested in the Executive Committee. The Honorary Secretary, who is a member of the Executive Committee, is primarily responsible for the BAPG's activities; the Administrator, who is an official of the BAPG and is not a member of the Executive Committee, is responsible for the executive work of the BAPG. The Chairman of the BAPG is the Prime Minister. The two Vice-Chairmen of the Executive Committee are normally of Cabinet and Shadow Cabinet rank.

Principal activities of the British-American Parliamentary Group

The format of the annual programme of activities has historically consisted of: one Annual Parliamentary / Congressional Conference; one ad hoc specialist delegation visit to the United States (budget allowing); one 'familiarisation' visit to the United States, run conjointly with the United States Embassy and the United States Department of State, and attendance as observers at a biennial course held in the United States for newly elected Members of Congress. Also, every four years, during a Presidential election year, members attend the Democratic and Republican National Party Conventions to see Presidential candidate selection.

Various other activities are held in the United Kingdom with distinguished visitors from the United States.

2013-14 was a busy year for the BAPG with three conferences: the postponed 2012 Annual Parliamentary / Congressional Conference with the House of Representatives BAPG, which took place in Washington D.C. in November 2013; the 2013 Annual Parliamentary / Congressional Conference with the Senate BAPG hosted in the UK (in Hampshire) in September 2013 and the 2014 Annual Parliamentary / Congressional Conference with the House BAPG, brought forward to March 2014 due to the mid-term Congressional elections later in the year, which was held in the UK (London and Kent).

The BAPG also successfully bid for Foreign Office funds from its U.S. Bilateral Programme Budget to fund a thematic visit to the U.S. focused on the US/EU Transatlantic Trade and Investment Partnership (TTIP). The original bid (budget) was based on four members participating in a British Embassy arranged programme but the visit was co-ordinated with the postponed 2012 Annual Conference so that nine Members of Parliament were able to participate in the meetings. The costs of the visit (hotel accommodation, daily subsistence, ground transport) were covered directly by the Foreign & Commonwealth Office.

In July 2013, there was the annual co-sponsored visit to the U.S., run in conjunction with the U.S. Embassy and the U.S. Department of State, whereby eight Members of Parliament participated in a programme designed to give a greater understanding of the U.S. political, electoral and economic systems as well as to gain insight into current domestic and foreign policy issues.

Relationship with the House of Commons Commission and House of Lords House Committee

The BAPG is funded mainly by a grant from the House of Commons Commission and the House of Lords House Committee in the proportion 70:30. The BAPG submits a detailed income and expenditure budget together with bids for expenditure on a rolling three year programme usually in September each year or at the request of the Clerks of the Overseas Offices who are the budget holders on behalf of the House of Commons Commission and House of Lords House Committee. Approval of the budget and the amount of the grant for the coming year is agreed in the first quarter of the following year. The grant is paid in one instalment, usually in April each year.

Prior to 2008-09 the BAPG was funded by HM Treasury.

Results for the year

The Statement of Comprehensive Net Expenditure (page 13) shows that the BAPG had net expenditure of £28,028 for the year 2013-14. The Parliamentary grant for the year was £110,000.

The BAPG currently holds £30,150 in reserves (page 14).

The BAPG off-sets its carbon emissions from flights via the purchase of high quality Certified Emissions Reduction (CER) credits facilitated by the Government Carbon Offsetting Facility under the Kyoto Protocol's Clean Development Mechanism (CDM).

Prompt payment initiative

In line with best commercial practice it is BAPG policy to pay bills in accordance with contractual conditions. Where no such conditions exist, it aims to pay within 30 days of receipt of goods and services or presentation of a valid invoice, whichever is the later. There are no figures available to show performance against this target.

Provision of information to Auditors

As far as the Accounting Officer is aware there is no relevant audit information of which the BAPG's auditors, the National Audit Office (NAO), are unaware. In addition, the Accounting Officer has taken all the steps necessary to make himself aware of any relevant audit information and to establish that the BAPG's auditors are aware of that information.

The Rt. Hon Sir Greg Knight MP (*Accounting Officer*)

_____ 2014

Statement of Accounting Officer's responsibilities

Under the Financial Memorandum, the House of Commons Commission and the House of Lords House Committee have directed the BAPG to prepare for each financial year a statement of accounts to the year ended 31 March. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of BAPG and of its income and expenditure and cash flows for the financial year.

In preparing the accounts, the Accounting Officer is required to:

- give due regard to the procedures laid down in the Financial Memorandum including relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgments and estimates on a reasonable basis;
- state whether applicable standards have been followed and disclose and explain any material departures in the financial statements; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the BAPG will continue in operation.

The Executive Committee has appointed the Joint Honorary Treasurer of the opposite party to the Honorary Secretary, The Rt. Hon. Sir Greg Knight, MP, as Accounting Officer of the BAPG. The responsibilities of an 'Accounting Officer' include responsibility for the propriety and regularity of the BAPG's grant funding, for keeping proper records and for safeguarding the BAPG's assets, as set out in the Financial Memorandum agreed between the BAPG, the House of Commons Commission and the House of Lords House Committee.

Governance Statement

The British-American Parliamentary Group (BAPG) maintains a system of governance that supports the achievement of the objectives and activities of the BAPG whilst safeguarding the public funds and assets in a manner that is consistent with the Financial Memorandum issued by the House of Commons Commission and the House of Lords House Committee for the use of the Group's grant. In discharging its responsibilities the BAPG has had regard to the principles of the Corporate Governance Code for Central Government and in so far as it is relevant considers there are no areas where it has not complied with the spirit of the Code.

Governance framework

The BAPG acts as an autonomous body within Parliament. The management of the BAPG is vested in an Executive Committee. The Honorary Secretary and Joint Honorary Treasurers, who are nominated by the Executive Committee and ratified each year at the Annual General Meeting as additional members of the Executive Committee with full voting rights, are primarily responsible for the Group's activities. The Chairman of the Group is the Prime Minister. The two Vice-Chairmen are normally of Cabinet and Shadow Cabinet rank.

The Group's Rules are set out in a single constitutional document and detail the administrative arrangements and membership of the Group.

The day to day activities are the responsibility of the Administrator who is employed by the Executive Committee and operates under the general direction of the BAPG Officers to implement its policy decisions.

The Group's Rules provide that the Executive Committee shall meet four times a year between one year's AGM and the next. The Executive Committee may determine a time and place for an Annual General Meeting of members to which it submits a report of its proceedings. The Rules also allow for the Executive Committee to call Special General Meetings to consider and determine any matter of interest and importance that may arise.

Relationship with Sponsor: House of Commons Commission and House of Lords House Committee

The House of Commons Commission and House of Lords House Committee provide funding to the BAPG by way of a grant in the proportion 70:30.

The BAPG's relationship with its funding sponsors is embodied in a Financial Memorandum. The Financial Memorandum is an integral part of the governance arrangements.

The Financial Memorandum places a responsibility on the Group to ensure that all resources are used economically, efficiently and effectively. During 2011-12 work was done on a new Financial Memorandum which provided for greater financial reporting to the "budget holders", the Clerks of the Overseas Offices, and limits on reserves. The new Financial Memorandum was in place with effect from April 2012. The Parliamentary authorities undertook a 'light touch' review of the Financial Memorandum in October 2013 and proposed several minor amendments to bring the Financial Memorandum more in line with existing and expected practices. These changes do not ask for anything further from the BAPG than the arrangements already in place. The amendments were approved by the BAPG Executive Committee on 4th February 2014, with subsequent alterations requested by the Commonwealth Parliamentary Association (CPA) and the British Group of the Inter-Parliamentary Union (IPU), approved by the BAPG Officers at the end of March 2014.

The Clerks of the Overseas Offices attend meetings of the BAPG Executive Committee to provide assurance to the House of Commons Commission and House of Lords House Committee that funding is being disbursed in accordance with the purposes and principles set out in the Financial Memorandum as well as to provide such advice and assistance as requested.

The Executive Committee appoints an Accounting Officer from its membership, normally one of the Joint Honorary Treasurers, to ensure that the uses to which the Group puts funds received from the grant are consistent with the purposes for which the grant was given and comply with any conditions attached to them including the provisions of the Financial Memorandum.

The BAPG's accounts and the activities that underpin them are currently subject to external audit by the Comptroller and Auditor General supported by the National Audit Office (NAO). The NAO carry out their audits in accordance with the International Standards on Auditing (UK and Ireland) and each year report the results of their work to the BAPG's Executive Committee.

Internal Audit services of both Houses may also be used to provide assurance to the sponsors and to the BAPG Executive Committee. The Internal Audit services have the right of access to all the BAPG records, operations and physical properties of the body and to the Executive Committee members, employees and contractors, as set out in the Financial Memorandum.

The Group's governance activities in 2013-14

The Executive Committee met on four occasions in 2013-14 to consider matters that are set out in the Annual Report of the Executive Committee. Amongst other things, the Committee examined the Group's draft programme of activities for the present year and estimated costs; reviewed the Group's budgetary position and forecast budget for 2014-2015; analysed the Group's audited accounts for 2013-14 and the Annual Report of the Honorary Secretary, as well as other matters for discussion and endorsement by the Annual General Meeting.

Risk management

The risk management process is the responsibility of the Executive Committee and it oversees a risk register which identifies and evaluates possible risks to the Group and sets out the internal controls or mitigating actions in place to manage the risks. It is the responsibility of the Committee to regularly appraise the existing risks and to recommend action where necessary. Importantly, this process is designed to manage risk to a reasonable level rather than to eliminate all risk. In doing this, it can provide only reasonable and not absolute assurance of effectiveness.

The risk register currently identifies 11 risks which fall within the low risk areas after mitigating actions have been taken. The major operational risk is one of fraud which is mitigated by the segregation of duties: payments are by cheque which require two of three signatories and there are agreed authorisation/delegation limits on financial expenditure as detailed in the annex of the Financial Memorandum.

Significant issues

A significant concern is the future sustainability of the present level of programme activities. The BAPG has seen a real cash cut to its funding, with no inflationary uplift since 2010, while programme costs have risen year on year (flights, fuel, tax, hotel accommodation). The BAPG has worked hard to drive down costs where it can by flying members Premium Economy on restricted tickets and reducing the number of members participating in individual activities, but the shortfall in funding going forward is of considerable concern and will be a significant issue in 2016-2017, a general election year in the U.S., when there will be additional election related activities which provide valuable opportunities for Members of Parliament to engage with their counterparts in the U.S. (by way of the Party conferences and the induction programme for New Members of Congress). These events afford access to senior party leadership and to new Members of Congress at the start of their Congressional careers. If the BAPG is no longer able to fund these activities, it will impact the group's ability to engage with counterparts in the U.S. and reduce the opportunities for Members of Parliament to share experience and knowledge on matters of common concern, which informs their work in Parliament.

Review of the effectiveness of the governance

The Accounting Officer has responsibility for maintaining effective governance and periodically to review the processes and procedures that are in place. The Accounting Officer's statement is set out below.

My review of the BAPG's governance is informed by the deliberations of the British- American Parliamentary Group's Annual General Meeting, the decisions of the Executive Committee, as well as the views of the Administrator, the Honorary Secretary and the Honorary Treasurers of the BAPG, who have day to day responsibility for the governance processes and procedures.

I have also had regard to guidance on internal control and financial management issued by the House of Commons Commission and House of Lords House Committee under the auspices of the Financial Memorandum, as well as the comments made by the external auditors in their management letter and other reports made to the BAPG.

On an enduring basis, I advise the BAPG's Executive Committee on the implications of the periodic reviews of the BAPG's governance processes and procedures. I intend to ensure that the BAPG continues to maintain a reliable system of governance.

I consider that the Executive Committee has an effective stewardship over the resources of the Group.

The BAPG's Accounts and the activities that underpin them are currently subject to external audit by the Comptroller and Auditor General, supported by the National Audit Office (NAO). The NAO carry out their audits in accordance with International Standards on Auditing (UK and Ireland) and each year report the results of their work to the BAPG's Executive Committee.

The Rt. Hon Sir Greg Knight MP (Accounting Officer)
_____ 2014

The Independent Auditor's Report to the Members of the British-American Parliamentary Group

I have audited the financial statements of the British-American Parliamentary Group (the Group) for the year ended 31 March 2014. The financial statements comprise: the Statement of Comprehensive Net Expenditure; the Statement of Financial Position; the Statement of Cash Flows; the Statement of Changes in Taxpayers' Equity; and the related notes. These financial statements have been prepared under the accounting policies set out within them.

Respective responsibilities of the Accounting Officer and Auditor

As explained more fully in the Statement of Accounting Officer's Responsibilities, the Accounting Officer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, under the terms of the Financial Memorandum agreed with the House of Commons Commission and the House of Lords House Committee. My responsibility is to audit and express an opinion on the financial statements. I conducted my audit in accordance with International Standards on Auditing (UK and Ireland). Those standards require me and my staff to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Group's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Group; and the overall presentation of the financial statements. In addition I read all the financial and non-financial information in the Foreword to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies, I consider the implications for my report.

I am required to obtain sufficient evidence to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Group and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Opinion on regularity

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Group and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Opinion on financial statements

In my opinion:

- the financial statements give a true and fair view of the state of the British-American Parliamentary Group's affairs as at 31 March 2014 and of the net operating cost for the year then ended; and
- the financial statements have been properly prepared in accordance with the Financial Memorandum agreed with the House of Commons Commission and the House of Lords House Committee.

Opinion on other matters

In my opinion:

- the information given in the Foreword for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I report by exception

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with HM Treasury's guidance.

Bryan Ingleby
Director for and on behalf of the Comptroller and Auditor General
May 2014

National Audit Office
157-197 Buckingham Palace Road
Victoria
London
SW1W 9SP

Statement of Comprehensive Net Expenditure

For the year ended 31 March 2014

	Note	2013-14 £	2012-13 £
Administration Costs:			
Staff costs	3	34,290	33,068
Other administration costs	4	9,698	8,621
		43,988	41,689
Programme Costs:			
Programme costs	5	95,823	57,847
		139,811	99,536
Income:			
Parliamentary Grant	2	(110,000)	(99,000)
Operating income	2	(1,199)	(1,199)
Total Income		(111,199)	(100,199)
Net Operating Cost/(Income) before Interest and Tax		28,612	(663)
Bank Interest Receivable		(730)	(824)
Corporation Tax Payable		146	165
Net Operating Cost/(Income) after Interest and Tax		28,028	(1,322)

Statement of Financial Position

For the year ended 31 March 2014

		31 Mar 2014	31 Mar 2013
	Note	£	£
Current assets:			
Trade and other receivables	7	1,537	3,696
Cash and cash equivalents	8	31,445	51,408
Total current assets		32,982	55,104
Current liabilities			
Trade and other payables	9	(2,832)	(1,926)
Total current liabilities		(2,832)	(1,926)
Assets less liabilities		30,150	53,178
Taxpayers' equity:			
General fund		30,150	53,178
Total taxpayers' equity		30,150	53,178

The financial statements on pages 13 to 16 were formally agreed by the Executive Committee on 13th May 2014 and were signed on its behalf by:

The Rt. Hon. Sir Greg Knight, MP (Accounting Officer)

The notes on pages 17 to 21 form part of the accounts

Statement of Cash Flows

For year ended 31 March 2014

		2013-14	2012-13
	Note	£	£
Cash flows from operating activities			
Net operating (cost)/ income		(28,028)	1,322
Interest Receivable		(730)	(824)
Tax Payable		146	165
Adjustments for non-cash transactions – audit fee		5,000	5,000
(Increase)/Decrease in trade and other receivables	7	2,159	(2,608)
Increase/(Decrease) in trade payables	9	906	(13,348)
Tax Paid		(146)	(165)
Net cash outflow from operating activities		(20,693)	(10,458)
Cash flows from investing activities			
Net cash outflow from investing activities		-	-
Cash flows from financing activities			
Net cash inflow from financing activities – interest receivable		730	824
Net increase/(decrease) in cash and cash equivalents in the period		(19,963)	(9,634)
Cash and cash equivalents at the beginning of the period	8	51,408	61,042
Cash and cash equivalents at the end of the period	8	31,445	51,408

The notes on pages 17 to 21 form part of the accounts

Statement of Changes in Taxpayers' Equity

For the year ended 31 March 2014

	Note	General Fund
		£
Balance at 31 March 2012		46,856
Non-cash charges – auditor's remuneration		5,000
Net operating (cost)/income for the year		1,322
Balance at 31 March 2013		53,178
Changes in taxpayers' equity for 2013-14		
Non-cash charges – auditor's remuneration	4	5,000
Net operating (cost)/income for the year		(28,028)
Balance at 31 March 2014		30,150

The notes on pages 17 to 21 form part of the accounts

Notes to the Accounts

1. Statement of accounting policies

These financial statements have been prepared in accordance with the 2013-14 Government *Financial Reporting Manual (FReM)*. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be the most appropriate to the particular circumstances of the BAPG for the purpose of giving a true and fair view has been selected. The particular policies adopted by the BAPG are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

1.1 Non-Current Assets

Office equipment is written off as expenditure in full in the year of acquisition.

1.2 Operating Income

Such income relates directly to the operating activities of the BAPG. It principally comprises the Parliamentary grant-in-aid, annual subscriptions, life subscriptions, donations and interest on the bank deposit accounts.

Annual subscriptions cover a 12 month period from 1st April each year. Annual subscriptions paid between 1st January and 31st March each year are treated as subscriptions paid in advance (deferred income). Life subscriptions are included as income in full in the year of receipt.

1.3 Gains and losses

All gains and losses are included in the Statement of Comprehensive Net Expenditure.

1.4 Taxation

The activities of the BAPG are outside the scope of VAT. Corporation tax is paid on bank interest. Total tax paid during 2013-14 was £146.

1.5 Research and development expenditure

The BAPG does not engage in research and development activity.

1.6 Personal data-related incidents

The BAPG had no personal data-related incidents during the reporting year.

2. Income

	<u>2013-14</u>	<u>2012-13</u>
	<u>£</u>	<u>£</u>
Parliamentary Grant	110,000	99,000
Annual subscriptions	867	824
Life subscriptions	240	280
Donations	92	95
Total	<u>111,199</u>	<u>100,199</u>

3. Staff numbers and related costs

Staff costs comprise:

	<u>2013-14</u>	<u>2012-13</u>
	<u>£</u>	<u>£</u>
Wages and salaries	25,966	25,133
Social security costs	1,832	1,770
Contributions to employee pensions	6,492	6,165
Total	<u>34,290</u>	<u>33,068</u>

There is one part-time member of staff at the BAPG responsible for the day-to-day running of operations. The 'Wages and Salaries' cost has increased due to payment of a non-consolidated bonus in January 2014, in line with payments made to House of Commons staff, and to an increase in the member of staff's paid hours from 22.5 hours to 26.5 hours net per week (an additional four hours), approved by the BAPG Executive Committee on 4th February 2014.

4. Other Administration Costs

	2013-14		2012-13	
	£	£	£	£
Non-cash items				
Auditors' remuneration and expenses:				
Audit Fee	5,000		5,000	
Total non-cash items		5,000		5,000
Cash Items				
Sundry	1,703		509	
Insurance	1,854		2,011	
Annual Report	737		700	
Website	404		401	
		4,698		3,621
Grand Total		9,698		8,621

5. Programme Expenditure

	2013-14	2012-13
	£	£
Annual Conferences	71,048	39
Special Delegation Visits	-	11,218
Republican/ Democratic Convention	-	17,098
Co-Sponsored Visits	23,738	17,662
Reception for American Ambassador	-	-
Carbon Offsetting of Air Travel	131	400
New Members of Parliament Orientation (NMOP)	-	11,026
Hospitality	906	404
Total	95,823	57,847

The increase in Programme Expenditure (up 65% on the previous year) was due to there being three Annual Parliamentary / Congressional Conferences during the year: the postponed 2012 Annual Conference; the 2013 Annual Conference and the 2014 Annual Conference, brought forward due to the mid-term elections in the U.S. later in the calendar year, compared with none the previous year.

6. Financial instruments

IFRS 7 (Financial Instruments: Disclosures) requires disclosure of the role which financial instruments have had during the period in creating or changing the risks an entity faces in undertaking its activities. The BAPG has limited exposure to risk in relation to its activities.

Liquidity risk

The BAPG was financed by a grant from both Houses of Parliament. As such it was not exposed to significant liquidity risks.

Interest rate risk

The BAPG was not exposed to significant interest rate risk.

Foreign currency risk

Foreign currency would not usually form part of the Group's assets or liabilities and as such it is not exposed to any significant exchange risks.

7. Trade receivables and other current assets

	<u>31 Mar 2014</u>	<u>31 Mar 2013</u>
	£	£
Amounts falling due within one year:		
Accrued Income	149	-
Prepayments	1,125	3,696
Other Receivables	263	-
	<u>1,537</u>	<u>3,696</u>

8. Cash and cash equivalents

	<u>£</u>	
Balance at 1 Apr 2013	51,408	
Net change in cash and cash equivalent balances	(19,963)	
Balance at 31 Mar 2014	31,445	
	<u>£</u>	
	<u>£</u>	
The following balances at 31 March were held at:		
	<u>31 Mar 2014</u>	<u>31 Mar 2013</u>
	£	£
Commercial bank and cash in hand	<u>31,445</u>	<u>51,408</u>

9. Trade payables and other current liabilities

	<u>31 Mar 2014</u>	<u>31 Mar 2013</u>
	<u>£</u>	<u>£</u>
Amounts falling due within one year:		
Accruals	2,614	1,693
Deferred Income	218	233
	<u>2,832</u>	<u>1,926</u>

10. Losses and special payments

There were no losses and special payments in 2013-14 (nil 2012-13).

11. Related-party transactions

The House of Commons and the House of Lords are regarded as related parties, providing grant to the Group under the terms provided in the Financial Memorandum. In addition, the House of Commons provides free accommodation to the Group.

During 2013-14, the Group entered into related party transactions worth £16,491:

- £6,492 was paid into the House of Commons Staff Pension Scheme on behalf of the Group Administrator;
- £9,470 was for refreshments (including via expenses reimbursement to the Administrator);
- £530 was for other related parties (reimbursed to the Administrator in respect of purchases made on behalf of the BAPG during the year).

Other than these related party transactions, no member of the Group or any other related party has undertaken any material transactions with the Group during the year. A Remuneration Report is not required as Members of the Group Executive Committee are unpaid.

Activities of the Group

5th April 2013

At the request of the Business School of Canisius College, Buffalo, New York, the Administrator arranged for a group of its MBA students to meet with officials from the UKTI and the North America Department at the FCO to discuss opportunities for doing business in the UK.

9th April

Joint Honorary Treasurer, The Rt. Hon. John Spellar, MP, and the Administrator met with the new head of the political team at the British Embassy in Washington D.C., Susannah Goshko, before she went out to post. Susannah was accompanied by her Deputy, Tim Wood. It was a very useful meeting at which the BAPG was able to discuss its forthcoming bid to the FCO Superfund to fund a BAPG visit to the US to look at the proposed US – EU Free Trade Agreement (TTIP).

11th April

Chatham House extended an invitation to members of the BAPG to its next meeting of the United States Discussion Group at which Dr Benn Steil, Senior Fellow and Director of International Economics at the Council on Foreign Relations, spoke on 'The Future of the International Economic Institutions'.

17th April

The BAPG Honorary Secretary hosted a small lunch for three Members of Congress attending Baroness Thatcher's funeral: Representative Marsha Blackburn (R-TN); Rep. Michele Bachmann (R-MN) and Rep. George Holding (R-NC), who had recently been appointed by Speaker Boehner to the House BAPG delegation. We are grateful to Mark Pritchard, Penny Mordant and Tobias Ellwood for giving the time to attend the lunch.

22nd April

The Administrator met with Alison Groves to finalize the BAPG's entry in Alison's report on travel and subsistence practices across the House, the purpose of which, is to assess potential (if any) risks.

8th May

The BAPG hosted Harvard Professor Joseph Nye at Parliament who spoke on President Obama's Foreign Policy.

13th May

The Marshall Aid Commemoration Commission held a dinner at the Worshipful Company of Stationers and Newspaper Makers in honour of Marshall Scholars and Marshall Sherfield Fellows completing their awards, to which the Administrator and others were invited.

13th May

Lyse Doucet, leading television journalist, gave the Annual Douglas W. Bryant Lecture at the Eccles Centre for American Studies at the British Library titled 'From Arcadie to Arab Spring: Reflections on America's Place in the World' to which members of the BAPG were invited.

This event was one amongst several others in May hosted by the Eccles Centre for American Studies at the British Library to which BAPG members were invited.

14th May

A meeting of the BAPG Executive Committee took place.

23rd May

At the request of the British Consulate General San Francisco, the BAPG arranged a tour of Parliament for a study tour from the Business of Biotechnology Programme at the University of San Francisco, led by Dr. Moira Gunn.

24th May

The Eccles Centre for American Studies at the British Library invited members of the BAPG to a one day conference at which distinguished scholars considered the problems facing Obama in his second administration, titled 'The State of the Union: Challenges and Expectations for the Obama Administration'.

28th May

At the request of the Clerk of the Senate Virginia General Assembly in Richmond, Virginia, the BAPG arranged a tour of Parliament for Senator John Watkins and guests.

12th June

The BAPG hosted a small lunch for the Director of the Institute of Politics (IOP) at Harvard University, Trey Grayson, and colleagues over in London visiting Harvard interns, their hosts and alumni. The lunch was to thank the Institute of Politics for hosting British Members of Parliament at its biennial bi-partisan programme for new Members of Congress.

13th June

The BAPG sponsored a Harvard event in the Speaker's State Rooms which consisted of a speaker programme on the state of American politics followed by a reception for friends of the IOP, former Fellows, alumni and Members of Parliament who have attended the IOP's programme for newly elected Members of Congress.

24th June

BAPG Joint Honorary Treasurer, the Rt. Hon. John Spellar, MP, together with the Administrator, met with the British Embassy's Congressional Liaison Officer, Amy English, whose role in the Foreign Security Policy Group (FSPG) is to increase engagement with the US Congress on foreign policy issues. Amy was joined by Ed Dallas, Deputy Head of the North America Department.

26th June

At the request of the Deputy Head of the Political Department at the British Embassy, the BAPG arranged a ticket to PMQs for a guest of Senate Majority Leader Harry Reid.

27th June

The BAPG hosted a lunch for senior personnel from the U.S. Department of State visiting London to discuss with the U.S. Embassy its exchange programmes including the programme co-sponsored with the BAPG. Previous participants of the programme attended the lunch to discuss with the guests the value of the programme. We are grateful to the Rt. Hon. John Healey, MP; Guto Bebb, MP; Julian Smith, MP and to Emma Reynolds, MP, for attending the lunch and to the Joint Honorary Treasurer, the Rt. Hon. John Spellar, MP, for presiding.

27th June

The BAPG arranged a tour of Parliament for Illinois House Majority Leader, Barbara Currie, and family at the last minute request of the British Consulate General Chicago.

2nd July

At the request of U.S. Representative John Campbell (R-California), the BAPG arranged a tour of Parliament for two constituents.

3rd July

The Charge d'Affaires of the Embassy of the United States of America, Ms. Barbara Stephenson, hosted a reception at Winfield House to celebrate the 237th Anniversary of Independence of the United States of America to which the BAPG Officers, the Administrator and others were invited.

3rd July

The BAPG Officers and Administrator met with James Kariuki, Counsellor Head of the Politics, Economics and Communication Group at the British Embassy in Washington D.C., together with Lucy Joyce, the new head of the North America Department at the Foreign Office. The main areas of discussion were the forthcoming meeting with the U.S. Senators and the Foreign Office funded specialist delegation visit to the U.S. to look at the TTIP.

8th July

The new All Party Parliamentary Group on EU/US Trade & Investment (Chair: The Rt. Hon. John Healey, MP) held its first meeting and a panel discussion on the Transatlantic Trade and Investment Partnership (TTIP) which was attended by BAPG Officers, the Administrator and others. Speakers at the event were the Rt. Hon. Ken Clarke, QC, MP; Lord Green and Ivan Rogers.

8th July

Sir Paul Judge hosted a reception in honour of the Governor of Utah, Gary R. Herbert, and accompanying business delegation which was attended by BAPG Executive Committee member Mark Pritchard, MP.

10th July

The group's Annual General Meeting took place chaired by the Speaker of the House of Commons, the Rt. Hon. John Bercow, MP.

15th July

At the request of the UKTI, the BAPG arranged a tour of Parliament for Tennessee State Senator, Mark Norris.

16th July

The BAPG hosted Dr. Jeremy Mayer of George Mason University, Washington D.C., at Parliament who spoke to members on the current state of U.S. politics. Dr. Mayer regularly briefs Members of Parliament on behalf of the U.S. Department of State on the U.S. political system. He had recently completed research on the Tea Party and on international and U.S. attitudes towards torture. Dr. Mayer provided an insight into Obama's current situation, the legislative process and into the fiscal situation. We are grateful to Julian Smith, MP for kindly chairing the meeting.

21-30 July

Eight members travelled to the United States to participate in the BAPG / U.S. Department of State Co-Sponsored visit to learn about the U.S. legislative process.

The delegation spent five days in Washington D.C., gaining an overview of the federal system of government, two days in individual districts with Members of Congress and two days in Boston to examine a state capital legislature.

The BAPG funded the transatlantic flights, hotel accommodation and daily subsistence. The U.S. Department of State funded the internal flights, ground transport and arranged the programme.

30th August

The BAPG arranged a tour of Parliament for a guest of the British Consulate General Boston.

5-8 September

The 2013 Annual Parliamentary / Congressional Conference took place with a delegation from the U.S. Senate led by Senator Patrick Leahy (Democrat, Vermont), President Pro tempore of the U.S. Senate. The meeting was hosted by the British delegation, led by the Government Vice Chairman, the Rt. Hon. Andrew Mitchell, MP, in Winchester, Hampshire, over three days. The two delegations discussed US/UK defense and security co-operation, economic issues and the political outlook in both countries.

11th September

At the request of the British Consul of HM Consulate General Boston, Susie Kitchens, the BAPG arranged tickets to PMQs for two guests involved with the Boston Committee on Foreign Relations. We are most grateful to Mr. Speaker for kindly providing the tickets.

16th September

At the request of the British Consulate General Chicago, the BAPG arranged a tour of Parliament for guests of the Justice of the Illinois Supreme Court.

17th September

The Minister Counselor for Political Affairs of the U.S. Embassy, Mark Tokola, hosted a reception celebrating the arrival of new Political officers from the United States to which members of the BAPG and the Administrator were invited.

18th September

At the request of the Foreign Office, the BAPG arranged a tour of Parliament for a high level delegation from the U.S. Massachusetts State Senate visiting the UK on a Foreign Office sponsored programme.

19th September

The BAPG had great pleasure in hosting this year's intake of Marshall Scholars facilitating a question and answer exchange with Joint Honorary Treasurer, the Rt. Hon. John Spellar, MP, after their tour of Parliament.

19th September

The Deputy Prime Minister invited Officers and members of the BAPG to attend a reception ahead of his visit to the United States of America to attend the United Nations General Assembly.

8th October

The BAPG hosted the new U.S. Ambassador, Matthew Barzun, at Parliament for the first time. BAPG Treasurer, the Rt. Hon. John Spellar, MP, kindly took the Ambassador on a brief tour of Parliament before the Ambassador attended an adjournment debate on US-UK bi-lateral relations at which Mr. Spellar spoke.

8th October

At the request of the Foreign Office, the BAPG arranged a tour of Parliament for new Press and Public Affairs Officers from the North America network of the Foreign Office. This was followed by a briefing on the UK political system given by the Clerk of the House of Commons Overseas Office, Crispin Poyser.

10th October

The BAPG Administrator met with representatives of the Industry and Parliament Trust to discuss possible co-operative projects.

16th October

The Administrator met with the National Audit Office (NAO) to discuss arrangements for the 2013/14 audit.

18th October

The Foreign Office hosted a lunch for the Governor of Texas, Rick Perry, to which members of the BAPG were invited.

22nd October

A meeting of the BAPG Executive Committee took place.

23rd October

At the request of the Foreign Office, the BAPG arranged a tour of Parliament and tickets to PMQs for the Mayor of Jacksonville, Alvin Brown, and accompanying business delegation. Following the tour of Parliament Mayor Brown and guests met with the Rt. Hon. David Lammy, MP before taking their seats in the gallery to watch PMQs. We are grateful to David Lammy for giving the time to meet with Mayor Brown and to Mr. Speaker, James Wharton, MP and the Admissions Order Office for kindly providing the tickets to PMQs.

24th October

Kate Smith, the Director of Americas, Foreign & Commonwealth Office, hosted a reception at the FCO to welcome The Jacksonville 'UnionJAX' Jaguars to London to which members of the BAPG and the Administrator were invited.

28th October

At the request of the British Consulate General Boston, the BAPG arranged a tour of Parliament for Massachusetts State Representative, James Murphy, and guest.

30th October

In partnership with the Ditchley Foundation, the BAPG hosted a panel discussion titled: 'EU/US free trade: how to overcome political and economic obstacles to the Transatlantic Trade and Investment Partnership'. The discussion event was held in the Speaker's State Apartments by kind permission of Mr. Speaker.

The speakers on the panel were: The Hon. Matthew W. Barzun, US Ambassador to the UK; Mr. Ignacio Garcia Bercero, Chief Negotiator for EU-US TTIP Negotiations; The Rt. Hon. Douglas Alexander, MP, Shadow Foreign Secretary and Mr. Martin Donnelly, Permanent Secretary for the Department of Business, Innovation and Skills.

The event was a great success with over 100 guests in attendance.

4th November

At the request of the UKTI, the BAPG arranged a tour of Parliament and the clock tower for a high level delegation from Philadelphia, including the Mayor of Philadelphia, Michael Nutter.

5th November

At the request of BBC Worldwide, the BAPG sponsored a BBC U.S. focused event in Parliament, the purpose of which was to raise awareness of the BBC's success in the U.S. The event was principally for Members of Parliament but other guests included: the FCO and UKTI officials; CBI contacts; other senior representatives from relevant international organizations, such as the CBA, IBT etc. and senior BBC staff, including BBC Chairman Lord Patten. BBC Worldwide funded the cost of the event.

6th November

A report back meeting was held with participants of the 2013 BAPG / U.S. Department of State Co-Sponsored 'familiarisation' visit to the U.S. (21st to 30th July 2013) attended by representatives of the U.S. Embassy from Public Affairs and the Political Section.

6th November

A pre-departure briefing took place with members who were to shortly be visiting the U.S. to undertake TTIP related meetings arranged by the Foreign Office and to meet with a delegation from the U.S. House of Representatives BAPG. The Rt. Hon. Kenneth Clarke, MP, who himself had recently returned from a TTIP related visit to Washington D.C., attended together with Edward Barker, Deputy Director and Head of the TTIP Unit, Business, Innovation and Skills (BIS).

11-17 November

A BAPG delegation travelled to the U.S. to undertake meetings focused on the Transatlantic Trade & Investment Partnership (TTIP) and latterly to participate in a conference with a delegation from the U.S. House of Representatives.

The TTIP programme was arranged by the British Embassy and funded by the Foreign Office US Bilateral Programme Budget. The British delegation visited Philadelphia, Delaware and Washington D.C. and called on federal, state and local officials, Congress, business, the Farm Bureau, the European Commission and the AFL-CIO labour union.

The meeting with the House BAPG was the re-scheduled 2012 Annual Parliamentary / Congressional Conference at which the British and American delegations discussed the economy, defense and security co-operation and the political outlook in the U.S. and the UK.

4th December

A debrief took place with members of the British delegation who recently visited the U.S. to undertake TTIP related meetings arranged and funded by the Foreign Office. The Rt. Hon. Kenneth Clarke, MP, and Edward Barker, Deputy Director and Head of the TTIP Unit, Business, Innovation and Skills (BIS), joined the meeting which was attended by members of the BAPG and guests from the Foreign Office, British America Business, the TUC and Chatham House.

10th December

A meeting of the BAPG Executive Committee took place.

3rd January 2014

At the request of the Washington State House of Representatives, the BAPG arranged a tour of Parliament for the Speaker Pro Tempore, Jim Moeller, and three guests.

6th January

At the request of the British Consulate General Chicago, the BAPG arranged a tour of Parliament for the Vice Consul Policy and Communications, Jonathan Daniel.

15th January

The BAPG Administrator met with the Director of the Eccles Centre for American Studies at the British Library, Phil Davies, together with colleague, Cara Rodway, to discuss the possibility of partnering on particular programme events.

22nd January

The BAPG arranged a half day programme for a U.S. CODEL visiting the UK on a British Embassy sponsored visit. The programme included a tour of Parliament, a meeting with BAPG Officers and tickets to PMQs (x8). The CODEL included members of the House of Representatives BAPG and was accompanied by the Political Lead of the British Embassy, who was most appreciative of the BAPG's assistance with the visit.

27th January

The Foreign Office hosted a British American Project event in the Grand Locarno at the Foreign Office to which the BAPG Executive Committee were invited. The U.S. Ambassador, Matthew Barzun, spoke on "New Diplomacy".

28th January

At the request of the North America Department, the BAPG arranged a tour of Parliament and briefing on the UK Political System by the Clerk of the House of Commons Overseas Office, Crispin Poyser, for the new intake of Press and Public Affairs Officers employed by the Foreign Office at posts across the United States. We are most grateful to Crispin Poyser for giving the time to meet the group.

29th January

BAPG Officers, Brian Donohoe and John Spellar, together with the BAPG Administrator, met with the new Head of the U.S. Section of the North America Department, Miss Genevieve McCarthy, over coffee in the Pugin Room. The meeting provided an opportunity to discuss with Genevieve possible themes for a BAPG specialist delegation visit to the U.S. later in the year.

4th February

A meeting of the BAPG Executive Committee took place.

10th February

The Eccles Centre for American Studies at the British Library, in co-operation with the American Politics Group (APG) and the U.S. Embassy London, hosted an event with U.S. Ambassador, Matthew Barzun, titled "A Conversation about the 2012 Presidential Campaign". The round-table discussion focused on Ambassador Barzun's experiences as a Presidential fundraiser and campaigner. Members of the BAPG Executive Committee were specially invited to attend.

12th February

The BAPG hosted Texas State Representative, Rafael Anchia, at Parliament visiting the UK on a Foreign Office sponsored programme. Rep. Anchia is seen as a rising star in Texas politics and a possible future Mayor of Dallas. He is chair of the International Trade & Intergovernment Affairs Committee with the Texas House of Representatives and is also a member of the Advisory Committee for Trade Policy and Negotiations, an advisory committee to the U.S. Trade Representative. The BAPG arranged a tour of Parliament, ticket to PMQs and meetings with the Lord Tugendhat, Chair of the EU Sub-committee C (External Affairs) and at that time undertaking an inquiry in to TTIP, John Spellar and John Healey, founding members of the US/EU Trade & Investment All Party Parliamentary Group.

15th March

At the request of the British Embassy, the BAPG arranged a tour of Parliament for a Senate Republican Chief of Staff, Mr. Stephen Replogle, and three accompanying guests. We are most grateful to Hugh Critchley and Theo Bachrach, in Andrew Mitchell's office, for giving the time to conduct the tour at the weekend.

19th March

At the request of the British Embassy, the BAPG hosted a U.S. Congressional delegation visiting the UK on a Foreign Office sponsored trip to further highlight the Prime Minister's Challenge on Dementia and provide delegates with the opportunity to build people to people links and strengthen understanding of the ways in which the UK and UK policymakers can jointly address the escalating challenge that the aging population and Dementia poses to our global society. The delegation included Representative Doris Matsui (Democrat-California) and Representative Lois Frankel (Democrat-Florida) who were accompanied by Health Professionals from the U.S. concerned with dementia. The BAPG arranged a tour of Parliament, kindly conducted by Tracey Crouch, MP (Vice Chair of the All Party Group on Dementia), tickets to PMQs and an introduction with Members of Parliament who lead on Dementia in Parliament: Baroness Sally Greengross (Chair of the All Party Group on Dementia), Paul Burstow (a former Minister of State for the Department of Health) and Baroness Susan Greenfield (British scientist specialising in the physiology of the brain).

19th March

At the request of the British Consulate General Boston, the BAPG assisted with a programme for three 'Future Leaders' of Harvard University visiting the UK on a FCO, Harvard Kennedy School and Institute of Politics 'Future Leader' project. The BAPG arranged a tour of Parliament, briefing on the UK political system, tickets to PMQs and meetings with Harvard alumni, Brooks Newmark, MP and the Rt. Hon. David Lammy, MP. The BAPG also arranged invitations for the Future Leaders to a reception and dinner hosted by the City of London Corporation at the Guildhall for the British and American delegations participating in the 2014 Annual Parliamentary / Congressional Conference.

20-22 March

The 2014 Annual Parliamentary / Congressional Conference took place in the UK with a delegation from the U.S. House of Representatives. The conference had been brought forward due to the mid-term elections later in the year, in early November. (The House BAPG were concerned that beyond March it would be more difficult for Members of Congress to travel overseas.)

10 Members of Congress, led by Representative Ander Crenshaw (R-FL), in the absence of Representative Tom Petri (R-WI), met with 11 Members of Parliament, led by BAPG Vice President, The Rt. Hon. the Lord Howard of Lympne.

The conference was hosted in Parliament and at Allington Castle in Kent, by kind permission of Sir Robert Worcester, KBE, DL and Lady Worcester.

The City of London Corporation very generously hosted a dinner for the two delegations at the Guildhall on the middle night of the conference, with guests from the City, including leaders of business and banking with connections to the U.S.

24th March

At the request of the British Embassy, the BAPG arranged a tour of Parliament for Jonathan Day and Muffy Day, Chiefs of Staff to Representatives Joe Wilson (Republican, South Carolina) and John Campbell (Republican, California), respectively. We are grateful to Theo Bachrach, Parliamentary Assistant to Andrew Mitchell, for kindly conducting the tour.

Report on the Work of the Group during 2013-2014

The Annual General Meeting of the Group took place on 10th July 2013. Mr. Speaker, Joint President of the British-American Parliamentary Group, kindly presided and was warmly welcomed by all the members present.

It was reported that the Group's membership stood at 644 and that between April 2012 and April 2013, 18 members had visited the United States under the Group's auspices.

During the 12 months to April 2014, there have in effect been three Annual Conferences; one in the U.S. and two in the UK. These were the postponed 2012 Annual Parliamentary / Congressional Conference (held in the U.S.); the 2013 Annual Parliamentary / Congressional Conference and the 2014 Annual Parliamentary / Congressional Conference, which was brought forward due to the U.S. mid-term elections later in the year. 17 Members of Parliament had visited the U.S. during the year under the auspices of the BAPG and the two conferences that took place in the UK provided an opportunity for 34 Members of Parliament to meet with the senior Senators and Members of Congress who came over.

The 2012 Annual Parliamentary / Congressional Conference, postponed due to the U.S. Elections in November 2012, was hosted by the House of Representatives BAPG in Washington D.C. from 14th to 16th November 2013. The BAPG co-ordinated a Foreign Office funded thematic visit, focused on the US/EU Transatlantic Trade and Investment Partnership (TTIP), with the 2012 Annual Conference from the 11th to the 14th November, which enabled a greater number of Members of Parliament to participate in the Foreign Office funded visit than had originally been afforded.

Nine Members of Parliament formed the British delegation to the 2012 Annual Parliamentary / Congressional Conference, led by Lord Tugendhat, Chair of the EU Sub-committee C (External Affairs), which at that time was undertaking an inquiry in to TTIP. The leader on the non-government side was the Rt. Hon. John Spellar, MP, Shadow Minister for the Foreign and Commonwealth Office. Other members of the delegation were:

Government Parties	Non-Government Parties
Guto Bebb, MP (Conservative)	The Lord Empey, OBE (Ulster Unionist Party)
Robert Buckland, MP (Conservative)	David Hamilton, MP (Labour)
Mark Pawsey, MP (Conservative)	Dave Watts, MP (Labour)

Brian Donohoe, MP (Labour), Honorary Secretary of the BAPG

Hannah Mitchell, the BAPG Administrator, accompanied the delegation.

Due to the cuts to United States federal government spending, the House of Representatives reduced the BAPG conference programme from two and a half days to two days and on this occasion did not arrange a separate programme for accompanying partners, although they were included in all hospitality.

The conference opened with a reception and dinner in the Capitol building on Thursday, 14th November, which was attended by members of the House of Representatives, the British Ambassador, senior members of the British Embassy's political team and other officials.

The House BAPG delegation comprised:

Rep. Thomas E. Petri (R-WI), Chair
Rep. Ed Whitfield (R-KY)
Rep. Robert B. Aderholt (R-AL)
Rep. Ander Crenshaw (R-FL)
Rep. Robert E. Latta (R-OH)
Rep. George Holding (R-NC)
Rep. David N. Cicilline (D-RI))
Rep. Mike McIntyre (D-NC)

There were three conference sessions over the following two days, with the first two sessions held in the Capitol and the final session hosted at Mount Vernon.

The first conference session covered economic issues:

- the proposed Transatlantic Trade and Investment Partnership (TTIP);
- recession recovery – the current status of the U.S. and UK economies;
- Euro issues and banking reforms in the U.S. and UK;
- bilateral aviation issues.

The second conference session addressed, broadly, defence, security and terrorism issues:

- balancing civil liberties and privacy with security and the role of governments;
- the future of NATO;
- the joint terrorism effort;
- the Middle East;
- the rise of China.

The third conference session was concerned with the U.S. and UK political scene:

- the political outlook in both countries;
- Scottish nationalism, the McKay Commission and the “West Lothian Question”;
- U.S. and UK relations.

The British delegation were extremely privileged to be hosted to lunch in the Members Room of the Library of Congress and were delighted to be joined at dinner that evening in the Rayburn Room in the Capitol Building by the Minority Leader of the House Representatives, Nancy Pelosi, who dropped in to welcome the British delegation.

On the final day of the conference, the two delegations visited Mount Vernon, the former home of President George Washington, where they were given an exclusive tour of the historic area and an opportunity to visit the Education Centre and Museum.

The TTIP meetings arranged by the British Embassy took place earlier in the week, 12th to 14th November. The British delegation made calls on state and local officials in Pennsylvania and Delaware, as well as business. In Washington D.C. they met with Congress, business, the Farm Bureau, the European Commission and the AFL-CIO labour union. They found general support for the Transatlantic Trade and Investment Partnership but variable levels of awareness and a political context dominated by domestic policy issues.

The 2013 Annual Parliamentary / Congressional Conference was held at Lainston House Hotel, near Winchester in Hampshire, from 5th to 8th September 2013, with a delegation from the U.S. Senate.

The British delegation, at whose invitation the 2013 Annual Conference was held, was led by the BAPG Government Vice Chair, the Rt. Hon. Hon. Andrew Mitchell, MP. The Rt. Hon. John Spellar, MP (BAPG Joint Honorary Treasurer) led on the non-government side.

The other members of the delegation were:

Government Parties	Non-Government Parties
Baroness Stowell of Beeston, MBE (Conservative)	The Lord Hannay of Chiswick (Crossbench)
Christopher Chope, MP (Conservative)	The Rt. Hon. David Lammy, MP (Labour)
David Morris, MP (Conservative)	Ian Davidson, MP (Labour)
The Rt. Hon. the Lord McNally (Liberal Democrat)*	Austin Mitchell, MP (Labour)*

Brian Donohoe, MP (Labour), Honorary Secretary of the BAPG

*The Rt. Hon. the Lord McNally and Austin Mitchell, MP participated in the first day’s programme.

The Rt. Hon. Sir Greg Knight, MP (BAPG Joint Honorary Treasurer) attended the farewell dinner at the hotel on Saturday, 8th September.

Ms. Hannah Mitchell (BAPG Administrator) and Mrs. Andrea Pull (conference support) accompanied the delegation.

The United States Senate delegation was led by Senate BAPG Chairman, **Senator Patrick Leahy (Democrat, Vermont district)**. Senator Leahy is the Chairman of the Senate Judiciary Committee. He is the senior-most member of the Appropriations Committee and of the Agriculture Committee. He is also the Chairman of the Appropriations Subcommittee on State Department, Foreign Operations and Related Programs. He ranks first in seniority in the Senate and is the President Pro Tempore. The other members of the Senate delegation were:

Senator Thad Cochran (Republican, Mississippi), Vice Chair of the Senate BAPG. Senator Cochran is currently the ranking member of the Senate Agriculture Committee, having previously chaired that Committee from 2003 to 2005 and also chaired the Senate Appropriations Committee from 2005 to 2007. Cochran is the third most-senior Senator and the second most-senior Republican member.

Senator Richard Shelby (Republican, Alabama). Senator Shelby is the top Republican on the Senate Appropriations Committee and the senior Republican on the Banking, Housing, and Urban Affairs Committee. He also serves on the Committee on Rules and Administration.

Senator Sheldon Whitehouse (Democrat, Rhode Island). Senator Whitehouse is a member of the following committees: Committee on the Budget; Committee on Environment and Public Works; Select Committee on Intelligence; Commission on Security and Cooperation in Europe.

Senator Sherrod Brown (Democrat, Ohio) had also planned to attend but withdrew late in the day due to having to attend the funeral of a former Governor of Ohio.

The two delegations met at Lainston House on Thursday, 5th September. Discussions were held on Thursday afternoon and the following day, Friday, 6th September. The main items discussed were:

- The Syria crisis, with Senator Leahy giving an update on events in the U.S. and the drafting of a joint resolution authorising the use of military force against the government of Syria to respond to the use of chemical weapons, which it was expected would be voted on by Congress shortly after the Senate delegation's return to the U.S. (in the end this didn't take place). The British delegation were invited to set out the course of events behind the recent recall of Parliament and the subsequent vote against taking military action. President Obama was in touch with Senator Leahy throughout the conference and interested to hear the thoughts of the British delegation on the crisis in Syria.
- Iran and the likelihood of lifting of sanctions with the recent change of President and Foreign Minister.
- U.S. engagement in the Middle East.
- The NSA leaks by Edward Snowden and data protection; balancing counter terrorism demands with privacy.
- Cyber warfare.
- The proposed US/EU Trade and Investment Partnership (TTIP) and the likelihood of the President being given Fast Track Authority to conclude the deal.
- UK-EU relations.
- US and UK political overview.
- Devolution and the Scottish vote on independence, September 2014.
- Climate change and energy.

We would like to thank our guest speakers, the Minister of State for Trade and Investment, the Lord Green of Hustierpoint, who spoke on President Obama’s proposed US/EU Transatlantic and Trade and Investment Partnership (TTIP) and the Chair of the Defence Select Committee, the Rt. Hon. James Arbuthnot MP, who was invited to speak and answer questions on defence/security co-operation and the Middle East.

On the Thursday afternoon and Friday, there was a separate programme for those accompanying the delegations, which included a visit to Mottisfont House and Gardens and tours of the ‘Southampton Titanic Story’ and the Southampton City Art Gallery.

At a more formal reception and dinner on the Friday evening in Winchester Cathedral and Prior’s Hall, we were delighted to welcome the following guests who had been invited to come to meet the American delegation:

- Mr. Steven Brine, MP and Mrs. Susie Brine,
- Ms. Penny Mordaunt, MP and Mr. Ian Lyon,
- Mr. Tobias Ellwood, MP (member BAPG Executive Committee)
- Dame Mary Fagan, DCVO JP, Her Majesty’s Lord-Lieutenant of Hampshire, and Captain Fagan,
- The Very Reverend James Atwell, Dean of Winchester and Mrs. Atwell,
- Mrs. Annabelle Boyes, Receiver General and Canon Treasurer, and Mr. Donald Boyes,
- The Rt. Hon. Sir George Young, MP (Government Chief Whip) and Lady Young,
- Dr. Alan Whitehead, MP
- Mr. Mark Hoban, MP and Mrs. Fiona Hoban,
- Mark Lancaster, MP

The two delegations also visited Portsmouth Historic Dockyard where they were warmly welcomed by Mr. Lincoln Clarke, CEO, and Mr. David Hilton, Naval Base Services Manager. While at the Historic Dockyard, the two delegations were given a harbour boat tour followed by tours of the brand new £27 million Mary Rose Museum and HMS Victory.

The Senate delegation returned to Washington on the Sunday morning from Hampshire.

The 2014 Annual Parliamentary / Congressional Conference was brought forward to 20-22 March due to the mid-term elections in the U.S. later in the year (4th November 2014), which made it difficult for Members of Congress to travel overseas beyond March. The conference was hosted in London and Kent and the arrangements reflected those of the postponed 2012 Annual Conference hosted by the House BAPG in Washington D.C. in November 2013. 11 Members of Parliament met over two days with 10 Members of the U.S. House of Representatives and accompanying persons were included in all hospitality.

The British delegation was led by BAPG Vice President, the Rt. Hon. the Lord Howard of Lympne (Conservative) and the U.S House delegation was led by Representative Ander Crenshaw (Republican, Florida district), in the absence of House BAPG Chair, Representative Tom Petri (Republican, Wisconsin), who withdrew late in the day due to a scheduling conflict.

The other members of the British delegation were:

Government Parties	Non-Government Parties
David Heath, CBE, MP (Liberal Democrat)	The Rt. Hon. Nick Brown, MP (Labour)
The Rt. Hon. the Lord McNally (Liberal Democrat)	Yvonne Fovargue, MP (Labour)
Tobias Ellwood, MP (Conservative)	Andy Love, MP (Labour)
Henry Smith, MP (Conservative)	The Rt. Hon. John Spellar, MP (Labour)*
	Austin Mitchell, MP (Labour)*

Brian Donohoe, MP (Labour), Honorary Secretary of the BAPG

*The Rt. Hon. John Spellar, MP and Austin Mitchell, MP attended the opening dinner and the first two discussion sessions.

Ms. Hannah Mitchell (BAPG Administrator) and Mrs. Andrea Pull (conference support) accompanied the delegation.

The other members of the United States House of Representatives delegation were:

Rep. David N. Cicilline (D-RI)
Rep. Ed Whitfield (R-KY)
Rep. Robert B. Aderholt (R-AL)
Rep. Robert E. Latta (R-OH)
Rep. George Holding (R-NC)
Rep. John K. Delaney (D-MD)
Rep. David P. Roe (R-TN)
Rep. James P. Moran (D-VA)
Rep. Eleanor Holmes Norton (D-DC)

There were three discussion sessions over two days, with the first two sessions held in Parliament and the final session held at Allington castle in Kent, the home of Sir Robert Worcester, KBE, DL (founder of MORI London (Market & Opinion Research International), Deputy Chairman of the Magna Carta Trust; Chairman of the Magna Carta 2015 800th Anniversary Commemoration Committee and Vice President and former Chairman of the Pilgrims Society).

The conference formally opened on the evening of 20th March with a reception and dinner in Parliament. The Lord Speaker, the Rt. Hon. the Baroness D'Souza, CMG, as joint President of the BAPG, generously hosted the reception in the River Room in the House of Lords which was followed by dinner in the Churchill Dining Room. The British delegation were delighted to welcome the following guests who had been invited to come to meet the American delegation:

H.E. Hon. Matthew Barzun, U.S. Ambassador
The Rt. Hon. Margaret Beckett, DBE, MP (Vice President of the BAPG) & Mr. Leo Beckett
The Rt. Hon. the Baroness Boothroyd, OM (BAPG Vice President)
The Rt. Hon. the Lord Fellowes, GCB, GCVO, QSO (member, BAPG Executive Committee)
The Rt. Hon. the Lord Howell of Guildford (Chair of Soft Power & the UK's Influence Select Committee) & Lady Howell
The Rt. Hon. the Lord Jopling, DL & Lady Jopling (BAPG Vice President)
Ms. Lucy Joyce, Head of the North America Department, Foreign & Commonwealth Office
Ms. Justine Lancaster, Political Specialist, U.S. Embassy
Mr. Thomas Leary (Minister Counsellor Public Affairs, U.S. Embassy) & Ms. Rachel Norniella
Jack Lopresti, MP (member BAPG Executive Committee)
Mr. Matthew Mazonkey (Senior Congressional Adviser, British Embassy)
Ms. Julie Nutter, Head of Economic Section, U.S. Embassy
The Rt. Hon. the Lord Pendry
Ms. Kate Smith, Director of Americas, Foreign & Commonwealth Office
Captain David Stracener (Naval Attaché & Acting Defence Attaché, U.S. Embassy) & Mrs. Patti Stracener
Mr. Mark Tokola (Minister Counsellor Politics, U.S. Embassy) & Dr. Nancy Tokola
Mr. Herbert Traub (Deputy Head of the Political Section, U.S. Embassy) & Dr. Ulrike Patzl
The Rt. Hon. the Lord Trimble (member BAPG Executive Committee)
The Lord Tugendhat (Chair, EU Sub-committee C (External Affairs) & The Lady Tugendhat

The discussion sessions covered three broad themes: 'The Future of NATO'; 'The US/EU Transatlantic Trade & Investment Partnership (TTIP) and the World Economy' and the 'UK and US Political Outlook'.

We were delighted to be joined by the Chair of the Defence Select Committee, the Rt. Hon. James Arbuthnot, MP, in the discussion on the Future of NATO, who responded to ex-US Defense Secretary Robert Gates's recent comments in his memoir 'Duty' that cuts to UK armed forces limit the country's ability to be a major player on the world stage. In the discussion on TTIP, we were joined by the Government Scientific Adviser, Professor Sir Mark Walport, who spoke on the use of genetically modified organisms, which had been one of the stumbling blocks in negotiating a US/EU free trade agreement. Professor Walport set out what the issues and concerns were and what was being done to address these concerns. In the final session covering the UK/US political outlook, we were most privileged to have Sir Robert Worcester present the latest polling analysis of the political parties in the UK and the U.S. and on the Scottish Referendum.

While the final discussion session was underway at Allington Castle, accompanying partners visited nearby Sissinghurst Castle, the former home of Vita Sackville-West, the poet and writer, and her husband, Harold Nicolson (diplomat and author), who together had begun transforming the castle in the 1930s.

On the middle night of the conference, the City of London Corporation generously hosted a dinner in honour of the two delegations at the Guildhall, which was attended by the Lord Mayor, city officials and leaders of business and banking with connections to the U.S. It was a sparkling evening for which we are most grateful to the City of London Corporation and we would particularly like to thank Mr. Mark Boleat, Chairman of the Policy & Resources Committee and Mr. Paul Double, the City of London Remembrancer, for the warm hospitality afforded to the two delegations that evening.

The House delegation returned to Washington on the Sunday morning from London.

Our extensive thanks are due to the North America Department at the Foreign Office for the very informative briefings they specially prepared for the British delegations attending all three conferences.

Other than these meetings, there was also the BAPG/ U.S. Department of State Co-Sponsored Visit in July 2013, when eight Members of Parliament travelled to the U.S. to learn about the U.S. political system. The MPs spent the first five days in Washington D.C. looking at the federal system of government, the middle weekend with Members of Congress in their Congressional districts and the final two days in Boston to learn something of the state system of government.

Over the year, the BAPG has been able to arrange lunches for visiting VIPs from the United States and various tours of both Houses at the request of the Foreign Office, the American Embassy or directly from the offices of U.S. legislators. Arrangements were also made for the 2013 Marshall Scholars to visit Parliament and to meet with a Member of Parliament for a question and answer exchange.

We were fortunate to have the new U.S. Ambassador, H.E., Hon, Matthew Barzun, come to Parliament on two occasions during the year to meet with members of the British-American Parliamentary Group, which was by way of a joint panel discussion event with the Ditchley Foundation, when the Ambassador participated on the panel and spoke on the US/EU Transatlantic Trade and Investment Partnership and the 2014 Annual Parliamentary / Congressional Conference, when he joined the two delegations and other members at the opening reception and dinner.

Contact with the United States Embassy in London has been well maintained throughout the year and a significant part of our programme is dependent on good liaison with both the U.S. Embassy and the Foreign Office. Our extensive thanks are due to the North America Department at the Foreign Office for the very informative briefings which they are always kind enough to provide for BAPG delegations and to the British Embassy in Washington D.C. and the Consulates across the USA for their very great input in to the programmes arranged for our delegations. We are grateful for all their very considerable help that they give to the BAPG thereby enabling us to maintain our programme from year to year.

We are also extremely grateful to members who kindly provide gallery tickets or Special Permits for visiting Americans.

Group membership now stands at 639, with 366 members drawn from the House of Commons and 273 from the House of Lords.

Members may wish to be reminded that information about the Group's forthcoming activities can be found on the All Party Whip from time to time. We also e-mail those members on e-mail to alert them to BAPG notices on the All Party Whip.

Members who need further information should telephone 020 7219 6209, fax 020 7219 5972 or e-mail bapg@parliament.uk. The Group's office is at 7 Millbank, London SW1P 3JA.

Minutes of the Annual General Meeting of the BAPG held on Wednesday, 10th July 2013

The Honorary Secretary of the British-American Parliamentary Group, Brian Donohoe, MP, chaired the meeting in the absence of the Speaker of the House of Commons, the Rt. Hon. John Bercow, MP, who was delayed in the chamber.

1. Apologies

The Chairman conveyed apologies for absence from the Prime Minister, the Foreign Secretary, the Leader of the Opposition, the Rt. Hon. Andrew Mitchell, MP (BAPG Government Vice Chair) and the Rt. Hon. Douglas Alexander, MP (BAPG Opposition Vice Chair) together with 38 others.

2. Minutes of the last Meeting

The Minutes of the last meeting, having been circulated, were approved and signed as a true record.

3. Matters Arising

There were no matters arising.

4. To Receive the Annual Report from the Executive Committee for April 2012 to April 2013 and the Accounts for the Year Ending 31st March 2013

BAPG Officer, The Rt. Hon. John Spellar, MP, was called upon to present the report of the Executive Committee for 2012/2013 in the absence of both Honorary Joint Vice Chairmen.

Mr. Spellar reported on the work of the Group during the period April 2012 to April 2013. He reminded members that full details of all the Group's activities appeared in the printed report which had been circulated before the AGM. The report on the work of the group could be found in particular on pages 32-33.

During the 12 months from April 2012 to April 2013, 18 Members of Parliament had visited the United States under the Group's auspices.

This number would have been greater had the 2012 Annual Parliamentary / Congressional Conference taken place in the U.S. with the House of Representatives BAPG but there were some problems at their end to do with internal arrangements within the majority party which meant that Speaker John Boehner hadn't managed to appoint the delegation. We hope this will be resolved later on this year.

In spite of this, 18 Members had been to the United States during the twelve months to April 2013, by way of the following visits:

- In June, the BAPG in collaboration with the U.S. Department of State and U.S. Embassy, sent four MPs accompanied by four rising political stars from related parties to the U.S. to learn about the U.S. election process and observe firsthand the Republican primary in South Dakota on 5th June. The U.S. Department of State funded the cost of the four rising political stars to participate in the programme as well as all internal travel for the MPs and the cost of the programme.
- In July, six members went to the United States, again in conjunction with the U.S. Department of State and the U.S. Embassy, to learn about the U.S. political system. The MPs spent the first five days in Washington D.C. looking at the federal system of government, the middle weekend with Members of Congress in their Congressional districts and the final two days in Boston to learn something of the state system of government. "A number of members have participated in the programme over the years and it is probably one of the most useful things we undertake in terms of building direct personal relationships as well as a much better understanding of the system."
- In August two members (Government and Opposition) attended the Republican National Convention in Tampa, Florida, to see Presidential candidate selection. The following month, two members (again one Government and one Opposition members) attended the Democratic National Convention in Charlotte, North Carolina.

- In December, four members attended as observers the Harvard bi-partisan orientation programme for newly elected Members of Congress conducted by the Institute of Politics. It provided a valuable opportunity for the MPs to engage with 50 new Members of Congress and to learn about the prevailing issues in U.S. public policy via seminars and lectures by prominent scholars and practitioners.

Also in London, the Group had been able to arrange some meetings/tours/lunches/receptions for visiting U.S. Members of Congress/state legislators/other visiting U.S. VIPs and this is a part of the Group's role which we are always keen to expand and develop. We are particularly grateful to Mr. Speaker for generously hosting many of these events in his state rooms which our guests were most appreciative of.

Unfortunately, it hadn't been possible to arrange the annual BAPG reception for the American Ambassador and senior Embassy staff due to Ambassador Susman's extensive commitments in a U.S. election year and as members will be aware the nomination had now been put in for the new U.S. Ambassador and we are trying to get some clarity as to when that is likely to clear the nomination process in the Senate.

The Group's complete list of activities for the year are shown on pages 22 to 31 in the Annual Report. They show the contribution the Group has made over the year to promoting good relations with the U.S. and the role which the Group has played in the programmes of American visitors.

Finally, Mr. Spellar paid tribute to the co-operation which the Group had received over the year from the American Embassy, particularly from the Political and Cultural Affairs Departments, and also from the departing Ambassador. The Group were also indebted to the North America Department at the FCO, which had become much more proactive recently and were interlocking more with our Embassy in Washington, which was also becoming more co-operative and helpful to Members of Parliament; boding well for the future.

The Honorary Secretary thanked Mr. Spellar and invited any questions or comments on the Annual Report.

Mr. Speaker arrived at this point to take the chair and apologised for being late having been detained in the chamber.

Mr. Speaker called upon The Rt. Hon. Greg Knight, MP, Joint Honorary Treasurer, to move the adoption of the Accounts for the year ended 31st March 2013. The Accounts had been circulated previously to members and appeared on pages 5 to 21 in the Annual Report.

Mr. Knight made the following points as regards the Accounts to March 31st 2013:

In respect of the audit, the National Audit Office found no financial irregularities and reported that the financial statements gave a true and fair view of the state of the British-American Parliamentary Group's affairs as at the 31st March this year.

Going forward, in relation to the grant paid for 2013-2014, the House of Commons Commission and the House of Lords House Committee have agreed, following advice from the Finance and Services Committee, that the group's annual funding should be set at £110,000, compared to £99,000 provided in 2012-2013. The increase is therefore clearly welcome but it is still £10,000 less than our estimate for maintaining our programme in 2013-2014 and consequently the group has had to reduce the number of members participating in this year's annual conference and to cut the specialist delegation visit to the U.S.

Members may wish to know that Group membership now stands at 644 members with 366 members drawn from the House of Commons and 278 from the House of Lords.

Mr. Knight moved that the Accounts are duly adopted.

The Chair thanked Mr. Knight for his report.

The Chair reminded those present that this was an item in two parts, first the Annual Report, about which members had heard from John Spellar and secondly, the Accounts, about which members had heard from Greg Knight.

The Chair invited for the adoption of the Annual Report a proposer and seconder. The Lord McFall proposed and Mark Pritchard seconded. The motion was unanimously carried.

In relation to the Accounts, Lord Trimble proposed the adoption of the Accounts and Tobias Ellwood seconded. The Accounts were unanimously adopted.

5. *To Ratify Vice-Presidents' & Officers Proposed by the Executive Committee*

The Chair announced that the Executive Committee had recommended that the following individuals should be re-elected as Vice-Presidents of the Group:

The Rt. Hon. Margaret Beckett, MP
The Rt. Hon. the Baroness Boothroyd, PC, OM
The Rt. Hon. the Lord Carrington, KG, GCMG, CH, MC, DL
The Rt. Hon. Nick Clegg, MP
The Rt. Hon. Iain Duncan Smith, MP
The Rt. Hon. the Lord Falconer of Thoroton, QC
The Rt. Hon. William Hague, MP
The Rt. Hon. the Lord Howard of Lympne, QC
The Rt. Hon. the Lord Howe of Aberavon, Kt, CH, QC
The Rt. Hon. the Lord Hurd of Westwell, CH, CBE
The Rt. Hon. the Lord Jopling, DL
The Rt. Hon. Charles Kennedy, MP
The Rt. Hon. the Lord Mackay of Clashfern, KT
The Rt. Hon. the Lord Martin of Springburn
The Rt. Hon. Ed Miliband, MP
The Rt. Hon. the Lord Molyneaux of Killead, KBE
The Rt. Hon. the Lord Morris of Aberavon, KG, QC
The Rt. Hon. the Lord Owen, CH
The Rt. Hon. Jack Straw, MP

These names were approved for re-election by a formal motion which was proposed by Stephen Williams and seconded by Christopher Chope. There was unanimous agreement to adopt these names.

The Chair then paid warm tribute to those who had been Officers of the Group during 2012/2013:

Both the Rt. Hon. Andrew Mitchell, MP, Government Vice Chairman and the Rt. Hon. Douglas Alexander MP, the Opposition Vice-Chairman, had completed the first year of three year terms. We are most grateful to them for the interest which they have both shown in the group in spite of their very many other commitments. We are especially delighted that Mr. Mitchell is able to lead the British delegation at this year's Annual Conference which is being held in the UK with a delegation from the U.S. Senate.

Brian Donohoe, our Honorary Secretary, has completed his fifth year in that office which has a maximum term of eight years. The Group has been very fortunate to have such a hard working Honorary Secretary who gives an enormous amount of his time to the Group's affairs and members are delighted that he is happy to continue in his role.

We are also extremely pleased that the Rt. Hon. Greg Knight, MP and The Rt. Hon. John Spellar, MP have both agreed to continue as Joint Honorary Treasurers. They both give a considerable amount of

time to the Group's affairs and the hard work which they have done and continue to do is very much appreciated.

The ratification and election of the Chairman, the Joint Presidents, Vice-Presidents, the two Vice-Chairmen, the Honorary Secretary and the Honorary Treasurers was formally proposed by Lord McFall and seconded by Tracey Crouch and received the unanimous agreement of members present.

6. To Elect 18 Members to serve on the Executive Committee 2013-14

The Chairman reported that in accordance with Rule 8a, 18 Members were to be elected to the Executive Committee, consisting of 12 members from the House of Commons – of whom there are to be six members from the Government Parties and six members from the Opposition Parties – and six members elected to represent the House of Lords, the proportion of which is determined by the Lord Speaker and the representatives of the parties and groups in that House. Accordingly, the Lord Speaker's office had confirmed the proportions as: two Conservatives; one Liberal Democrat; two Labour and one Cross Bench.

In relation to the election of members from the **House of Commons**, as we had received only six nominations from the Government Parties for the Committee this year and only six nominations from the Opposition Parties for the Committee, the following members were elected unopposed to serve on the Executive Committee until the AGM in 2014:

Government

Christopher Chope, MP
Tobias Ellwood, MP
Jack Lopresti, MP
Mark Pritchard, MP
The Rt. Hon. Sir John Stanley, MP
Stephen Williams, MP

Opposition

The Rt. Hon. Ann Clwyd, MP
Michael Dugher, MP
The Rt. Hon. Elfyn Llwyd, MP
Andy Love, MP
Austin Mitchell, MP
David Watts, MP

Members present gave their unanimous agreement to the names.

In relation to the House of Lords, as the group had received the requisite number of nominations as there were places, the following members were elected unopposed to represent the House of Lords on the Executive Committee until the AGM in 2014:

Conservative

The Rt. Hon. the Lord Trimble
The Baroness O'Cathain, OBE

Liberal Democrat

The Lord Sharkey

Labour

The Rt. Hon. the Lord Anderson of Swansea, DL
The Rt. Hon. the Lord McFall of Alcluith

Cross Bench

The Rt. Hon. the Lord Fellowes, GCB, GCVO, QSO

The Chairman formally agreed these names with unanimous approval.

The group wished to pay tribute to Geoffrey Clifton-Brown, MP who had chosen not to stand for re-election to the Executive Committee. He had given generously of his time and we hope that he will continue to take an interest in the Group's affairs.

7. Any Other Business

The Honorary Secretary thanked the Speaker for presiding at the Group's AGM.

Mr. Donohoe made the following points:

- On Tuesday, 16th July, the BAPG is delighted to have Dr. Jeremy Mayer of George Mason University, Washington D.C., speak to members on the current state of U.S. politics.

Dr. Mayer regularly briefs British Members of Parliament on behalf of the U.S. Department of State on the U.S. political system. He has recently completed research on the Tea Party and on international and U.S. attitudes towards torture. He will provide an insight into Obama's current situation, the legislative process and the fiscal situation. The meeting will be chaired by Julian Smith, MP and there will be an opportunity for Q&As.

All members are welcome to attend. The meeting will be held in the CPA Room off Westminster Hall from 3.00 p.m. to 4.00 p.m.

- This year's BAPG / U.S. Department of State Co-Sponsored visit to the United States will take place from the 21st to the 30th July. Eight members will spend nine days in the United States examining the U.S. political system. The program will open in Washington D.C. and comprise an overview of the federal system of government and how the various branches of government interact. This will be followed by meetings at key U.S. government departments and with congressional counterparts. The middle weekend will be spent with a Member of Congress in his/her home district and the final two days will be spent in Boston, where the participants will reunite to examine a state capital legislature and other issues of interest.

The U.S. Department of State organizes the programme and all internal travel. The BAPG pays transatlantic air fares and a daily subsistence allowance including hotel accommodation.

- The 2013 Annual Parliamentary / Congressional Conference will take place in the UK from Thursday, 5th to Sunday, 8th September with a delegation from the U.S. Senate led by Senator Patrick Leahy (Democrat, Vermont). Senator Leahy is President pro tempore and Chairman of the U.S. Senate Judiciary Committee. The conference will be held at a venue near Winchester in Hampshire and will involve nine British Members of Parliament, led by Andrew Mitchell, and between five and seven U.S. Senators.
- The postponed 2012 Annual Parliamentary / Congressional Conference with the House of Representatives BAPG has been tentatively scheduled during the November recess, 12-17 November. This is subject to Speaker Boehner completing the appointment of the House BAPG delegation.

At the suggestion of the Foreign Office, we may link in a Foreign Office funded thematic EU-US Transatlantic Trade & Investment Partnership specialist delegation visit, with the 2012 Annual Conference, possibly flying out to the U.S. one or two days earlier on 10th or 11th November. The TTIP thematic visit is being funded by way of the FCO's U.S. bilateral programme fund and the advantage of coordinating the visit with the postponed 2012 Annual Conference is that more members will then be able to participate in the thematic visit.

As soon as the details have been finalised we will advertise the visit on the All Party Whip and follow up with an e-mail to members inviting applications.

- We have let the U.S. Embassy know we would be delighted to host the new U.S. Ambassador (expected to be Matthew Barzun, although not yet confirmed) at a reception at Parliament in the

Autumn term, if there's an opportunity. As soon as arrangements are in place the event will be advertised to members.

- The Honorary Secretary thanked the two Vice Chairs, Andrew Mitchell and Douglas Alexander, his fellow Officers, Greg and John, and the group's Administrator, Hannah Mitchell, for their work through the year.
- We continue to try to arrange lunches/meetings for Congressional delegations to London and other VIP visitors.
- Members were reminded that group functions/visits are always advertised by means of the All Party Whip and the BAPG website www.bapg.org.uk. We also e-mail members to draw their attention to BAPG events advertised on the APW.

There being no further business the meeting closed at 3.55 p.m.

