

British-American Parliamentary Group



Annual Report & Accounts 2016-17

(For the year ended 31 March 2017)

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OFFICERS' & MEMBERS OF THE EXECUTIVE COMMITTEE 2016-2017

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. the Lord Hague of Richmond The Rt. Hon. Philip Hammond, MP The Rt. Hon. the Lord Howard of Lympne, QC The Rt. Hon. the Lord Jopling, DL 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. Andrew Mitchell, MP The Rt. Hon. the Lord Morris of Aberavon, KG, QC The Rt. Hon. the Lord Owen, CH The Rt. Hon. Angus Robertson, MP
Chair	The Prime Minister
Vice-Chairs	The Rt. Hon. Chris Grayling, MP Vernon Coaker, MP
Honorary Secretary	The Rt. Hon. Sir Greg Knight, MP
Honorary Treasurers	The Rt. Hon. Sir Simon Burns, MP The Rt. Hon. John Spellar, MP

MEMBERS OF THE EXECUTIVE COMMITTEE

House of Commons

Government

Christopher Chope, OBE, MP
Mike Freer, MP
Stephen Hammond, MP
Pauline Latham, OBE, MP
Jack Lopresti, MP
Alan Mak, MP

Opposition

The Rt. Hon. Ann Clwyd, MP
Angela Crawley, MP
Kevan Jones, MP
The Rt. Hon. John Healey, MP
Diana Johnson, MP
Conor McGinn, 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 Rt. Hon. the Lord McNally

Cross Bench

The Rt. Hon. the Lord Fellowes GCB GCVO QSO

Administrator: Hannah Mitchell

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EXECUTIVE COMMITTEE MEETINGS

The Executive Committee 2016-17 met on: 18th October 2016; 13th December 2016; 7th February 2017 and 27th June 2017 (pushed back from the 23rd May 2017 owing to the snap General Election on 8th June 2017).

The Annual General Meeting, at which the current Executive Committee was elected, took place on 6th July 2016.

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

The Rt. Hon. the Lord Anderson of Swansea, DL	3/4
The Rt. Hon. Sir Simon Burns, MP	3/3*
Christopher Chope, OBE, MP	3/4
The Rt. Hon. Ann Clwyd, MP	1/4
Vernon Coaker, MP	1/4
Angela Crawley, MP	2/4
The Rt. Hon. the Lord Fellowes, GCB, GCVO, QSO	3/4
Mike Freer, MP	2/4
The Rt. Hon. Chris Grayling, MP	3/4
Stephen Hammond, MP	3/4
The Rt. Hon. John Healey, MP	2/4
Diana Johnson, MP	2/4
Kevan Jones, MP	2/4
The Rt. Hon. Sir Greg Knight, MP	3/4
Pauline Latham, OBE, MP	2/4
Jack Lopresti, MP	3/4
Alan Mak, MP	2/4
The Rt. Hon. the Lord McFall of Alcluith	1/4
Conor McGinn, MP	2/4
The Rt. Hon. the Lord McNally	1/4
The Baroness O’Cathain, OBE	1/4
The Rt. Hon. John Spellar, MP	4/4
The Rt. Hon. the Lord Trimble	3/4

* The Rt. Hon. Sir Simon Burns, MP retired at the June 2017 General Election.

PERFORMANCE REPORT

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, 2009 and 2015.

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 thematic visit to the United States (budget allowing); one 'familiarisation' visit to the United States for members to learn about the U.S. legislative process, run conjointly with the United States Embassy and the United States Department of State, and attendance as observers at a biennial course conducted by Harvard University 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.

2016 was an election year in the US, with Presidential and Congressional elections in November 2016, which had a consequence for the BAPG programme with additional election related visits to the US.

In May 2016, the Annual Parliamentary / Congressional Conference took place in the US, at the invitation of the US House of Representatives BAPG. The conference took place over three days, interspersed with meetings arranged by the British Embassy on behalf of the British delegation (eight members plus one staffer). The first day of the visit was exclusively arranged by the House BAPG and involved a visit to the US Naval Academy in Annapolis, Maryland. The remainder of the visit was spent in Washington DC comprising discussion sessions with the House BAPG delegation in the Capitol and British Embassy arranged meetings with other Members of Congress, various Departments of the Administration, think tanks, business and unions.

In July, eight members with little or no prior experience of the United States, travelled to the US to participate in the annual BAPG / US Department of State co-sponsored 'International Visitor Leadership Programme' to learn about the US Legislative Process.

Also in July, two members (Government and Opposition) attended the Republican National Convention in Cleveland, Ohio, and two members (again one Government and one Opposition member) separately attended the Democratic National Convention in Philadelphia, Pennsylvania, to see Presidential candidate selection.

In early December, three members of the House of Commons and one member of the House of Lords travelled to Boston to observe the bi-partisan orientation programme for newly elected Members of Congress, conducted by the Institute of Politics at Harvard University.

In March 2017, the BAPG supplemented a Foreign Office financed outreach visit to Washington DC with additional members to engage with the new Congress. The visit originally came about via a BAPG bid to the Foreign Office's US bilateral Superfund. The programme was arranged by the Economic/Trade Teams and the Foreign Policy and Security Group at the Embassy in consultation with the BAPG and targeted visits with the committees in the House and the Senate concerned with trade, defence/security and foreign affairs as well as related caucus groups.

In the fall of 2016, the group was also pleased to be able to host in Parliament a farewell reception for the departing American Ambassador, H.E. Hon. Matthew W. Barzun, in partnership with BritishAmerican Business, to which many Members of Parliament and US/UK business leaders came.

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

The BAPG is funded mainly by a grant from the House of Commons Commission and the House of Lords Commission 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 Commission. 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 14) shows that the BAPG had a net operating deficit of £28,681 for the year 2016-17 (in 2015-2016, the BAPG had a net operating income of £2,390). The Parliamentary grant for the year was £112,990 (in 2015-2016 it was £111,650).

As at 31st March 2017, the BAPG holds £49,059 in reserves (page 15). These reserves have accrued in recent years as a result of lower programme expenditure than originally planned, owing to last minute cancellations by individual members in visits (most notably in the run up to the 2015 British General Election), postponement of events (by US counterparts) and from savings on individual activities.

Despite having to rely on reserves this year to make up the shortfall in budget, final expenditure was less than budgeted, due to the late withdrawal of two members from visits (the 2016 Annual Conference and the outreach visit to Washington DC in March 2017), the booking of cheaper flights for the Harvard visit in place of the flexible tickets that had originally been budgeted and, finally, from inviting BritishAmerican Business to co-host and fund the Annual Reception for the departing American Ambassador.

While the remaining reserves currently exceed the permitted one fourth of maximum annual funding, the BAPG Executive Committee have indicated to the Parliamentary budget holders their wish to carry over the reserves to fund the anticipated shortfall in funding in upcoming years.

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 on presentation of a valid invoice, whichever is the later. During 2016-2017, no interest has been paid to suppliers for the late payment of invoices.

Carbon Off-Setting

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

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. John Spellar, MP (Accounting Officer)

June 2017

ACCOUNTABILITY REPORT

Statement of Accounting Officer's Responsibilities

Under the Financial Memorandum, the House of Commons Commission and the House of Lords Commission 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. John Spellar, 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 Commission.

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 Commission 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.

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 Commission

The House of Commons Commission and House of Lords Commission 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 did not ask for anything further from the BAPG over and above 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), which were approved by the BAPG Officers at the end of March 2014. In line with section 1.2 of the Memorandum, providing for a review at least once every three years, the budget holders undertook a further review (commencing in the autumn of 2016), proposing several amendments; some merely drafting points (e.g. adding references to the new House of Lords Commission), others addressing points from the internal audit review or that had occurred to the budget holders independently. As at 15th June 2017, the amendments have received the approval of the Commons Executive Committee, the Commons Finance Committee and the IPU and BIPA Executive Committees. The Lords Finance Committee have yet to consider the proposed changes, along with the CPA Executive Committee. The BAPG Officers are to recommend the adoption of the proposed changes at the next meeting of the Executive Committee (27th June 2017).

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 Commission 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. No internal audit work was carried out in 2016-17.

The Group's Governance Activities in 2016-17

The Executive Committee met on four occasions in 2016-17 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 2017-2018; analysed the Group's accounts and the external audit findings for 2015-16 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.

Personal Data Related Incidents

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

Significant Issues

A significant concern is the future sustainability of the present level of programme activities. The five years of no inflationary uplift to the grant (2010-2015) have meant a real cash cut to the group's funding at a time of rising

programme costs (flights, fuel, tax, hotel accommodation) and the current base line grant is no longer sufficient to fund the BAPG's traditional programme.

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 significant concern.

As has been exemplified this year, the Group has had to rely on its reserves to fund its traditional programme of activities, but the reserves are finite. Beyond this, if the base line funding continues at current levels, it will likely have an adverse effect on the BAPG's activities and consequently its ability to further good relations and mutual understanding with the US Congress.

The Executive Committee is actively considering additional sources of finance, including sponsorship funding of individual events.

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 Commission under the auspices of the Financial Memorandum., as well as the comments made by the external auditors, the Comptroller and Auditor General, supported by the National Audit Office (NAO), in their audit of the BAPG Accounts and the activities that underpin them, which is carried out in accordance with International Standards on Auditing (UK and Ireland) and each year reports the results of their work to the BAPG's Executive Committee. As far as the Accounting Officer is aware, there have been no significant internal controls issues raised during the year.

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 Rt. Hon. John Spellar, MP (Accounting Officer)

June 2017

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 2017. 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 Commission. 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 Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. 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 2017 and of the Group's 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 Commission.

Opinion on other matters

In my opinion:

- the information given in the Performance Report and Accountability Report 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 returns adequate for my audit have not been received; or
- the financial statements are not in agreement with the accounting records and returns; 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.

Damian Brewitt
Director for and on behalf of the Comptroller and Auditor General
National Audit Office
157-197 Buckingham Palace Road
Victoria
London
SW1W 9SP

June 2017

FINANCIAL STATEMENTS

Statement of Comprehensive Net Expenditure

For the year ended 31 March 2017

		2016-17	2015-16
	Note	£	£
Administration Costs:			
Staff costs	3	39,665	39,404
Other administration costs	4	9,938	9,367
		49,603	48,771
Programme Costs:			
Programme costs	5	93,905	62,215
Total Costs		143,508	110,986
Income:			
Parliamentary Grant	2	(112,990)	(111,650)
Operating income	2	(1,449)	(1,266)
Total Income		(114,439)	(112,916)
Net Operating Cost/(Income) before Interest and Tax		29,069	(1,930)
Bank Interest Received		(484)	(574)
Corporation Tax Payable		96	114
Net Operating Cost/(Income) after Interest and Tax		28,681	(2,390)

The notes on pages 18 to 22 form part of the accounts.

Statement of Financial Position

For the year ended 31 March 2017

		31 Mar 2017	31 Mar 2016
	Note	£	£
Current assets:			
Trade and other receivables	7	995	1,171
Cash and cash equivalents	8	53,363	76,523
Total current assets		54,358	77,694
Current liabilities			
Trade and other payables	9	(5,299)	(4,954)
Total current liabilities		(5,299)	(4,954)
Assets less liabilities		49,059	72,740
Taxpayers' equity:			
General fund		49,059	72,740
Total taxpayers' equity		49,059	72,740

The financial statements on pages 14 to 17 were formally agreed by the Executive Committee on 27th June 2017 and were signed on its behalf by:

The Rt. Hon. John Spellar, MP (Accounting Officer)

The notes on pages 18 to 22 form part of the accounts.

Statement of Cash Flows

For year ended 31 March 2017

		2016-17	2015-16
	Note	£	£
Cash flows from operating activities			
Net operating (cost)/ income		(28,681)	2,390
Interest Received		(484)	(574)
Adjustments for non-cash transactions – audit fee		5,000	5,000
(Increase)/Decrease in trade and other receivables	7	176	86
Increase/(Decrease) in trade payables	9	345	-4,660
Net cash inflow/(outflow) from operating activities		(23,644)	2,242
Cash flows from investing activities			
Net cash outflow from investing activities		-	-
Cash flows from financing activities			
Net cash inflow from financing activities – interest received		484	574
Net increase/(decrease) in cash and cash equivalents in the period		(23,160)	2,816
Cash and cash equivalents at the beginning of the period	8	76,523	73,707
Cash and cash equivalents at the end of the period	8	53,363	76,523

The notes on pages 18 to 22 form part of the accounts.

Statement of Changes in Taxpayers' Equity

For the year ended 31 March 2017

	Note	General Fund
		£
Balance at 31 March 2015		65,350
Non-cash charges – auditor's remuneration		5,000
Net operating (cost)/income for the year		2,390
Balance at 31 March 2016		72,740
Changes in taxpayers' equity for 2016-17		
Non-cash charges – auditor's remuneration	4	5,000
Net operating (cost)/income for the year		(28,681)
Balance at 31 March 2017		49,059

The notes on pages 18 to 22 form part of the accounts.

Notes to the Accounts

1. Statement of accounting policies

These financial statements have been prepared in accordance with the 2016-17 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 grant, 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).

Income from Life Subscriptions will be recognised on a pro-rata basis over a period of 10 years (two terms of Parliament) and the remaining balance of Life Subscriptions will be treated as deferred income. Accordingly, Life Subscription income for 2016-2017 is £60 and the deferred income from 2015-2016 is £258, making a total Life Subscription income of £318.

1.3 Gains and losses

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

1.4 Taxation

From 5 April 2016, banks and building societies have paid gross interest on savings accounts. The 2016-2017 Accounts accordingly show gross interest of £483.80.

The total tax liability for 2016-17 is £96.76 (based on a Corporation Tax rate of 20% for 2016-2017).

2. Income

	<u>2016-17</u>	<u>2015-16</u>
	<u>£</u>	<u>£</u>
Parliamentary Grant	112,990	111,650
Annual Subscriptions	956	927
Life Subscriptions	318	258
Donations	175	81
Total	<u>114,439</u>	<u>112,916</u>

3. Staff numbers and related costs

Staff costs comprise:

	<u>2016-17</u>	<u>2015-16</u>
	<u>£</u>	<u>£</u>
Wages and salaries	30,255	30,801
Social security costs	3,056	2,258
Other pension costs	6,354	6,345
Total	<u>39,665</u>	<u>39,404</u>

There is one part-time member of staff at the BAPG responsible for the day-to-day running of operations.

4. Other administrative costs

	<u>2016-17</u>	<u>2015-16</u>
	<u>£</u>	<u>£</u>
Sundry	1,695	1,442
Insurance	1,978	1,951
Annual Report	860	526
Website costs	405	448
Non-cash items:		
Auditor's remuneration and expenses	5,000	5,000
Total	<u>9,938</u>	<u>9,367</u>

5. Programme expenditure

	<u>2016-17</u>	<u>2015-16</u>
	<u>£</u>	<u>£</u>
Annual Parliamentary / Congressional Conference(s)	27,115	29,270
Specialist Delegation Visit(s)	9,406	0
Annual Reception for the US Ambassador	42	2,470
BAPG / US Department of State Co-Sponsored Visit	30,851	29,767
Carbon Off-Setting of Air Travel	376	165
New Members of Congress Orientation Programme (NMOP)	10,583	0
Republican and Democratic National Party Conventions.	15,212	0
Hospitality	320	543
Total	<u>93,905</u>	<u>62,215</u>

The annual reception for the US Ambassador was co-hosted with BritishAmerican Business, who paid the cost of the reception.

6. Financial Instruments

IFRS 7 (Derivatives and other Financial Instruments) 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 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 Groups assets or liabilities and as such it is not exposed to any significant exchange risks.

7. Trade receivables and other current assets

	<u>2016-17</u>	<u>2015-16</u>
	<u>£</u>	<u>£</u>
Amounts falling due within one year:		
Prepayments	991	1,167
Other Receivables	0	0
Accrued Income – Bank Interest	4	4
Total	995	1,171

8. Cash and cash equivalents

	<u>2016-17</u>	<u>2015-15</u>
	<u>£</u>	<u>£</u>
Balance at 1 April	76,523	73,707
Net change in cash and cash equivalents	(23,160)	2,816
Balance at 31 March	53,363	76,523

The following balances at 31 March were held at:

Commercial banks and cash in hand	53,363	76,523
Balance at 31 March	53,363	76,523

9. Trade payables and other current liabilities

	<u>2016-17</u>	<u>2015-16</u>
	<u>£</u>	<u>£</u>
Amounts falling due within one year:		
Other Payables	2,584	2,521
Deferred Income	2,715	2,433
	5,299	4,954

10. Losses and special payments

There were no losses and special payments in 2016-17 (nil 2015-16).

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 by the Financial Memorandum. In addition, the House of Commons provides free accommodation to the Group as well as accounting services at the year end.

During 2016-17, the Group entered into related party transactions worth £1,304.19. This figure comprises £319.58 paid to the House of Commons Catering Service for the provision of hospitality to BAPG visitors, £798.83 for in-house printing and £185.78 for small gifts from the House of Commons' retail outlet for the Annual Conference and the specialist delegation visit.

There are no amounts outstanding with any of the related parties.

Authorisation for Issue

There have been no changes to the Accounts between the date when the Accounting Officer signed the Accounts and the date the Accounts were authorised to be issued on the date of the Director's signature on behalf of the C&AG signature.

Activities of the Group

1st April 2016

Following a request by the American Embassy, the BAPG arranged a tour of Parliament for US Secretary of Labor, Tom Perez, and family with the Baroness King of Bow. Secretary Perez was most appreciative of the private tour and the opportunity to meet Baroness King.

13th April

The BAPG arranged a tour of Parliament for a valued contact of the US Embassy's Political Section.

Week commencing 18th April

The National Audit Office commenced audit of the BAPG Accounts 2015-2016.

8th May

The BAPG hosted a tour of Parliament for a high level US Congressional delegation on their return from an extended trip to the Middle East region to examine the spread of Islamist terror and threats to the United States and its allies. The Congressional delegation was headed by the Chairman of the House Committee on Homeland Security, Representative Michael McCaul (R-TX). We are grateful to John Spellar for kindly giving the time to conduct the tour and to the Parliamentary authorities for specially permitting the tour to take place on a Sunday

10th May

A meeting of the BAPG Executive Committee took place.

10th May

The Chair of the Marshall Aid Commemoration Commission, Mr. Christopher Fisher, hosted a dinner in honour of the departing Marshall Scholars and Marshall Sherfield Fellows at Stationers Hall to which members of the BAPG and others were invited.

18th May

The State Opening of Parliament took place.

18th May

A pre-departure briefing meeting was held for the delegation attending the 2016 Annual Parliamentary / Congressional Conference in the US.

22-26 May

The 2016 Annual Parliamentary / Congressional Conference took place at the invitation of the US House of Representatives BAPG in Washington DC. The House BAPG delegation was led by Representative Ander Crenshaw (Republican, Florida) and the British delegation by BAPG Government Vice Chairman and Leader of the House of Commons, The Rt. Hon. Chris Grayling, MP.

This year's conference included several policy discussion sessions - national security, foreign policy, US and UK politics, TTIP/ trade and the global economy - meetings with the Republican and Democratic leadership, a day trip to the United States Naval Academy in Annapolis, Maryland, and a meeting with Associate Justice Stephen Breyer of the US Supreme Court.

Outside of the conference, the Parliamentarians took the opportunity of meetings arranged by the British Embassy, which included terrorism and security briefings from the Director of National Intelligence, James Clapper, and the Assistant Secretary of European and Eurasian Affairs, Toria Nuland, and the Assistant Secretary of Near Eastern Affairs, Anne Patterson, at the US Department of State.

The British delegation were also hosted by the British Ambassador, Sir Kim Darroch, at a breakfast meeting at his residence and the Deputy Ambassador, Patrick Davies, hosted an 'economic conversation' over lunch with economists from the media, banking and think tanks, who discussed the short and medium to long term economic outlook for the US.

7th June

The BAPG Officers and secretariat met with representatives of the Franklin Center for Global Policy Exchange (a non-partisan, non-profit organization) and the Ripon Society (a Republican public policy organization) to discuss their plans for a conference in London later in the year, titled '32nd Transatlantic Capital to Capital Exchange: the Special Relationship'. The purpose of the conference was to provide for the exchange of ideas between legislators and corporate policy experts from the United States with their counterparts in the UK. The BAPG were invited to input into the programme and made arrangements for a tour and discussion with BAPG Members.

24th June

The BAPG secretariat hosted a tour of Parliament for contacts of the Director of the US House of Representatives Inter-Parliamentary Services, Janice Robinson.

30th June

The BAPG hosted a meeting with Jonathan Day, Chief of Staff to US Representative Joe Wilson (R-SC 2nd District), Co-Chair of the UK Caucus, and the Co-Chair of the APPG Mayflower Pilgrims, Oliver Colvile, MP, and assistant Stuart Pilcher to discuss plans for the 400th Anniversary of the Mayflower Pilgrims. John Mann, MP, fellow co-chair of the Mayflower APPG, was also meant to have attended the meeting, but was diverted to the launch of a critical report.

6th July

A pre-departure was held with participants of the 2016 BAPG / US Department of State Co-Sponsored Visit to the US to learn about the US Legislative Process.

6th July

The BAPG Honorary Secretary, The Rt. Hon. Sir Greg Knight, MP and Joint Honorary Treasurer, The Rt. Hon. John Spellar, MP, together with the BAPG Administrator, met with the CEO of BritishAmerican Business (BAB), Jeffries Briginshaw, to discuss the possibility of BAB sponsoring BAPG events such as the Annual Reception for the US Ambassador, next scheduled in October.

6th July

The BAPG's AGM took place at which Mr. Speaker kindly presided.

10-19 July

Eight Members of Parliament, with little or no prior experience of America, travelled to the United States to participate in an International Visitor Leadership Programme (IVLP) sponsored by the US Government to learn about the US Legislative Process. The programme opened in Washington DC and comprised an overview of the federal system of government and how the various branches of government interact followed by meetings at key US government departments and with congressional counterparts. The middle weekend was spent with a Member of Congress in his/her home district and the final two days were spent in Boston where the participants reunited to examine a state capital legislature and other issues of interest. Unfortunately, six of the eight participants had to return early to the UK, at the end of the shadowing in the congressional districts, to vote in the trident debate. Only the Labour members travelled to Boston and completed the programme, which according to one Labour member, gave valuable context to the earlier elements of the programme. There were no cancellation charges incurred and some of the unused Per Diem allowance (from the Boston component) was used to cover the cost of re-routing members' flights from Boston to international hubs near to their congressional districts.

18-21 & 25-28 July

The BAPG sent two Parliamentarians (one government member and one opposition member) to each Convention to participate in the respective international programmes and see Presidential candidate selection.

- The Republican Party National Convention took place in Cleveland, Ohio, 18-21 July.
- The Democratic Party National Convention was held in Philadelphia, Pennsylvania, 25-28 July.

At the BAPG's suggestion, the House Magazine ran a feature on the US Conventions on Parliament's return from the summer recess.

22nd July

At the request of the Head of the North America Department at the Foreign Office, Patrick Reilly, the BAPG secretariat arranged a tour of Parliament and meeting with Crispin Poyser, the then Clerk of the Commons Overseas Office and Nick Beech, Second Clerk of the Foreign Affairs Committee and Secretary to the UK Delegation to the NATO Parliamentary Assembly, for staff of the North America Department. The purpose of the meeting was to extend understanding of what MPs and Ministers need from Officials when dealing with Parliamentary business; to garner tips for officials who draft PQs, MPs letters, brief Ministers for overseas trip to the US and Canada and prepare Memoranda for FAC and evidence sessions, as well as discuss how Parliamentarians can be more involved in US and Canadian business.

15th August

At the request of the US Embassy, the BAPG hosted a delegation of 17 Members of Congress who were in London on a visit organised by the Aspen Institute to engage on 'Diplomacy and Extremism: Iran, ISIS and US interests in an unravelling Middle East'. The delegation comprised chairs and senior members of committees in the US House of Representatives. The BAPG arranged a round table discussion with the Members of Congress, which was attended by five Members of Parliament: Joint Honorary Treasurer and ranking opposition member of the Defence Select Committee, the Rt. Hon. John Spellar, MP; Executive Committee member, Alan Mak, MP; Chair of the Foreign Affairs Select Committee, Crispin Blunt, MP; member of the Defence Select Committee, Madeleine Moon and former Foreign Affairs and Health Minister, The Rt. Hon. Alistair Burt, MP. They discussed Brexit, NATO and the 2016 US Elections. Later that evening four of the five MPs accepted an invitation to join the Members of Congress over dinner at their hotel.

17th August

The BAPG made arrangements for Congressman Bradley Byrne (R –AL01) and Mrs. Byrne to be given a tour of Parliament by BAPG Executive Committee member, The Rt. Hon. the Lord McNally, who very kindly took the guests for afternoon tea on the terrace following the tour.

17th August

BAPG Joint Honorary Treasurer, the Rt. Hon. John Spellar, MP, joined Nigel Mills, MP, in meeting a delegation of officials from the US House of Representatives Committee on Administration and the Committee on Ethics to discuss how Members of Parliament are governed in their use of official resources.

23rd August

The BAPG Administrator met with Justine Lancaster, Political Specialist at the US Embassy, to discuss the BAPG programme including the farewell reception for the American Ambassador, Matthew Barzun.

24th August

At the request of the Director of Inter-Parliamentary Services in the US House of Representatives, Janice Robinson, the BAPG arranged a tour of Parliament for guests of Congressman George Holding (Republican, North Carolina), Co-Chair of the House of Representatives BAPG.

30th August

The Joint Honorary Treasurer, the Rt. Hon. John Spellar, MP, together with the BAPG Administrator met with Timothy Jenkins, Senior Tourism Affairs Executive of VisitBritain, to discuss how VisitBritain could support the work of the British-American Parliamentary Group.

7th September

The Joint Honorary Treasurer, The Rt. Hon. John Spellar, MP and the BAPG Administrator met the political lead from the British Embassy Washington DC, Susannah Goshko, and the Head of the North America Department, Patrick Reilly, to discuss opportunities for collaborative projects and to hear their analysis of the US Presidential and Congressional election campaign.

8th September

The BAPG Administrator met with Andy Martin from the Commons to discuss how Parliament was currently off-setting its carbon emissions from air travel and also to gain a greater understanding of the Commons travel insurance policy for official visits.

15th September

The BAPG hosted the 2016 intake of Marshall Scholars funded by the Marshall Aid Commemoration Commission in Parliament. The Scholars were taken on a tour and then met with BAPG Executive Committee member, Alan Mak, MP, for a question and answer exchange in the Grand Committee Room.

15th September

The Foreign Office hosted a reception to welcome the 2016 Marshall Scholars, to which Officers and Members of the BAPG were invited.

5th October

The BAPG Administrator met with the Communications Officer of the Ditchley Foundation, Katie Williams, to discuss the arrangements for the upcoming co-sponsored panel discussion event on Brexit in the Speaker's State Rooms.

6th October

At the request of the Director of Inter-Parliamentary Services in the US House of Representatives, Janice Robinson, the Administrator gave Mrs. Catherine Huddleston (a senior official from the House Serjeant at Arms office) and husband a tour of Parliament.

6th October

At the request of the US Embassy, arrangements were made for the Deputy Assistant Secretary of the Bureau of European and Eurasian Affairs, Conrad Tribble, to be given a tour of Parliament. We are grateful to Joint Honorary Treasurer, the Rt. Hon. John Spellar, MP, for giving the time to conduct the tour at short notice.

6th October

The US Embassy previewed the PBS film 'The Choice 2016, Trump vs Clinton' from Michael Kirk and Mike Wiser, to which Officers and Members of the BAPG were invited. The film premiered three days later in the UK on PBS America.

15th October

A report back took place from six of the eight participants of the 2016 BAPG / US Department of State Co-Sponsored Visit to the US in July. Overwhelmingly, the participants reported it had been a worthwhile and valuable experience, but were critical of some of the meetings arranged on the Hill, which they said were less useful. The US Embassy will feedback to the US Department of State, who will brief the programmers, Meridian International.

18th October

A meeting of the BAPG Executive Committee took place.

19th October

The BAPG partnered with BritishAmerican Business (BAB) in hosting the annual BAPG reception for the American Ambassador, Matthew Barzun, and Embassy Chiefs - the group's first foray into inviting private sponsorship of BAPG events (with BAB covering the cost of refreshments at the event). The reception was held in the Speaker's State Rooms by kind permission of Mr. Speaker and was very well attended by Parliamentarians and representatives of US/UK business.

The Government Vice Chairman, The Rt. Hon. Chris Grayling, MP, spoke on behalf of the Group, thanking Ambassador Barzun for all that he had done to promote US/UK relations. Nic Walsh spoke on behalf of BritishAmerican Business, recognizing the Ambassador's extensive outreach work around the country, meeting business and students.

The CEO of BritishAmerican Business, Jeffries Briginshaw, wrote afterwards that he was keen to explore with the BAPG how the two organisations "might deepen their collaboration around a substantive as well as celebratory approach to the US/UK relationship".

26th October

The BAPG co-hosted a panel discussion event with The Ditchley Foundation on 'Brexit and the transatlantic relationship' in the Speaker's State Rooms, attended by BAPG members, members of the diplomatic corps, the media, business bodies and think tanks. The discussion was introduced by Lord Robertson, Chair of The Ditchley Foundation, and chaired by the new Director of the Foundation, James Arroyo. Ditchley covered the cost of the refreshments at the event.

The panellists comprised:

Ambassador Anthony Gardner, US Ambassador to the European Union,
Sir Martin Sorrell, Chief Executive Officer, WPP plc.,
Sir Peter Westmacott, former British Ambassador to the US.

The discussion was well attended and a summary of the proceedings (prepared by the Ditchley Foundation) was circulated to the membership after the event.

The Foundation Director, James Arroyo, was pleased with the event and let the BAPG know that he had received very positive feedback from those who had attended and was keen to maintain the event as part of the Ditchley annual programme in the autumn.

27th October

BAPG Honorary Secretary, The Rt. Hon. Sir Greg Knight, MP and BAPG Executive Committee member, Stephen Hammond, MP met with a US Congressional delegation of senior officials from both the US House of Representatives and the Senate who were visiting the UK and France to meet with government officials regarding legislative and institutional procedure.

31st October & 2nd November

At the request of the British Embassy Washington DC, the BAPG assisted with a visit by a US Congressional staff delegation focused on trade. Arrangements were made for the delegation to meet with BAPG members, the Rt. Hon. John Spellar, MP (Joint Honorary Treasurer and former Chair of the Trade and Investment APPG) and Conor Burns, MP, (PPS to Greg Clark as Secretary of State for Business, Energy and Industrial Strategy) to discuss the future of trade policy. The BAPG also organized a tour of Parliament for the delegation and a meeting with the new Clerk of the Commons Overseas Office, Matthew Hamlyn, for a briefing on the UK Parliament's Select Committee system.

7th November

Two members of the BAPG Executive Committee, The Rt. Hon. the Lord McNally and Alan Mak, MP, met with a group of undergraduates from the University of California Davis, taking a course at the LSE on international political economy, for a question and answer exchange prior to their tour of Parliament, arranged by the BAPG. We are most grateful to the Lord McNally and Alan Mak, MP for giving the time to meet with the US undergraduates.

8th November

The BAPG Administrator met with the organisers of the '32nd Transatlantic Capital to Capital Exchange' to run through the final arrangements for their visit to Parliament at the weekend, involving 24 high ranking Members of Congress plus 152 representatives of large American businesses.

8th November

The US Embassy hosted an election night party at the Embassy to which the BAPG Officers and others were invited to observe the US Presidential and Congressional elections.

The BAPG Honorary Secretary, the Rt. Hon. Sir Greg Knight, MP, wrote a letter to the President Elect Donald Trump on behalf of the Group to congratulate him on his victory and to say that he hoped that the good relationship the group had with the Administration in the USA would be maintained under his Presidency.

10th November

The BBC, in partnership with Populus, hosted a special US Election breakfast event in Westminster with discussion and analysis of the results and the implications for the UK, to which BAPG Officers and others were invited.

10th November

The BAPG Administrator met with Matthew Mazonkey, formerly senior Congressional Liaison at the British Embassy Washington DC and now Government Relations at Airbus in the US.

12th November

At the request of the British Embassy Washington DC, the BAPG facilitated a visit to Parliament by a large group of high ranking Members of Congress and representatives of large American businesses, including: 21st Century Fox, AT&T, Blue Cross Blue Shield, Facebook, in London to attend an event hosted by the Franklin Center for Global Policy Exchange (a non-partisan, non-profit organization) and the Ripon Society (a Republican public policy organization) titled '32nd Transatlantic Capital to Capital Exchange: the Special Relationship'. The purpose of the conference was to provide the exchange of ideas between legislators and corporate policy experts from the United States with their counterparts in the UK. They held a series of panel discussions around London on counter terrorism, cyber security, international trade, global finance, energy and climate change, to name a few.

The BAPG arranged for the Members of Congress to meet with several members of the BAPG: The Rt. Hon. Sir Simon Burns, MP (BAPG Joint Honorary Treasurer); Crispin Blunt, MP (Chair of the Foreign Affairs Select Committee); Seema Malhotra, MP (Member, Select Committee on Exiting the European Union); James Berry, MP (PPS to Philip Dunne as Minister of State for Health at the Department of Health) and Alan Mak, MP (member of the BAPG Executive Committee) and discussions centered on Brexit and the US elections. The bi-partisan Congressional delegation included two members of President Elect Trump's transition team. The BAPG also arranged with Visitor Services a guided tour of Parliament for the Members of Congress and audio tours for the other 152 guests in the party.

Later that evening Parliamentarians and others were invited to join the US guests at the closing dinner of the '32nd Transatlantic Capital to Capital Exchange', held at Banqueting House.

14th November

BAPG Joint Honorary Treasurer, the Rt. Hon. John Spellar, MP, and the BAPG Administrator met with Maggie Dougherty, recently appointed as Senior Congressional Adviser at the British Embassy Washington DC, to discuss the FCO sponsored BAPG 'outreach' visit to the US in early March and ideas for a further bid to fund a BAPG visit in 2017/2018.

15th November

The BAPG arranged a tour of Parliament for a group of students from US Dartmouth College taking a course at the LSE.

22nd November

The BAPG Administrator met with the new Clerk of the House of Commons Overseas Office, Matthew Hamlyn, to brief him on the work of the BAPG.

30th November

The BAPG hosted the 2019 Commemoration Delegation in Parliament who were visiting the UK on a reconnaissance trip to plan commemorative events around the 400th anniversary of the first Parliament of Virginia in 2019. The BAPG Administrator arranged a tour of Parliament, tickets to PMQs (graciously provided by Mr. Speaker) and a meeting with BAPG Officers.

The BAPG Officers discussed with the delegation opportunities for British engagement in 2019 signature events to commemorate the 400th anniversary of the first representative legislative assembly in the New World. The delegation would welcome a Parliamentary presence at one or more of the events in Virginia and may agree to share the cost of Parliamentarians attending the event(s).

The Officers also discussed with the delegation a possible event in Parliament, which the Officers confirmed they would be happy to sponsor.

In the evening, the Clerk of the House of Commons, David Natzler, hosted a drinks party for the delegation, inviting the BAPG Officers and Parliamentary officials.

30th November

A pre-departure briefing meeting took place with three of the four Parliamentarians selected to attend, as observers, the Harvard Institute of Politics bi-partisan orientation programme for newly elected Members of Congress, 6-8 December. The political lead designate at the British Embassy Washington DC, James Hooley, kindly attended the meeting to brief the Members of Parliament on the latest appointments made by the President Elect and what this might bode for policy in the new Administration as well as advise on the strategic priorities of the FCO.

30th November

The Administrator met with the Vice Consul Prosperity and Economics Officer of the British Consulate General Miami, Ainsley Hutchinson, to discuss a possible FCO sponsored BAPG visit to Miami and Atlanta in May 2017 to engage with state government, local officials and business on climate security and sustainability.

1st December

The 2019 Commemoration Delegation hosted a reception at the In and Out (Naval and Military) Club to which the BAPG Officers and others were invited.

1st December

The Rt. Hon. John Spellar, MP together with the BAPG Administrator met with members of the Airbus UK Public Affairs team to discuss how Airbus might support BAPG activities, namely the 2017 Annual Parliamentary / Congressional Conference, which will be hosted in the UK with a delegation from the US Senate. There was discussion of the possibility of Airbus hosting the British and American delegations at one of its sites to learn about collaborative projects with the US/innovations in its space work and of sponsoring a local dinner.

5th December

The BAPG Administrator met with the Baroness Lawrence of Clarendon, a member of the delegation attending the Harvard Institute of Politics bi-partisan orientation programme for newly elected Members of Congress, to brief her on the upcoming trip, having just returned from a visit with the Joint Committee on Human Rights.

6-8th December

At the invitation of the Institute of Politics, four Parliamentarians attended the biennial Harvard Institute of Politics bi-partisan orientation programme for newly elected Members of Congress.

The educational and preparatory programme comprised 'issue seminars' and lectures by Harvard academics and eminent outside speakers. The British Parliamentarians were the only foreign legislators invited to observe the programme, which this year was attended by 35 new Members of Congress from across the US.

7th December

The British American Project and the John Adams Society hosted a special lecture by American Ambassador Matthew Barzun at the US Embassy titled 'Caring Counts: Ambassador Winant and the Special Relationship' to which BAPG members and others were invited.

12th December

The BAPG Administrator joined Vince Murphy and Naomi Roose-Lloyd of Cultural Affairs at the US Embassy in meeting Sarah Williams of Meridian, the US programmers of the annual International Visitor Leadership Programme for Parliamentarians with little or no prior experience of the US, to feedback on the most recent visit (July 2016).

13th December

A meeting of the BAPG Executive Committee took place.

4th January 2017

The Joint Honorary Treasurer, the Rt. Hon. John Spellar, MP, together with the BAPG Administrator, met with James Hooley, the Political Lead designate of the British Embassy Washington DC, to discuss a BAPG proposal of supplementing the planned FCO sponsored visit to Washington DC in March 2017 with additional members, to give an enhanced, stronger, delegation. It was also an opportunity to discuss other BAPG visits/events planned for later in the year.

10th January

Outgoing Ambassador Matthew W. Barzun hosted a farewell reception at Winfield House which was attended by the BAPG Honorary Secretary.

20th January

The inauguration of President Donald Trump, the 45th President of the United States, took place.

26th January

The BAPG Administrator met with the NAO Audit team to plan the 2017 audit.

6th February

At the request of the British Consulate General Miami, the BAPG arranged a tour of Parliament for a FCO sponsored FinTech mission from the US.

7th February

Joint Honorary Treasurer, The Rt. Hon. John Spellar, MP, and the BAPG Administrator met with Stacy Hilliard, Chair of American Voices International (AVIPAC) - a non-party affiliated political action committee which promotes the voices of Americans living overseas with policy makers in Washington DC - to discuss the possibility of collaborating on future events.

7th February

A meeting of the BAPG Executive Committee took place.

20th February

The BAPG facilitated a prosperity themed visit by a bipartisan delegation of senior US Congressional staffers from the Senate and House sponsored by the British Embassy Washington DC. The aim of the visit was to build relationships, raise awareness of UK trade policy interests and cultivate support in anticipation of seeking congressional support for UK trade policy objectives in the future. While in London, the delegation met with key representatives of the UK government (e.g. DExEU, DIT), business leaders and policy makers. The BAPG arranged a tour of Parliament for the delegation and a working lunch involving six Members of Parliament who discussed with the Congressional staffers Brexit and the Trump Presidency amongst other matters.

21st February

At the request of the Ministry of Defence, members of the BAPG met with senior US Officers (1* generals and above) from across the US Armed Forces who were in the UK attending a course run by the National Defence University (NDU) to assist in effective planning and employment of US forces in joint and combined operations. The course examined major issues affecting national security decision making, military strategy, joint/combined doctrine, interoperability and key allied nation issues. The programme organisers were keen for the officers to gain an understanding of the UK parliamentary system and how it differs from the US.

23rd February

The US Embassy asked for the BAPG's assistance in arranging a tour of Parliament for a high level US Congressional delegation comprised of Senators and Members of the House of Representatives together with accompanying persons. We are most grateful to Honorary Treasurer, the Rt. Hon. John Spellar, MP, for giving the time to conduct the tour.

1st March

The BAPG Honorary Secretary, The Rt. Hon. Sir Greg Knight, MP, held a pre-departure briefing meeting for members participating in the upcoming BAPG / FCO 'outreach' visit to Washington DC. Patrick Moody, the new Deputy Director (US Foreign Policy) of the Americas Directorate at the FCO attended the meeting to provide a briefing on the US.

2nd March

The BAPG arranged for a group of undergraduates taking a political communications course at Richmond University, the American International University in London, to meet with BAPG Officer, the Rt. Hon. Sir Simon Burns, MP, to learn about how he communicated with his party and the wider electorate during election campaigns. This was then followed by tickets to the Commons gallery to watch a Parliamentary debate.

6-9 March

Eight Parliamentarians travelled to Washington DC on a visit co-funded by the BAPG and the FCO (by way of a bid to the FCO US bilateral fund) to promote UK/UK relations, shared security interests and strong trade links.

15th March

At the request of the British Embassy in Washington DC, the BAPG arranged a tour of Parliament for Catherine Russell, former United States Ambassador-at-Large for Global Women's Issues, and guest. We are most grateful to Catherine West, MP (Shadow Foreign Office Minister) for giving the time to show the guests around and take them on to the Commons terrace afterwards for tea.

29th March

The BAPG Administrator met with the new Policy and Public Affairs Manager at BritishAmerica Business (BAB), Theo Bachrach, to discuss the BAPG and BAB programmes and possible areas of co-operation.

Report on the Work of the Group during 2016-2017

The Annual General Meeting of the Group took place on 6th July 2016. The Speaker of the House of Commons, The Rt. Hon. John Bercow, MP, as Joint President of the British-American Parliamentary Group, kindly presided and was warmly welcomed by all the members present.

It was reported that between April 2015 and April 2016, some 19 Members of Parliament had been to the United States under the group's auspices.

During the 12 months to April 2017 (an election year in the US), 32 members had visited the US during the year under the auspices of the BAPG. This was by way of the following visits:

In May 2016, the Annual Parliamentary / Congressional Conference took place in Washington DC, at the invitation of the US House of Representatives BAPG delegation, led by Representative Ander Crenshaw (R-FL). The British delegation was led by the BAPG Government Vice Chairman and Leader of the House of Commons, the Rt. Hon. Chris Grayling, MP, together with BAPG Joint Honorary Treasurer, the Rt. Hon. John Spellar, MP, who led on the opposition side.

Other members of the delegation were as follows:

Government

The Rt. Hon. the Lord Howard of Lympne, CH QC
The Rt. Hon. Cheryl Gillan, MP
Mike Freer, MP

Opposition

The Rt. Hon. the Baroness Taylor of Bolton (Labour)
Graham Jones, MP (Labour)
Conor McGinn, MP (Labour)

Hannah Mitchell, the BAPG Administrator, accompanied the delegation.

The Rt. Hon. Sir Greg Knight, MP, would ordinarily have joined the delegation in his role as Honorary Secretary of the group, but unfortunately was unable to go due to a prior engagement in his constituency.

In Washington D.C., by arrangement of the British Embassy, the British delegation visited the Office of the Director of National Intelligence and the US Department of State.

- At the Office of the Director of National Intelligence, the delegation met with James Clapper, the Director, who briefs the President on a daily basis on intelligence matters. Jim Clapper explained how the ODNI had come about as a result of 9/11 events and what it does. He discussed with the delegation the challenges of social media and the need to counter extremist narrative through a cohesive strategy. He spoke of the biggest issue now being encryption and the question of whether the commercial providers should disclose information. The Senate was currently preparing legislation mandating commercial providers to provide data in an intelligible format. The discussion also covered the Middle East, ISIL, Russia and the caucuses and the impact of sanctions vis a vis the Ukraine.
- At the US Department of State, the delegation met with Toria Nuland, Assistant Secretary European and Eurasian Affairs, and Anne Patterson, Assistant Secretary Near Eastern Affairs. Assistant Secretary Nuland spoke about efforts following the Wales NATO summit in September 2014 and through to the Warsaw NATO summit in July, including NATO's response to the migration issue and its co-operation with Sweden and Finland in light of Russia's heightened military activities. There was also discussion on the potential impact on NATO of an EU defence capability; the implications of a UK decision to leave the European Union and Turkey's membership of NATO. Assistant Secretary Patterson briefed the delegation on the US's latest thinking on Iran, Crimea, the Ukraine, Libya, Egypt, the Yemen and Syria. The US Department of State commended the British government for organising the recent Supporting Syria and the Region conference in London which raised significant new funding for those affected by the Syria crisis.

The BAPG is enormously grateful to the British Embassy in Washington, both for their extensive work in establishing a programme and for the very generous hospitality given to the delegation, which included a useful and informative meeting with the British Ambassador, Sir Kim Darroch, at his residence over breakfast and a lunch hosted by the Deputy

Head of Mission, Patrick Davies, at his residence with economists from the media, banking and think tanks, who discussed with the delegation, the short and medium to long term economic outlook for the US.

The second half of the programme was kindly hosted by the House BAPG delegation, whose members were as follows:

- Representative, Ander Crenshaw, R-FL-04, Chair House BAPG & Chair House Appropriations Subcommittee on Financial Services & General Government
- Representative Robert Latta, R-OH 05, Chair of the Energy and Commerce Subcommittee on Digital Commerce and Consumer Protection
- Representative Robert Aderholt, R-AL-04, Chair, House Appropriations Subcommittee on Agriculture
- Representative George Holding, R-NC 02, who serves on the House Committee on Ways and Means.
- Representative Ed Whitfield, R-KY 01
- Representative Henry Cuellar, D-TX-28, who serves on the House Appropriations Committee
- Representative John Delaney, D-MD-06, a member of the House Committee on Financials Service and of the Joint Economic Committee
- Representative Dr. David “Phil” Roe, R-TN-01, Chairman of the House Committee on Veterans' Affairs.

Over the course of the three days, the delegation also had the opportunity to meet with the following Members of Congress who were able to join the British delegation for part of the time either in the discussion sessions or at the lunch and/or dinner hosted by the House BAPG delegation:

- Representative Mark Amodei, R-NV-02
- Representative Cathy McMorris Rogers, R-WA-05
- Representative John Mica, R-FL-07
- Representative Adam Smith, D-WA-09
- Representative Brendan Boyle, D-PA-13
- Representative Ileana Ros-Lehtinen, R-FL-27
- Representative Ted Yoho, R-FL-03
- Representative Mario Diaz-Balart, R-FL-25
- Representative Rodney Frelinghuysen, R-NJ-11, Chair, House Appropriations Subcommittee on Defense
- Representative Thomas “Tom” Rooney, R-FL-17, House Deputy Majority Whip
- Representative Peter “Pete” Visclosky, D-IN-01, Ranking Member, House Appropriations Subcommittee on Defense
- Senator John Boozman, R-AK, Chair, Senate Appropriations Subcommittee on Financial Services & General Government
- Representative David Cicilinne, D-RI-01
- Representative Theodore “Ted” Deutch, D-FL-21
- Representative Janice Hahn, D-CA-44
- Representative Steny Hoyer, D-MD-05, House Minority Whip
- Representative Jeff Miller, R-FL-01, Chair, House Committee on Veterans' Affairs
- Representative Joe Wilson, R-SC-02, Assistant Majority Whip
- Representative Erik Paulsen, R-MN-03

- House Speaker Paul Ryan R-WI 01 joined the delegation on the balcony of the Capitol building for a group photo.

There were three discussion sessions which focused on the following topics:

1. **US-UK Political Overview**, which included:
 - 2016 US Presidential and Congressional elections

- UK referendum on exiting the EU
- Impact of Brexit on US/UK relations and with the EU

2. National Security / Foreign Policy – moderated by Derek Mix (CRS Expert on Europe and the UK) - with particular reference to:

- Brexit
- US Presidential race - immigration, NATO
- The Edward Snowden leaks

3. US-UK Economic Overview, which included:

- Global economic outlook
- TTIP / international trade

Representative Crenshaw also arranged for the delegation to meet with U.S. Supreme Court Justice Stephen Breyer, who discussed with the members the role of the Supreme Court, its differences with the British system, particular contentious cases and the outlook for the future. Following the meeting, Justice Breyer very kindly took the time to show the delegation the old Supreme Court chamber.

At the request of the British delegation, the House BAPG chair also arranged for the delegation to meet with Representative Michael McCaul, R-TX-10, Chair of the House Committee on Homeland Security, for a briefing on the key findings of his committee from a recent trip to the Middle East and Europe to examine the spread of Islamist terror and threats to the US and its allies..

Our very extensive thanks are due to the American delegation and foremost to Representative Ander Crenshaw for the very considerable amount of thought and work which he had put into the programme and for the very generous hospitality we received. The delegation particularly appreciated the visit to the United States Naval Academy in Annapolis, Maryland - the highlights of which must surely have been the memorable Herndon Monument Climb, a high energy exercise involving the first year undergraduate class competing to retrieve a cap from the top of a greased obelisk and the battle colour ceremony featuring the U.S. Marine Drum & Bugle Corps, the Silent Drill Platoon, and the Marine Corps Colour Guard, which was greatly appreciated by the British delegation for its skill and poignancy - and the fine dinner in the Members' Reading Room of the Jefferson Building, the Library of Congress.

We also wish to pay particular thanks to the members of the House of Representatives staff, who worked so hard on the schedule; to the North America Department at the Foreign Office for the helpful written briefings and especially to the British Embassy in Washington DC for the considerable amount of work which they did in setting up meetings in Washington and all that they did to help make the conference an undoubted success.

- Also in July, eight members with no or little prior experience of the US, went to the United States with the BAPG to take part in a US government sponsored 'International Visitor Leadership Programme' to learn about the American political system at the federal, state and local levels, with emphasis on the role and organisation of Congress. Unfortunately, six of the eight participants had to depart the programme early, after the individual visits to the Congressional district, to vote in the Trident debate.
- The BAPG sent two Parliamentarians (one government member and one opposition member) to each of the National Party Conventions to participate in the respective international programmes and see Presidential candidate selection.
- At the invitation of the Harvard Institute of Politics, four Parliamentarians attended the biennial Harvard Institute of Politics bi-partisan orientation programme for newly elected Members of Congress in Boston, which involved 'issue seminars' and lectures by Harvard academics and eminent outside speakers.

- Eight Parliamentarians travelled to Washington DC on a visit co-funded with the Foreign Office (by way of a bid to its US bilateral fund) to promote UK/UK relations, shared security interests and strong trade links.

In October, the BAPG partnered with BritishAmerican Business to co-host a farewell reception for the American Ambassador, Matthew Barzun, in the Speaker's State Rooms by kind permission of Mr. Speaker. Ambassador Barzun brought along with him 20 senior members of staff from the Embassy to meet Parliamentarians and representatives of US / UK business to establish contacts and discuss US/UK relations. It was the BAPG's first foray into private sponsorship of events, with BAB funding the cost of the refreshments.

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 2016 Marshall Scholars to visit Parliament and to meet with a Member of Parliament for a question and answer exchange.

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.

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 BRITISH-AMERICAN PARLIAMENTARY GROUP
HELD IN COMMITTEE ROOM 9
ON WEDNESDAY, 6TH JULY 2016 AT 4:00 P.M.**

The Speaker of the House of Commons, The Rt. Hon. John Bercow, MP, presided.

1. *Apologies*

The Chair conveyed apologies for absence from the Prime Minister, the Foreign Secretary, together with 34 others (a list of these were available at the meeting).

2. *Minutes of the last Meeting*

The Minutes of the last meeting, having been circulated in the Annual Report at pages 34 to 40, 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 2015 to April 2016 and the Accounts for the Year Ending 31st March 2016*

The Chair advised that although this came under one agenda item it was in fact in two parts: the first being the Annual Report and the second being the Accounts. The Chair first called upon The Rt. Hon. Chris Grayling, MP, BAPG Joint Honorary Vice Chair and also Leader of the House, to report on the work of the group during the aforementioned period.

Mr. Grayling thanked Mr. Speaker for presiding at the meeting. He advised members that the report on the last year was well set out on pages 30 to 33 of the Executive Committee Report.

During the 12 months from April 2015 to April 2016, 19 Members went to the United States under the Group's auspices for the following visits:

- In July 2015, Mr. Grayling led a delegation to the Annual Parliamentary / Congressional Conference, which took place in Washington DC at the invitation of the US Senate BAPG. Over the course of two days, the British delegation met with 23 Senators to discuss a range of subjects including US-UK defence/security, the global economy, energy and the political outlook of the two countries. Outside of this, the British delegation undertook meetings arranged by the British Embassy, which included meetings with Members of the US House of Representatives, the US Department of Defence, the US Department of State, the German Marshall Fund, the AFL-CIO and the US Chamber of Commerce.
- Also in July, eight members went to the United States to take part in a US government International Visitor Leadership Project to learn about the 'US Legislative Process'. Members with little or no prior experience of the US were acquainted with the American political system at the federal, state and local levels, with emphasis on the role and organisation of Congress. The first five days of the programme were spent in Washington DC, which coincided with the 2015 Annual Conference, and the two BAPG delegations came together on the first day to attend a defence related meeting at the Pentagon and a cultural event later that same evening arranged by the British Embassy.
- In November, in the run up to the United Nations Framework Convention on Climate Change in Paris, three members (originally it was to have been four but one member withdrew at the last minute owing to a family emergency) travelled to Washington DC and Norfolk, Virginia, to engage with US decision makers on energy

and climate security issues. The visit was funded by the Foreign Office by way of a bid by the BAPG to the FCO's bilateral 'superfund'.

In June, Mr. Speaker graciously hosted a BAPG reception in his State Rooms in honour of the American Ambassador, Matthew W. Barzun, who brought along with him 20 senior members of staff from the Embassy to meet many new Members of Parliament and returning members to establish contacts and discuss US/UK relations. Officers and Members were particularly grateful to Mr. Speaker for generously hosting BAPG events in his state rooms, which our US guests very much appreciate.

In the UK over the year, the BAPG had been able to welcome 13 Members of Congress and one Senator to Westminster as well as two Governors and the Secretary of Labor. This is a part of the Group's role which we are always keen to expand and develop.

The Group's complete list of activities for the year are shown on pages 23 to 29 in the Annual Report. They show the contribution the Group had 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. Grayling paid tribute to the co-operation that the Group had received over the year from the American Embassy, particularly from the Political and Cultural Affairs Departments, and also for the support from the Ambassador. The Group was also indebted to the North America Department at the FCO and indeed to the British Embassy in Washington D.C., on whom a significant part of its programme is dependent. The British Embassy is particularly helpful when it comes to arranging meetings and other aspects of any programme for BAPG delegations to Washington D.C., as are the Consuls-General in other parts of the USA.

The Chair thanked Mr. Grayling and called upon The Rt. Hon. John Spellar, MP, Joint Honorary Treasurer, to present the Accounts and move their adoption.

Mr. Spellar thanked the Chair and reported that the Accounts for the year to 31st March 2016 had been sent to all members of the group and appeared on pages 5-22 of the Annual Report of the Executive Committee 2015-2016.

They showed a balance of £76,525 in the Accounts.

Following a large uptake of Annual Subscriptions in the new Parliament, the NAO recommended that the Life Subscription income is recognised on a pro-rata basis over a period of 10 years (two terms of Parliament) and the remaining balance is treated as deferred income. As such, Life Subscription income for 2015-16 is shown as £258 (adjusted from £2,580) and the remaining balance (£2,322) is treated as deferred income. This represents a change in accounting policy from previous years when Life Subscription income was recognised upfront, rather than over the course of the membership.

The Accounts had been signed off by the National Audit Office as of good quality and the BAPG Administrator, Hannah Mitchell, Barbara Jureczko and Moinul Hamid from the House of Commons, were expressly thanked for their co-operation during the audit process.

The NAO Director, Parliament, for and on behalf of the Comptroller and Auditor General (C&AG), had signed the 2015-16 financial statements with an unqualified audit opinion, without modification.

Mr. Spellar finally recorded the Group's appreciation of the grant received each year from the House of Commons Commission and the House of Lords House Committee, without which it would not be possible to maintain a programme.

Mr. Spellar was accordingly pleased to move the Accounts for acceptance by the meeting.

The Chair thanked Mr. Spellar and invited any questions on the Accounts or on the Annual Report, of which there were none.

The Chair put both the Annual Report and the Accounts to the vote and in respect of the Annual Report it was proposed by John Healey and seconded by Lord McFall and carried unanimously. In respect of the Accounts moved by John Spellar the Lord Jopling proposed and Craig Tracey, MP seconded and again was carried unanimously.

The Chair thanked those who had taken the trouble to compile the Annual Report and the Accounts.

5. To Ratify Vice-Presidents and Officers proposed by the Executive Committee

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

The Rt. Hon. Margaret **Beckett**, DBE, MP
The Rt. Hon. the Baroness **Boothroyd**, 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. the Lord **Hague** of Richmond
The Rt. Hon. Philip **Hammond**, MP
The Rt. Hon. the Lord **Howard** of Lympne, CH, QC
The Rt. Hon. the Lord **Jopling**, DL
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. Andrew **Mitchell**, MP
The Rt. Hon. the Lord **Morris** of Aberavon, KG, QC
The Rt. Hon. the Lord **Owen**, CH

The Executive Committee also recommended that **The Rt. Hon. Angus Robertson, MP**, as leader of the SNP, be elected as a Vice President.

The Chair put forward a formal motion to approve these names which was proposed by Lord Randall, seconded by Kevan Jones and unanimously passed.

The Chair paid tribute to the Lord Hurd of Westwell who until his retirement from the House of Lords on 9th June was a Vice President of the BAPG. The Group is most appreciative of the time he gave to attend BAPG events and wished him well in his retirement.

The Chair then paid warm tribute to those who had been Officers of the Group during 2015-2016.

Both **The Rt. Hon. Chris Grayling, MP**, Government Vice Chairman and **Vernon Coaker, MP**, Opposition Vice-Chairman, had completed the first year of three year terms. The group were most grateful to them for the interest which they had both shown in the group in spite of their very many other commitments. We were particularly delighted that Mr. Grayling was able to lead the British delegation at the meetings with the U.S. Senate in July last.

The Rt. Hon. Sir Greg Knight, MP, the Honorary Secretary, has completed his first year in that office, which has a maximum term of eight years. The Group had been very fortunate to have such a hard working Honorary Secretary who gives an enormous amount of his time to the Group's affairs.

We are also extremely pleased that **The Rt. Hon. John Spellar, MP** and **The Rt. Hon. Sir Simon Burns, MP** had 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.

A formal motion to approve the Officers was proposed by the Lord Anderson and seconded by the Lord McFall and passed unanimously.

6 To Elect 18 Members to serve on the Executive Committee 2016-17

The Chair 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 which there were to be six members from the Government Party and six members from the Opposition Parties – and six members from the House of Lords, the proportion of which, is determined by the Lord Speaker and representatives of the parties and groups in the House. That being: two Conservative, 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 Party 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 2017:

Government

Christopher **Chope**, OBE, MP
Mike **Freer**, MP
Stephen **Hammond**, MP
Pauline **Latham**, OBE, MP
Jack **Lopresti**, MP
Alan **Mak**, MP

Opposition

The Rt. Hon. Ann **Clwyd**, MP
Angela **Crawley**, MP
Kevan **Jones**, MP
The Rt. Hon. John **Healey**, MP
Diana **Johnson**, MP
Conor **McGinn**, MP

The Chair formally agreed these names with unanimous approval.

The Chair took the opportunity to welcome all the new Members of the House who are taking an interest in the affairs of the Group, which was hugely welcome and to be encouraged.

The Chair reported that the Committee also wished to record its thanks to The Rt. Hon. Dr. Liam **Fox**, MP; Michael **Dugher**, MP and The Rt. Hon. Gisela **Stuart**, MP, who had chosen not to stand for re-election to the Committee. The group were most appreciative of the support that the Members had given and hoped that they will continue to take an active interest in the affairs of the Group.

In relation to the House of Lords, as the requisite number of nominations had been received as there were places, the following members were elected unopposed to represent the House of Lords on the Executive Committee until the AGM in 2017:

Conservative

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

Liberal Democrat

The Rt. Hon. the Lord McNally

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 Chair formally agreed these names with unanimous approval.

7. Any Other Business

The Chair asked if the Honorary Secretary would like to make any announcements.

The Honorary Secretary thanked Mr. Speaker and reported on activities planned for the future:

- **2016 Annual BAPG / US Department of State Co-Sponsored Visit to the US, July**

This year's BAPG / U.S. Department of State Co-Sponsored visit to the United States will take place from the 10th to the 19th 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 US 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.

- **BAPG Reception for the American Ambassador & Embassy Chiefs, October**

The American Ambassador, Matthew Barzun, is in his final year and the BAPG is to host a farewell reception for him on Wednesday, 19th October 2016 at 6.00 pm in the Speaker's State Rooms, by kind permission of Mr. Speaker. The Ambassador will be accompanied by 20 of his senior officials at the American Embassy, providing an opportunity for many members of the group to meet them and establish contacts. Places are limited but tickets will be issued on a first come first served basis and Members were advised to keep an eye on the All Party Whip.

- **BAPG / Ditchley Foundation Autumn Panel Discussion Event**

The BAPG, in partnership with the Ditchley Foundation, is to hold a panel discussion event on Wednesday, 26th October at 1.00 pm in the Speaker's State Rooms. All members of the group will be invited to attend. Further details will be circulated in due course.

The Honorary Secretary added his thanks to the sterling work undertaken by the Leader of the House Chris Grayling and to fellow Officers, John Spellar and Sir Simon Burns.

Finally, the Honorary Secretary referred Members to page 28 of the Annual Report. On 10th January 2016 the group's former Administrator Lady Auriol Moate, who was wife of a former Honorary Secretary, passed away. Sir Greg invited members to take a moment to remember the work Auriol did for the Group and her life.

Thanks were lastly given to the current Administrator, Hannah, for all the help and assistance she gives.

The Chair thanked the Honorary Secretary and echoed what was said in respect of the Administrator's work, which is fundamental to the operation of this group.

Members were invited to raise any questions or points.

The Baroness Jay asked if the Group were planning any US Election related events. The Honorary Secretary replied that the Ditchley panel discussion event may cover this but that it hadn't yet been decided. He added that the BAPG would also be sending two Members each (one Government and one Opposition) to the

Republican and Democratic National Conventions. The Republican Convention will be in Cleveland, Ohio, 18-21 July and the Democratic National Convention in Philadelphia, Pennsylvania, 25-28 July.

The Group was also planning to send up to four Parliamentarians to observe the bi-partisan orientation programme for newly elected Members of Congress (as elected on November 8th) conducted by the Institute of Politics at the John F Kennedy School of Government, Harvard University. It will be an opportunity for the Parliamentarians to meet and make contacts with new Members of Congress and also to learn about major public policy issues such as foreign policy, health care and the Federal budget, via intensive seminars and lectures by prominent scholars and practitioners representing viewpoints from across the political spectrum. The visit will be advertised on the All Party Whip and via email to members on Parliament's return from the summer recess in September.

There being no further business the meeting closed at 4.25 pm