

BRITISH-AMERICAN PARLIAMENTARY GROUP

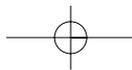
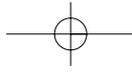


REPORT

of the

EXECUTIVE COMMITTEE

APRIL 2008 - APRIL 2009



**BRITISH-AMERICAN PARLIAMENTARY GROUP**  
**Report of the Executive Committee**  
**April 2007 - April 2008**

The Executive Committee of the British-American Parliamentary Group presents its report to the Members of the Group in both Houses of Parliament.

The Officers and Executive Committee of the Group, who were elected at the last Annual General Meeting to serve from July 2007 to July 2008, are as follows:

Joint Presidents	The Speaker of the House of Commons The Lord Speaker
Vice-Presidents	The Rt. Hon. Margaret Beckett, MP The Rt. Hon. the Baroness Boothroyd, PC, OM The Rt. Hon. David Cameron, MP The Rt. Hon. the Lord Carrington, KG, GCMG, CH, MC, DL The Rt. Hon. Iain Duncan Smith, MP The Rt. Hon. the Lord Falconer of Thoroton, QC The Rt. Hon. Michael Howard, MP The Rt. Hon. the Lord Howe of Aberavon, Kt, CH, QC The Rt. Hon. the Lord Hurd of Westwell, CH, CBE The Rt. Hon. the Lord Jopling, DL The Rt. Hon. Charles Kennedy, MP The Rt. Hon. the Lord Mackay of Clashfern, KT The Rt. Hon. David Miliband, MP The Rt. Hon. the Lord Molyneux of Killead, KBE The Rt. Hon. the Lord Owen, CH The Rt. Hon. Jack Straw, MP The Rt. Hon. the Baroness Thatcher, LG, OM,
Chairman	The Prime Minister
Vice-Chairmen	The Rt. Hon. Paul Murphy, MP The Rt. Hon. William Hague, MP
Honorary Secretary	Brian Donohoe, MP
Honorary Treasurers	Bill Olnier, MP Sir Peter Viggers, MP (stood down 28th October 2008) The Rt. Hon. Greg Knight, MP (Appointed from the Executive Committee 28th October 2008)

**MEMBERS OF THE EXECUTIVE COMMITTEE**

*House of Commons*

**Government**

The Rt. Hon. Ann Clwyd, MP  
Linda Gilroy, MP  
The Rt. Hon. Adam Ingram, MP  
The Rt. Hon. John McFall, MP  
Austin Mitchell, MP  
The Rt. Hon. John Spellar, MP

**Opposition**

Simon Burns, MP  
The Rt. Hon. David Davis, MP  
*(co-opted 12th May 2009)*  
Nigel Evans, MP  
David Heath, MP  
Elfyn Llwyd, MP  
The Rt. Hon. Sir John Stanley, MP

**House of Lords**

<b>Government Party</b>	<b>Conservative Party</b>	<b>Cross Bench</b>	<b>Liberal Democrat</b>
The Rt. Hon. the Lord Anderson of Swansea	The Rt. Hon. the Lord Trimble	The Lord Hannay of Chiswick	The Rt. Hon. the Lord McNally
The Rt. Hon. the Lord Morris of Aberavon, KG, QC	Baroness O’Cathain, OBE		<i>(co-opted 12th May 2009)</i>

**Administrator:** Hannah Mitchell

The office is situated at 7 Millbank (Room 6/38), London SW1P 3JA  
Telephone: 020 7219 6209

### EXECUTIVE COMMITTEE MEETINGS

The Executive Committee 2008-09 met on: 28th October 2008; 9th December 2008; 3rd February 2009 and 12th May 2009.

The Annual General Meeting, at which the current Executive Committee was elected, took place on 9th July 2008.

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

The Rt. Hon. the Lord Anderson of Swansea	3/4
Simon Burns, MP	1/4
The Rt. Hon. Ann Clwyd, MP	3/4
Brian Donohoe, MP	4/4
Nigel Evans, MP	3/4
Linda Gilroy, MP	4/4
The Rt. Hon. William Hague, MP	2/4
The Lord Hannay of Chiswick	3/4
David Heath, MP	2/4
The Rt. Hon. Adam Ingram, MP	1/4
The Rt. Hon. Greg Knight, MP	2/4
Elfyn Llwyd, MP	3/4
The Rt. Hon. John McFall, MP	4/4
Austin Mitchell, MP	4/4
The Rt. Hon. the Lord Morris of Aberavon, KG, QC	2/4
The Rt. Hon. Paul Murphy, MP	3/4
The Baroness O’Cathain, OBE	4/4
Bill O’ner, MP	4/4
The Rt. Hon. John Spellar, MP	4/4
The Rt. Hon. Sir John Stanley, MP	2/4
The Rt. Hon. the Lord Trimble	3/4
Sir Peter Viggers ( <i>stood down 28th October 2008</i> )	1/1

**BRITISH-AMERICAN PARLIAMENTARY GROUP  
FINANCIAL STATEMENTS  
1 APRIL 2008 TO 31 MARCH 2009**

**FOREWORD**

**Introduction**

1. The British-American Parliamentary Group was formed in 1937 to promote closer relations and understanding between Members of both Houses of Parliament and Members of both Houses of the United States Congress by providing opportunities for discussion on problems common to both countries and for the exchange of visits and information. The Group's 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 and 2008.

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

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

**Principal Activities of the Group**

4. The format of the annual programme of activities has historically consisted of: one Annual Conference; one ad hoc specialist delegation to the United States; one familiarisation visit to the United States co-sponsored with the United States Department of State and attendance as observers by recently elected Members of Parliament at a biennial course held in the United States for newly elected Members of Congress. Various other activities are held in the United Kingdom with distinguished visitors from the United States.

5. In April 2008, the Annual Parliamentary / Congressional Conference took place in Washington D.C. and on Roanoke Island, North Carolina, at the invitation of the U.S. House of Representatives. In August and September, the BAPG in conjunction with the Foreign Office, sent two Members to the Democratic National Convention in Denver, Colorado and two members to the Republican National Convention in Minneapolis-Saint Paul, Minnesota, respectively. Later in September, the BAPG / U.S. Department of State Co-Sponsored Visit took place. Six Members of Parliament participated in a voluntary visitor programme designed to give Members not already familiar with the United States an introduction to the American political system. In December, four Members attended as 'observers' an induction course for newly elected Members of Congress conducted by the Institute of Politics at Harvard University. All new Members of Congress as elected on the 4th November were invited. In March 2009, the BAPG, at the Foreign Office's expense, sent two Members of Parliament to Oregon and Washington State to meet with the respective State Legislatures and share best practices and experience with carbon cap and trade schemes and to look at local state initiatives in tackling Climate Change.

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

6. The British-American Parliamentary Group is funded mainly by a grant-in-aid from the House of Commons Commission and the House of Lords House Committee to which it submits a detailed income and expenditure budget together with bids for expenditure, on a rolling 3-year programme, usually in February each year or at the .

request of the House of Commons Commission and House of Lords House Committee. Approval of the budget and the amount of the grant for the coming year is agreed in the autumn. Grant-in-aid is paid in one instalment, usually in April each year. The grant-in-aid is paid by the House of Commons Commission and the House of Lords House Committee on a 70:30 split, respectively.

Prior to 2008-09 the British-American Parliamentary Group was funded by HM Treasury.

#### **Results for the Year**

7. The Income and Expenditure Account (page 11) shows that the British-American Parliamentary Group had a deficit of income over expenditure of £7,353 for the year 2008-09. The grant-in-aid for the year was £106,000. The deficit is due to the additional costs of activities relating to the Presidential/Congressional elections during 2008-09, which were partly funded by the surplus funds carried over from 2007-08.

The British-American Parliamentary Group currently holds £41,446 in reserves (page 14). The House of Commons Commission and the House of Lords House Committee have agreed the British-American Parliamentary Group can carry over the funds for the Interim Conference and the Specialist Delegation visit to New York, which have both been pushed in to the next financial year, 2009-10.

#### **Prompt Payment Initiative**

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

#### **Provision of information to auditors**

10. As far as the Accounting Officer is aware there is no relevant audit information of which the British-American Parliamentary Group's auditors, the 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 British-American Parliamentary Group's auditors are aware of that information.

**Rt. Hon. Greg Knight, MP**  
**Accounting Officer**  
**May 2009**

#### **STATEMENT OF ACCOUNTING OFFICER'S RESPONSIBILITIES**

Under the Financial Memorandum, the House of Commons Commission and the House of Lords House Committee have directed the British-American Parliamentary Group 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 British-American Parliamentary Group 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 British American Parliamentary Group will continue in operation.

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

#### STATEMENT ON THE SYSTEM OF INTERNAL CONTROL

##### Scope of responsibility

As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of the objectives and activities of the British-American Parliamentary Group whilst safeguarding the public funds and assets, for which I am personally responsible, in a manner that is consistent with the Financial Memorandum issued by the House of Commons Commission and House of Lords House Committee for the use of the Group's grant-in-aid.

##### The purpose of the system of internal control

The system is designed to manage risk to a reasonable level rather than eliminate all risk of failure to achieve the policies, aims and objectives of the Group. In doing this, it can provide only reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an enduring process designed to identify and prioritise the risks for the achievement of the Group's agreed objectives and activities, to consider the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively, efficiently and economically. The system of internal control has been in place in the British-American Parliamentary Group for the year ended 31 March 2009 and up to the date of approval of the accounts, and accords with Treasury guidance.

##### Control framework and management of risk

The Group's objectives as described above are set out in a single constitutional document, incorporating the Objects, Activities and Rules of the Group. The Group's Annual General Meeting of 5 July 1967 formally adopted the Group's present Objectives, Activities and Rules, subject to minor amendments endorsed by the Annual General Meetings held in 1968, 1981, 1982, 1996, 2000, 2003, 2007 and 2008.

The Group's Rules provide for an Annual General Meeting of Members to be held at such a time and place that the Executive Committee may determine. The Rules also allow for Committee to call Special General Meetings to consider and determine any matter of interest and importance that may arise.

The Rules provide for the Executive Committee to submit a report of its proceedings to the Annual General Meeting.

The Group's relationship with its funding sponsors, the House of Commons Commission and House of Lords House Committee, is embodied in a Financial Memorandum. The Financial Memorandum is an integral part of the governance arrangements for which the Accounting Officer is responsible.

The Financial Memorandum places a responsibility on the Group to ensure that all resources are used economically, efficiently and effectively; and also provides that Internal Audit may be used to provide assurance to the Finance Directors of both Houses and to the Executive Committee.

In particular the Financial Memorandum sets out:

- the respective responsibilities of both Houses and the Group with regard to propriety, financial management and the safeguarding of public funds;
- the responsibility of the Executive Committee to appoint an Accounting Officer from its membership who will normally be one of the Joint Honorary Treasurers;
- the responsibilities of the Group's Accounting Officer, and the responsibility of the other Joint Honorary Treasurer to review the accounts before being put to the Executive Committee;
- the budgetary, accounting and financial reporting framework;
- the administrative arrangements for the day to day activities of the Group;
- the responsibilities of the Honorary Secretary and the Administrator for the management of the Group's grant-in-aid; and
- the responsibility of the Group to ensure that risks faced in relation to fraud are managed in an appropriate manner in accordance with relevant practice in corporate governance.

#### **Capacity to handle risk**

The risk management process is the responsibility of the Executive Committee and during 2008-09 the executive committee designed a risk register. The Executive Committee members are responsible for overseeing particular risks. This involves a regular appraisal of the existing risks with responsibility for recommending action where necessary, and periodic re-appraisal of the risk register.

As Accounting Officer, I recognise that the Financial Memorandum and the Rules of the British-American Parliamentary Group requires that both Houses are provided with copies of the annual audited Accounts. In part this is to assist both Houses to obtain the assurance that they need that the British-American Parliamentary Group has met its obligations to use its resources in accordance with the terms of the House of Commons Administration and House of Lords Supply Estimate (Vote) and other obligations agreed during discussions about the Group's grant-in-aid estimate.

#### **The Group's governance activities in 2008-09**

The Executive Committee met on four occasions in 2008-2009 to consider matters that are set out in the Committee's Report of the Executive Committee. Amongst other things, the Committee examined: the Group's draft programme of activities for the present year; the Group's forecast budget for 2009-2010; including a review of the Group's budgetary position and the Group's audited accounts for 2007-08; the annual report of the Honorary Secretary; and other matters for discussion and endorsement by the Annual General Meeting. In addition the Executive Committee met on two further occasions to approve the draft Financial Memorandum and secondly to nominate a new Honorary Secretary for ratification at the Annual General Meeting.

#### **Review of Effectiveness of Internal Control**

As Accounting Officer, I have responsibility for maintaining an effective system of internal control and periodically to review the procedures that I have in place. My review of the British-American Parliamentary Group's internal control framework 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 Administrator, the Honorary Secretary and the Honorary Treasurer of the British-American Parliamentary Group who have day to day responsibility for managing the system of internal control.

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

On an enduring basis, I advise the British-American Parliamentary Group's Executive

Committee on the implications of the periodic reviews of the British-American Parliamentary Group's internal control processes and procedures. I intend to ensure that the British-American Parliamentary Group continues to maintain reliable system of internal control.

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

**Rt. Hon. Greg Knight, MP**  
**Accounting Officer**  
**May 2009**

**CERTIFICATE OF THE COMPTROLLER AND AUDITOR GENERAL TO  
THE MEMBERS OF  
THE BRITISH AMERICAN PARLIAMENTARY GROUP**

I have audited the financial statements of the British-American Parliamentary Group for the year ended 31 March 2009. These comprise the Income and Expenditure Account, Balance Sheet, the Cashflow Statement 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 the Auditor**

The Accounting Officer is responsible for preparing the Statement of Accounts, under the terms of the Financial Memorandum agreed with the House of Commons Commission and House of Lords House Committee, which includes the financial statements, and for ensuring the regularity of financial transactions. These responsibilities are set out in Statement of Accounting Officer's Responsibilities.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements, and with International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the financial statements give a true and fair view. I report to you whether in my opinion the other information contained in the Foreword is consistent with the audited financial statements. I also report whether in all material respects the income and expenditure have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

In addition, I report to you if the British-American Parliamentary Group has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I review whether the Statement on the System of Internal Control reflects the British-American Parliamentary Group's compliance with HM Treasury's guidance, and I report if it does not. I am not required to consider whether this Statement covers all risks and controls, or form an opinion on the effectiveness of British-American Parliamentary Group corporate governance procedures or its risk and control procedures.

I read the other information contained in the Statement of Accounting Officers Responsibilities and consider whether it is consistent with the audited financial statements. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the financial statements. My responsibilities do not extend to any other information.

**Basis of audit opinion**

I conducted my audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. My audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Accounting Officer in the preparation of the financial statements, and of whether the accounting policies are appropriate to the British-American Parliamentary Group's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error, or by fraud or other irregularity and that, in all material respects, the income and expenditure has been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinions**

**Audit Opinion**

In my opinion:

- the financial statements give a true and fair view of the state of affairs of the British-American Parliamentary Group at 31 March 2009 and of the deficit for the period then ended; and
- information, which comprises of the Foreword is consistent with the audited financial statements.

**Audit Opinion on Regularity**

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

**Report**

I have no observations to make on these financial statements.

**Helen Booth**  
**Director**  
**On behalf of the Comptroller**  
**and Auditor General**

**14 May 2009**

**National Audit Office**  
**151 Buckingham Palace Road**  
**Victoria**  
**London**  
**SW1W 9SS**

**THE BRITISH-AMERICAN PARLIAMENTARY GROUP  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2009**

	Note	2008 - 2009 £	2007 - 2008 £
<b>INCOME</b>			
Grant-in-Aid		106,000	100,901
Other income	2	<u>951</u>	<u>816</u>
Total income		106,951	101,717
<b>EXPENDITURE</b>			
Administrative Expenditure	4	40,995	36,628
Programme expenditure	5	<u>74,240</u>	<u>63,115</u>
Total expenditure		115,235	99,743
Operating surplus / (deficit)		(8,284)	1,974
Bank interest receivable		<u>2,203</u>	<u>3,279</u>
Surplus / (deficit) before tax		(6081)	5,253
Corporation tax payable	6	<u>(1,272)</u>	<u>0</u>
Surplus / (deficit) for the period		<u>(7,353)</u>	<u>5,253</u>

The notes on pages 12 to 14 form part of these financial statements.

**BALANCE SHEET AS AT 31 MARCH 2008**

	Note	2008 - 2009 £	2007 - 2008 £
<b>CURRENT ASSETS</b>			
Debtors & Prepayments	7	8,300	20,800
Cash & Bank	8	<u>36,883</u>	<u>28,278</u>
		45,183	49,078
<b>CURRENT LIABILITIES</b>			
Creditors & Accruals	9	(3,737)	(5,279)
Net Assets		<u>41,446</u>	<u>43,799</u>
Financed By:			
General Fund at 31 March	10	<u>41,446</u>	<u>43,799</u>

The Notes on pages 12 to 14 form part of these financial statements

**Rt. Hon. Greg Knight, MP**  
**Accounting Officer**  
**May 2009**

**CASHFLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2009**

	Note	2008 - 2009 £	2007 - 2008 £
<b>Net Cash inflow / (outflow)</b>			
from operating activities		7,191	(20,845)
Return on investments -			
Bank interest		2,222	3,366
Tax paid in year		<u>(808)</u>	<u>0</u>
Increase / (decrease) in cash	8	<u>8,605</u>	<u>(17,479)</u>

**RECONCILIATION OF OPERATING SURPLUS/ (DEFICIT) TO  
OPERATING CASH FLOWS**

	Note	2008 - 2009	2007 - 2008
		£	£
Operating surplus / (deficit)		(8,284)	1,974
(Increase) / decrease in debtors excluding accrued income	7	12,481	(15,283)
Increase / (decrease) in creditors excluding tax	9	(2,006)	(9,236)
Notional Charges		5,000	1,700
Net Cash inflow / (outflow) from operating activities		<u>7,191</u>	<u>(20,845)</u>

The notes on pages 12 to 14 form part of these financial statements.

**Notes to the Financial Statements**

**1. Accounting Policies**

- a) The accounts are prepared in accordance with generally accepted accounting principles. As such, without limiting the information given, the accounts meet:
- i) The accounting and disclosure requirements of the Companies Act 1985
  - ii) Any disclosure and accounting requirements as laid out in the Financial Memorandum.
- b) All gains and losses are included in the income and expenditure account
- c) Office equipment is written off as expenditure in full in the year of acquisition
- d) 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.
- e) Life subscriptions are included as income in full in the year of receipt.

**2. Other Income**

	2008 - 2009	2007 - 2008
	£	£
Annual subscriptions	549	566
Life subscriptions	320	160
Unamended standing orders	<u>82</u>	<u>90</u>
	<u>951</u>	<u>816</u>

**3. Staff Costs**

	2008 - 2009	2007 - 2008
	£	£
Salaries and National Insurance		
Contributions	25,363	24,234
Pension	6,143	6,979
	<u>31,506</u>	<u>31,213</u>

**4. Administrative Expenditure**

	2008 - 2009	2007 - 2008
	£	£
Staff costs (Note 3)	31,506	31,213
Audit and Accountancy	5,000	1,700
Insurance	1,431	1,252
Sundry	1,690	1,339
Annual Report	1,100	1,026
Website costs	268	98
Bad Debts	0	0
Total	<u>40,995</u>	<u>36,628</u>

**5. Programme Expenditure**

	2008 - 2009	2007 - 2008
	£	£
Annual Conferences	30,825	32,967
Co-sponsored visit	16,741	16,281
Republican and Democratic National Conventions	16,016	0
New Members' Orientation Programme	8,957	0
Reception for American Ambassador	808	2,215
Carbon off-setting of air travel	746	632
Hospitality	147	1,759
Specialist delegations	0	4,448
Ad hoc visit	0	4,813
Total	<u>74,240</u>	<u>63,115</u>

No British American Parliamentary Group funded specialist delegation visits have taken place during 2008-09, although the FCO funded a specialist delegation to the U.S., in March, to look at Climate Change. A specialist delegation visit to New York, scheduled to take place during 2008-09, was re-scheduled to April 2009.

The Interim Conference scheduled for February 2009 has also been re-scheduled to November 2009.

**6. Corporation Tax Expense**

	2008 - 2009	2007 - 2008
	£	£
Corporation Tax Expense for 2008-09	463	0
Corporation Tax Expense for 2007-08	656	0
Corporation Tax Expense for 2006-07	153	0
Total	<u>1,272</u>	<u>0</u>

**7. Debtors**

	2008 - 2009	2007 - 2008
	£	£
Prepayments	8,091	20,642
Other debtors	148	78
Accrued income - Bank Interest	61	80
Total	<u>8,300</u>	<u>20,800</u>

**8. Cash & Bank**

	2008 - 2009	2007 - 2008
	£	£
Balance at 1 April	28,278	45,757
Net cash Inflow/(Outflow)	8,605	(17,479)
Balance at 31 March	<u>36,883</u>	<u>28,278</u>

**9. Creditors**

	2008 - 2009	2007 - 2008
	£	£
Miscellaneous Creditors	2,919	4,906
Deferred Income	355	373
Corporation Tax Creditor	463	0
Total	<u>3,737</u>	<u>5,279</u>

**10. General Fund Movement**

	2008 - 2009	2007 - 2008
	£	£
General Fund as at 1 April	43,799	36,846
Surplus / (deficit) for the year	(7,353)	5,253
Notional costs for the year	5,000	1,700
General Fund at 31 March	<u>41,446</u>	<u>43,799</u>

**11. Related Party Transactions**

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

During the year, the Group entered into related party transactions worth £8,534. Of this, £497 was paid to the House of Commons Refreshment Department for the provision of hospitality to visitors from the United States and £8,037 was paid into the House of Commons Staff Pension Scheme for the Group's Administrator. The pension payment relates to twelve months pension contributions and pension arrears relating to 2007-08.

In addition, the Group has had a small number of material transactions with other government departments and other central government bodies. Most of these have been with the Foreign and Commonwealth Office.

Other than these related party transactions, no member of the Group or any other related party has undertaken any material transactions with the Group during the year.

**ACTIVITIES OF THE GROUP**

**2008**

**7 April**

Professor Philip Davies, Director of the Eccles Centre for American Studies at the British Library, hosted the Thirteenth Annual Douglas W Bryant Lecture by Lord Kerr of Kinlochard titled "Constitutions: Does America's work? Does Europe need one? And what about us?" Members of the BAPG Executive Committee were invited.

**22nd April**

A special meeting of the BAPG Executive took place to approve the House of Commons Commission and House of Lords House Committee draft financial memorandum and to discuss Peers' participation on the BAPG Executive Committee and in BAPG Activities.

**29th April**

At the request of the Foreign Office, the Honorary Secretary, the Joint Honorary Treasurer, Sir Peter Viggers, MP, and the Administrator met with the new Political Counselor of the British Embassy, Mr. Nic Hailey, who was keen to learn about the work of the BAPG before he took up his post in Washington D.C.

**12th May**

The Chair of the Marshall Aid Commemoration Commission, Dr. Frances Dow, and Members of the Commission hosted a dinner at Stationers' Hall in honour of Marshall Scholars and Marshall Sherfield Fellows completing their awards, to which the Administrator was invited.

**15th May**

The United States Embassy in London, in partnership with the Financial Times and YouGovStone, held a live webcast discussion on "Digital Politics – Effects of the Information Age on the 2008 U.S. Election and Beyond". Members of the BAPG were invited to watch the discussion live on-line.

**10th June**

At the invitation of the U.S. Embassy, the BAPG hosted noted U.S. political commentator, Robert Lieber, for a question and answer exchange to which all members of the BAPG were invited. We are grateful to BAPG Government Vice Chairman, the Rt. Hon. Paul Murphy, MP, for chairing the meeting.

**17th June**

A special meeting of the Executive Committee took place to nominate a new Honorary Secretary.

**19th June**

The Administrator met with the Head of the CBI Washington Office, Ms. Rhian Chilcott, in Parliament to discuss possible areas of mutual co-operation.

**3rd July**

The Ambassador of the United States of America and Mrs. Robert H. Tuttle hosted a reception at their residence Winfield House to celebrate the 232nd Anniversary of Independence of the United States of America, which was attended by Members of the Executive Committee and the Administrator.

**9th July**

The Annual General Meeting took place. Mr. Speaker kindly presided.

**15th July**

The Minister of State, Foreign and Commonwealth Office, Dr. Kim Howells, MP held a reception in honour of Charlie Crist, Governor of Florida, at Lancaster House, St James's, to which the Honorary Secretary, Administrator and others were invited.



**16th July**

The U.S. Embassy, in partnership with YouGovStone and the Financial Times, hosted a panel discussion on “Politics and Pundits – The Influence of the Media on Elections and Democracy” at the U.S. Embassy which was followed by a reception. Members of the BAPG Executive Committee were invited.

**24th July**

At the request of the U.S. Embassy, the BAPG arranged a tour of Parliament for three distinguished U.S. citizens.

**18th August**

At the request of the U.S. Embassy, the BAPG Honorary Secretary met with the new Acting Minister Counselor for Political Affairs, Mr. Gregory Berry, in the Palace.

**23rd to the 29th August**

Baroness Uddin (Government) and Jeremy Browne, MP (Liberal Democrat) went to the Democratic National Convention in Denver, Colorado. We are enormously grateful to the British Embassy for their assistance in securing invitations to participate in the International Leaders Forum run by the National Democratic Institute (NDI) alongside the Convention.

**31st August to 5th September**

The Rt. Hon. Tom Clarke, MP (Government) and Tobias Ellwood, MP (Conservative) went to the Republican National Convention in Minneapolis-St. Paul, Minnesota. Again, we are grateful to the British Embassy and to the international wing of the Conservative Party for their assistance in obtaining invitations for BAPG members to participate in the international programme conducted by the International Democratic Union (IDU).

**7th to 16th September**

A visit co-sponsored by the BAPG and the U.S. Department of State took place. Six members seeking a greater understanding of U.S. federal and state Government visited the U.S. from 7th to 16th September. They spent five days in Washington D.C., gaining an overview of the federal system of government, two days in individual districts with Members of Congress and two days in Boston to examine a state capital legislature.

**18th September**

At the request of the Marshall Aid Commemoration Commission, a tour of Parliament was arranged for the 2008 Marshall Scholars intake. BAPG member Colin Burgon, MP kindly met with the group afterwards for a question and answer exchange.

**18th September**

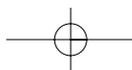
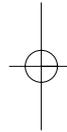
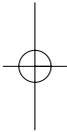
The Administrator met the British Embassy Congressional Liaison Officer, Mr. Tim Wood, in the Palace for coffee who was in London to brief the Department for Business, Enterprise and Regulatory Reform on the U.S. Government rescue package for the U.S. Economy.

**18th September**

Her Majesty’s Government hosted a reception in honour of the Marshall Scholars in the Locarno Suite at the Foreign & Commonwealth Office to which the Administrator and others were invited.

**24th September**

The U.S. Embassy held a UK premiere screening of the new film ‘Swing Vote’, a comedy about a fictional U.S. Presidential election, followed by a panel question and answer discussion about the real U.S. Presidential elections. Members of the BAPG Executive Committee and the Administrator attended.



**30th September**

Ms. Mariot Leslie, Director General Defence and Intelligence, Foreign and Commonwealth Office, hosted a reception in the Locarno Suite at the FCO to say farewell to the Director of the Americas and Caribbean, Mr. Chris Wood, and to welcome his successor, Mr. John Rankin. The Honorary Secretary and Administrator were invited.

**6th October**

The Minister of the Embassy of the United States of America, Mr. Richard LeBaron, hosted a reception at his residence Wychwood House, Kensington, to welcome Ms. Sandra Kaiser as Minister-Counselor for Public Affairs, attended by the Honorary Secretary.

**13th October**

The British Library hosted an event to celebrate the centenary of broadcaster Alistair Cooke's birth and the publication of "Reporting America", a new volume of previously unpublished Cooke reportage. A panel of leading British and American journalists was invited to discuss how they report each other's countries, which was followed by a reception. The BAPG Executive Committee were invited to attend the event.

**22nd October**

At the request of the Foreign Office, the BAPG were invited together with GLOBE UK to jointly host a delegation of Texas State Senators visiting the UK to study and share Climate Change initiatives. Members of a previous BAPG specialist delegation to Houston, tasked to look at Climate Change, attended the meeting in Portcullis House, which was followed by a dinner in the Palace.

**27th October**

The U.S. Embassy, in partnership with YouGovStone and the Financial Times, hosted a debate at the U.S. Embassy on "The Hot Issues That Will Swing the Electorate – U.S. Decision 2008" to which members of the BAPG and others were invited.

**28th October**

A meeting of the BAPG Executive Committee took place.

**30th October**

At the invitation of Gisela Stuart, MP and The Henry Jackson Society, The Hon. Michael Chertoff, U.S. Secretary of the Department of Homeland Security, came to Parliament to give a lecture titled "Advancing Freedom, Defeating Terror: Lessons from Senator Henry Jackson". Members of the BAPG Executive Committee were invited.

**4th November**

At the request of the Foreign Office, the Honorary Secretary and the Administrator met with Mr. Mark Woodham, recently appointed as Team Leader of the North America Team and new NAT Desk Officer, Mr. Michael Grace. It was an opportunity to discuss the Group's interest in sending a BAPG delegation to the States to look at financial issues and to ask which of the U.S. posts might be prepared to host such a visit.

**4th November**

The U.S. Embassy held an Election Night 2008 Party at the U.S. Embassy which was attended by the Honorary Secretary and others.

**5th November**

The Honorary Secretary attended a post U.S. Election breakfast meeting with the American Ambassador at Winfield House to discuss what the future administration would look like.

**11th November**

The U.S. Ambassador and his wife Mrs. Robert Tuttle hosted the annual BAPG reception at Winfield House, to which BAPG members and their spouses/partners were invited. This was an opportunity to say farewell to the Ambassador and Mrs. Tuttle who would be departing the Embassy in the New Year. Former BAPG Vice Chair, Michael Howard, very kindly said a few words on behalf of the BAPG. The evening was a great success and we are grateful to the Ambassador for his generosity in hosting the reception at Winfield House.

**14th November**

The Annual U.S. Politics Colloquium at the U.S. Embassy took place to which members of the BAPG Executive Committee were invited.

**26th November**

The Honorary Secretary and the Administrator met with the City of London Remembrancer, Mr. Paul Double, in the Palace to discuss the possibility of the City of London hosting a dinner at the Guildhall for the BAPG when it next meets with a delegation from the House of Representatives BAPG. The Remembrancer was agreeable to hosting such an event, subject to the availability of the Guildhall.

**3rd December**

The state opening of Parliament took place.

**2-5 December**

Four members attended, as 'observers', an induction course for newly elected Members of Congress, conducted by the Institute of Politics at Harvard University. All new Members of Congress as elected on the 4th November had been invited. The programme involved 'issue seminars' and lectures by Harvard academics and eminent outside speakers.

**9th December**

A meeting of the BAPG Executive Committee took place.

**17th December**

A small luncheon was held for the former Honorary Secretary Alan Williams and former Joint Treasurer Sir Peter Viggers to thank them for all that they had done for the Group. The present Honorary Secretary, current Joint Treasurers and Administrator attended the luncheon, held in the Churchill Dining Room.

**17th December**

At the request of the U.S. Embassy, the BAPG made arrangements for Mr. David W. James, Assistant U.S. Secretary of Labour, Public Affairs, and family to watch PMQs from the Distinguished Visitors Gallery. We are grateful to the Speaker of the House of Commons for kindly donating the tickets.

**12th January 2009**

The Speaker of the House of Commons, the Rt. Hon. Michael Martin, MP, hosted a farewell dinner in the Speaker's State Rooms for the U.S. Ambassador and Mrs. Tuttle which was attended by the Opposition Vice Chairman, the Honorary Secretary and others.

**14th January**

The Honorary Secretary and the Administrator met with the Leader designate of the Political Section at the British Embassy, Miss Victoria Courtney, who was keen to understand the work of the BAPG and how she might be useful to the Group in the years ahead.

**20th January**

The Honorary Secretary and the Administrator met with the Director of Financial Management of the House of Commons, Mr. Christopher Ridley, and the Head of Finance of the House of Lords, Mr. Jonathan Smith, to agree the grant-in-aid allocation for 2009/10, which was confirmed at £110,000, inclusive of inflationary uplift.



**20th January**

The Inauguration of Barack Obama, the 44th President of the United States of America, took place.

**21st January**

A report back meeting took place with five of the six participants of the 2008 BAPG / U.S. Department of State Co-Sponsored Visit to the United States (7-17 September 2008). The participants reported a very successful visit which had “so many different highs” (Richard Bacon, MP). Representatives from Political Affairs and Public Affairs at the U.S. Embassy attended the meeting along with the BAPG Honorary Secretary and Administrator.

**22nd January**

The U.S. Embassy hosted a lecture by historian David Reynolds, Professor of International History at Cambridge University and a Fellow of Christ’s College, at the U.S. Embassy, titled ‘Inaugurating the President: From Washington to Obama’ to which members of the Executive Committee were invited.

**3rd February**

A meeting of the BAPG Executive Committee took place.

**9th February**

The Eccles Centre for American Studies, the British Library, with the support of the U.S. Embassy, held a talk and discussion on Monday, 9th February, 18:30-20:00 hours, titled ‘Of the people, by the people, for the people’: Abraham Lincoln’s legacy in the 21st Century’. The event marked the 200th anniversary of the birth of Abraham Lincoln. Members of the BAPG Executive Committee were invited.

**3rd March**

The BAPG hosted Dr. Larry Sabato, Director of the Centre for Politics at the University of Virginia and pre-eminent scholar on current American Political issues, who spoke to the BAPG membership on the 2008 U.S. election and also gave his insights on how Cabinet choices and Congressional changes will bode for the future of the Obama administration. A small luncheon was given for Dr. Sabato who was accompanied by Mr. Chip Mann, former Executive Director of the James Town Commission. We are grateful to Austin Mitchell for attending the luncheon and interviewing Dr. Sabato on behalf of the BAPG for the House Magazine.

**3rd March**

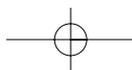
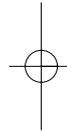
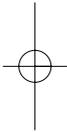
The BAPG made arrangements for a delegation of senior U.S. Immigration and Customs Enforcement (ICE) officials being hosted by the Serious Organised Crime Agency (SOCA) to be given a private tour of Parliament. We are grateful to Mark Pritchard, MP for conducting the tour in the early evening. Gallery tickets were arranged for the delegation to sit in on debates in both Houses.

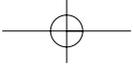
**9th March**

The Chief Commoner of the City of London and the City Remembrancer held a civic dinner at the Guildhall which was attended by the BAPG Administrator. The City of London had agreed to host a dinner for the British and House BAPG delegations which hope to meet in November, after the NATO PA meetings in Edinburgh.

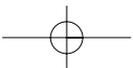
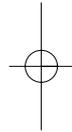
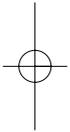
**17-20 March**

The BAPG, in conjunction with the Foreign Office, sent a specialist delegation consisting of two members to Oregon and Washington State to meet with the respective State Legislatures and share best practice and experience with carbon cap and trade schemes (Climate Change Bill and EU Emissions Trading Scheme) and also to look at local state initiatives in tackling Climate Change. The visit was entirely at the Foreign Office’s expense.





N.B. The off-year interim conference with the House of Representatives BAPG, which usually takes place in February on the back of the NATO Parliamentary Assembly meetings in Europe, was postponed by the House BAPG to later in the year due to the change in the U.S. Presidency and the critical first 100 days. Similarly, the planned specialist delegation to New York, to look at financial issues, was postponed from the first quarter of 2009 to April 2009 as the British Consulate General had a very busy first quarter hosting the British Prime Minister and several Select Committees.



## REPORT ON THE WORK OF THE GROUP DURING 2007-2008

The Annual General Meeting of the Group took place on 9th July 2008. The Speaker of the House of Commons, Joint President of the British-American Parliamentary Group, kindly presided and was warmly welcomed by all the members present.

It was reported that as at the 2nd July 2008, the Group's membership stood at 652 and that between April 2007 and April 2008, 28 members had been to the States under the auspices of the Group.

During the 12 months to April 2009, the Annual Parliamentary / Congressional Conference took place in the United States and a further 28 members visited the United States under the auspices of the BAPG.

The following visits took place:

- In April, 12 Members of Parliament formed the British delegation to the Annual Parliamentary/Congressional Conference which took place in Washington D.C. from the 8th to the 10th and in North Carolina from the 10th to the 13th at the invitation of the U.S. House delegation.

The British delegation to the 2008 Annual Conference was led by the BAPG's Honorary Joint Treasurers: Brian Donohoe, MP and Peter Viggers, MP, in the absence of the BAPG Vice Chairmen and BAPG Honorary Secretary. Other members of the delegation were as follows:

### Government

Ian Davidson, MP  
John Heppell, MP  
The Rt. Hon. Baroness Jay of Paddington  
Sarah McCarthy-Fry, MP  
The Rt. Hon. Lord Warner of Brockley

### Opposition

Baroness Hanham, CBE (Conservative)  
Daniel Kawczynski, MP (Conservative)  
Lord Oxburgh, KBE (Cross Bench)  
Mark Pritchard, MP (Conservative)  
Richard Shepherd, MP (Conservative)

Hannah Mitchell, the BAPG Administrator, accompanied the delegation.

In Washington D.C., the British delegation visited the U.S. Department of State; the Centre for New American Security; the Federal Reserve Bank; Capitol Hill and the British Embassy.

- At the U.S. Department of State, the British delegation, accompanied by British Embassy Deputy Head of Mission, Dominick Chilcott, had a series of meetings on Counter Terrorism and U.S. Foreign Policy:
  1. The delegation first met with Ambassador Dell Dailey, Coordinator for Counter Terrorism, Office of the Coordinator for Counter Terrorism, who gave an overview of the U.S. Administration's counter terrorism strategy. The British delegation also discussed with Ambassador Dailey the Administration's perspective on Saudi Arabia and its domestic anti-radicalisation programme; developments in Pakistan and U.S. policy in relation to Guantanamo.
  2. The delegation then met with Ambassador Richard Boucher, Assistant Secretary of State for South & Central Asia, who gave an analysis of U.S. Strategy in Afghanistan. Mr. Boucher also outlined the Administration's perspective on Pakistan; the longstanding problems of Kashmir and Russian co-operation with Afghanistan.
  3. Henry Wooster, Director, Office of Iranian Affairs, outlined U.S. policy on Iran.
  4. The British delegation then met with Chat Blakeman, Deputy Special Advisor to the Secretary for Iraq, and Mike Adler, Office of Regional Affairs, Bureau of Near Eastern Affairs. Subjects discussed included General David Petraeus and Ambassador Ryan Crocker's recent testimony before Congress;

diplomatic efforts with Turkey; the issue of extraordinary rendition flights; the Administration's perspective on Palestine and on Syria.

5. The final meeting at the U.S. Department of State was with Kurt Volker, Assistant Secretary for European and Eurasian Affairs. Mr. Volker helpfully outlined his Department's priorities. Also discussed: U.S. public diplomacy; Turkey's accession to the European Union; Kosovo independence; the challenges from Russia in relation to energy and missile defense; Israel and the European Union; the Organisation for Security and Co-operation in Europe (OSCE); the United Nations Security Council.
  - The Centre for New American Security, a think tank concerned with national security and defense policies, very kindly hosted a working lunch for the British delegation. Subjects discussed were U.S. relations with Latin America; the Presidential election and the defense policies of the three Presidential candidates; the challenges for a future administration; the policy of giving overseas aid to developing countries; Climate Change; NATO's future and the United Nations Security Council.
  - At the Federal Reserve Board the delegation met with Vice Chairman Dr. Donald Kohn to discuss the U.S. domestic economy present and forecast.
  - At the Capitol Building, the delegation met with Congressman John Campbell (CA48), Republican Co-Chair of the US/UK Caucus and Member of the House Committee on Financial Services. The British delegation learnt a little about the Caucus group and discussed with Representative Campbell possible areas of co-operation with the BAPG.
  - At the British Embassy, the delegation met with Simon Mustard, Embassy Co-ordinator for Counter Terrorism. The British delegation discussed with Mr. Mustard the issue of U.S. extraterritorial detention and rendition between countries. Mr. Mustard also gave a brief analysis of U.S. counter terrorism operations.
  - Back on Capitol Hill, the delegation, accompanied by Deputy Head of Mission, Dominick Chilcott, met with Senator Patrick Leahy (D-VT), Chair of the Senate Subcommittee on State, Foreign Operations and Related Programmes and Chair of the Senate BAPG. The Delegation discussed with Senator Leahy the Presidential election campaign and continuing U.S. presence in Iraq.
  - Also when on Capitol Hill, the British delegation met with Congressman Edward Markey (D-MA), Chair House Select Committee on Energy Independence and Global Warming and Congressman Rick Boucher (D-VA), Chair House Subcommittee on Energy and Air Quality. The British delegation gained an overview of Congress and the Senate's position on Climate Change and the progress of cap and trade legislation. Also discussed nuclear power; renewable energy including bio fuels and the use by the emerging economies China and India of coal power.

On the Wednesday evening, the British Deputy Head of Mission, Dominick Chilcott, kindly hosted a dinner at his residence for the British delegation which was also attended by several Political Pundits: Mr. Michael Barone, Senior Writer, U.S. News and World Report; Mr. Stuart Rothenburg, Editor and Publisher, Political Report and Mr. Roger Simon, Chief Political Columnist, The Politico. The American guests gave a very lively snap-shot of the Presidential elections and their prediction of who may win.

The BAPG is enormously grateful to the British Embassy in Washington both for their extensive work in establishing a programme for the Washington visits and for the very generous hospitality given to the delegation which included a useful and informative

breakfast briefing meeting hosted by the British Ambassador Sir Nigel Sheinwald at his residence on the British delegation's first morning in Washington D.C.

The second half of the programme was kindly hosted by the House delegation. On the Thursday evening, Representative Ben Chandler (D-KT), Member of the House Committee on Appropriations and Chairman of the House BAPG Delegation, hosted an opening reception and dinner to the 2008 Annual Parliamentary / Congressional Conference in the U.S. Supreme Court Building. The Speaker of the House of Representatives, Nancy Pelosi, joined the two delegations at the reception and formally welcomed the British delegation. The two delegations were delighted to be joined by the British Ambassador, Sir Nigel Sheinwald and his wife at the reception and dinner.

On the Friday morning, the British and House delegations convened at the Longworth House Office Building for the first Conference session. Those present in the House delegation were:

Rep. Ben **Chandler** (D-KT) Chairman  
 Rep. David **Wu** (D-OR) BAPG Vice Chair  
 Rep. Thomas E **Petri** (R-WI)  
 Rep. John **Tanner** (D-TN)

The first session covered 'Globalisation and the emerging economies, China and India'.

Discussions included:

- China's development and impact on Climate Change;
- China's influence in Africa via trade and investment;
- The dichotomy of overseas aid to India and China;
- The Consequences of Globalisation on North Atlantic / European Union trade.
- The United Nations.

After the first Conference session, the two delegations traveled together to Roanoke Island, North Carolina.

That evening, the British and American delegations were hosted by Mr. and Mrs. John Bond Gillam at their ocean side home where the delegations were welcomed by local Nags Head Mayor, the Honorable Renee Cahoon. Mr. Horace Whitfield, Executive Director of the Elizabethan Gardens, provided local flavour with a memorable presentation on the historical significance of Roanoke Island.

The second conference session took place the following afternoon at Festival Park Meeting Room, Roanoke Island.

Those present in the House delegation were:

Rep. Ben **Chandler** (D-KT) Chairman  
 Rep. David **Wu** (D-OR) BAPG Vice Chair  
 Rep. John **Boozman** (R-AR)  
 Rep. Ed **Whitfield** (R-KY)  
 Rep. Bob **Etheridge** (D-NC)  
 Rep. John **Tanner** (D-TN)

During the afternoon, the two delegations discussed:

1. **Foreign Policy - Iran, Iraq and Afghanistan**

- Sustainability of troops in Iraq and Afghanistan;
- Issues faced by NATO;
- General Petraeus and Ambassador Crocker's recent evidence to Congress

2. **The Balkans - Kosovo independence and NATO enlargement**

- Turkey's accession to the European Union;
- The United State's position as a global power;
- The future of NATO;
- Serbia / Kosovo

### **3. 2008 U.S. Presidential Election and Britain under Brown**

- Political outlook in the U.S.
- Political outlook in the U.K.

That evening the British and American delegations were hosted by Mr. and Mrs. Malcolm Fearing at their ocean side home where the two delegations were welcomed by local Manteo Mayor, the Honorable Jamie Daniels. The Honorable Ben Chandler (D-KY) gave a warm speech thanking the British delegation for their invaluable contribution to the Conference which was replied to by the Baroness Hanham, on behalf of the BAPG

The following day there was a working brunch and wrap up session for the two delegations which took place at the Cameron House Inn.

The programme ended with both delegations returning to Washington D.C. on the Sunday afternoon.

Our very extensive thanks are due to the American delegation and foremost to Rep. Ben Chandler (D-KY) for the excellent agenda and for the very generous hospitality we received; to the members of the House of Representatives and Senate staff, who worked so hard on the schedule; to the North America Department at the Foreign Office for their helpful written briefings and especially to the British Embassy in Washington for the considerable amount of work they did in setting up meetings in Washington and to helping make the conference an undoubted success.

- In August, the BAPG, in conjunction with the British Embassy, sent two members (Government and Liberal Democrat) to the Democratic National Convention in Denver, Colorado, to participate in the International Leaders Forum run by the National Democratic Institute (NDI) alongside the Convention.
- At the end of August, the BAPG with the assistance of the British Embassy and the support of the International Wing of the Conservative Party, sent two members (Government and Conservative) to the Republican National Convention held in Minneapolis-St. Paul, Minnesota, to participate in the international programme conducted by the International Democratic Union (IDU). Importantly, the IDU had previously not made provision for parties other than the Conservative Party although the Government member on this occasion was not permitted to attend the entire programme. Provision is normally only made for centre right parties.
- In September, six members went on a visit to the United States, sponsored jointly by the BAPG and the U.S. Department of State. This visit, primarily for members with little or no prior experience in the States, is designed to give an introduction to the American political system. After five days in Washington D.C. for meetings and visits which illustrated the workings of the U.S. Federal Government, the members spent a weekend with individual Members of Congress in their districts before spending the remaining days of the visit in Boston to learn something of the State system of Government.
- In early December, four members attended, as observers, an induction programme for newly elected Members of Congress conducted by the Institute of Politics at Harvard University. The programme involved 'issue seminars' and lectures by Harvard academics and eminent outside speakers.
- In March 2009, the BAPG in conjunction with the Foreign Office, sent two members to Oregon and Washington State to meet with the respective State Legislatures to share best practice and experience with carbon cap and trade schemes and also to look at local state initiatives in tackling Climate Change. The Foreign Office funded the entire cost of the visit.

In the UK over the year, the BAPG has been able to welcome several State Legislators to Westminster.

Also arranged have been various tours of both Houses for visiting Americans at the request of the Foreign Office or the American Embassy. Arrangements were also made for the 2008 Marshall Scholars to visit Parliament and to meet with a member for a question and answer exchange.

This year, the U.S. Ambassador and his wife Mrs. Robert Tuttle generously hosted the annual BAPG reception at Winfield House, the official residence of the U.S. Ambassador, as they were to return to the States in the New Year. The reception was a great success and gave many members of the Group the opportunity to say farewell to Ambassador and his wife.

There have been several changes in personnel both at the American Embassy and at the Foreign Office and we were delighted to welcome the new Minister-Counselor for Political Affairs, Mr. Gregory Berry and the new Minister-Counselor for Public Affairs, Ms. Sandra Kaiser, at the Embassy along with the new Leader of the Political Section at the British Embassy, Miss Victoria Courtney.

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 Team 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 U.S.A. for their very great input into the programmes arranged for our delegations. We are grateful for all their very considerable help that they give to the BAPG thereby enabling us to maintain our programme from year to year.

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

Group membership now stands at 652 of whom approximately 78% have a Life Subscription.

Members may wish to be reminded that information about the Group's forthcoming activities is not usually sent out individually but can be found on the All Party Whip from time to time and on the BAPG website.

Members who need further information should telephone 020 7219 6209, fax 020 7219 5972 or email [bapg@parliament.uk](mailto: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 THE THATCHER ROOM  
ON WEDNESDAY, 9th JULY 2008 AT 3:45 p.m.**

The Rt. Hon. Michael Martin, MP, Speaker of the House of Commons and Joint President of the British-American Parliamentary Group, presided.

Mr. Speaker advised members present that there would be a delay in the voting process to elect the Executive Committee until the change of rules had been approved under item 4 of the Agenda.

1. *Apologies*

Mr. Speaker conveyed apologies for absence from the Prime Minister and the Lord Speaker together with 64 others.

2. *Minutes of the last Meeting*

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

3. *Matters Arising*

There were no matters arising.

4. *Change to the Rules of the Group: Rules 8a; 8e and 9f*

The Executive Committee's proposed changes to the Group's Rules, a copy of which is filed with these Minutes, had previously been circulated to all members of the BAPG.

The Honorary Secretary, The Rt. Hon. Alan Williams, MP, informed the meeting that the proposed changes were as a result of the transfer of funding responsibility from HM Treasury to the House of Commons Commission and the House of Lords House Committee from April 2008. The House of Commons providing 70% of the funding and the House of Lords 30%.

The Honorary Secretary further commented:

In relation to Rule 8(a), the amendment is proposed in response to the House of Lords House Committee's requirement that there is 30% Peers participation on the Executive Committee in line with their 30% funding.

Rule 8(e) – the modification is proposed due to the increased size of the Executive Committee.

Rule 9 (f) – updated to reflect the changed funding.

All the Committee's proposals were agreed unanimously having been proposed by the Rt. Hon. Alan Williams, MP and seconded by The Rt. Hon. the Lord Morris of Aberavon, KG, QC.

5. *To Elect 18 Members to serve on the Executive Committee 2008-09*

The Chairman informed members 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 elected to represent the House of Lords, the proportion of which was to be determined by the Lord Speaker and the representatives of the parties and groups in the House. The Chair reported that the Lord Speaker's office had confirmed the proportions as: two Government Peers; two Conservatives; one Liberal Democrat and one Cross Bench.

In relation to the election of members from the House of Commons, the Chairman informed members that, as just six nominations had been received from the Government Party for the Committee this year, an election would not have to take place and the following Government Party Members were elected unopposed to serve on the Executive Committee until the AGM in 2009.

**Government**

The Rt. Hon. Ann **Clwyd**, MP  
Linda **Gilroy**, MP  
The Rt. Hon. Adam **Ingram**, MP  
The Rt. Hon. John **McFall**, MP  
Austin **Mitchell**, MP  
The Rt. Hon. John **Spellar**, MP

As seven nominations had been received from the Opposition Parties in the House of Commons for the Committee this year, it was necessary to have an election to decide the six members, and as a result the following members were elected to serve on the Executive Committee until the AGM in 2009:

**Opposition Parties**

Simon **Burns**, MP  
Nigel **Evans**, MP  
David **Heath**, MP  
The Rt. Hon. Greg **Knight**, MP  
Elfyn **Llwyd**, MP  
The Rt. Hon. Sir John **Stanley**, MP

Angela **Watkinson**, MP and Bill **Olnor**, MP kindly acted as Tellers.

No ballot was needed for the House of Lords. As the requisite number of nominations were received as there were places for all but one of the groups – the Liberal Democrats, where no nominations were received – the following Members were elected unopposed to serve on the Executive Committee until the AGM in 2009:

**Government**

The Rt. Hon. the Lord **Anderson of Swansea**  
The Rt. Hon. the Lord **Morris of Aberavon, KG, QC**

**Conservative**

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

**Cross Bench**

The Lord **Hannay of Chiswick**

**6. To Receive the Annual Report from the Executive Committee for April 2007 to April 2008 and the Accounts for the Year Ending March 31st 2008**

The Rt. Hon. Paul Murphy, MP, Government Vice Chairman, presented the Report of the Executive Committee for 2007/2008.

On behalf of all members of the BAPG, Mr. Murphy, thanked Mr. Speaker for agreeing to preside at the AGM and recorded the Group’s appreciation of his continuing interest in the Group’s affairs.

Mr. Murphy then reported on the work of the Group during the year to April 2008. He reminded members that full details of all the Group’s activities appeared in the printed Report, which had been circulated before the AGM.

During those 12 months, 28 Members of Parliament went to the States under the Group’s auspices.

- In May 2007, two members represented the BAPG at the commemoration of the 400th anniversary of the Jamestown settlement, Virginia. The members were part of a VIP British delegation hosted by the Jamestown 2007 British Committee.
- In July, Joint Vice Chair William Hague led a BAPG delegation to the United States to attend the Annual Parliamentary/Congressional Conference at the invitation of the Senate BAPG. Meetings took place in Washington D.C. and in Vermont, the Congressional district of the Senate BAPG Chair, Senator Patrick Leahy. (13 Members of Parliament attended.)

- In September, six members participated in a BAPG / U.S. Department of State Co-Sponsored visit designed to give those Members not already familiar with the U.S. an introduction to the American political system. The Group spent the first four days in Washington D.C. gaining an overview of the Federal system of government and how the various branches of government interact; three days in individual districts with Members of Congress and two days in Boston, Massachusetts, to examine a state capital legislature.
- In December, four Members visited Massachusetts and New Hampshire, at the Foreign Office's expense, to examine the Regional Greenhouse Gas Initiative, the first US mandatory cap-and-trade programme. The delegation met with the New Hampshire State Legislature which was about to begin proceedings to legislate on RGGI.
- In February, the BAPG in conjunction with the American Embassy and the U.S. Department of State, sent three Members of Parliament together with four young up and coming political leaders, selected by their respective political parties, to Missouri and Kansas to observe first hand the 2008 Primary elections. The U.S. Department of State paid all the costs for the visit excepting the three Members' transatlantic fares.

By kind permission of Mr. Speaker, the Group was able to give a reception for the American Ambassador, H.E. Hon. Robert Tuttle, in the Speaker's State Rooms in November 2007. Around 80 Members of the Group, together with 20 members of the U.S. Embassy, attended the reception.

We are also hugely grateful to the Lord Speaker for very kindly hosting a reception in the River Room for a Congressional delegation visiting the UK to look at immigration and border control. The event enabled Members of the House of Lords with an interest in this area together with members of the BAPG Executive Committee to meet the visiting delegation.

Also in London, the Group has been able to arrange some meetings/tours/lunches for visiting U.S. Members of Congress/State legislators/other visiting U.S. VIPs and this is a part of the Group's role which we are always keen to expand and develop.

The Group's complete list of activities for the year are shown on pages 15 to 20 in the Annual Report. They show the contribution the Group has made over the year to promoting good relations with the US and the role which the Group has played in the programmes of American visitors.

The Group's thanks were recorded unanimously to the American Embassy for their help and co-operation over the year, particularly from the Political and Cultural Affairs Departments and also for the support always forthcoming from the Ambassador. We are also indebted to the North America Department at the FCO and to the British Embassy in Washington D.C. on whom a significant part of our 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, as are the Consuls-General in other parts of the USA.

Mr. Murphy reported that Group membership, as at 2nd July 2008, stood at 652 with 391 Members from the Commons and 261 from the Lords.

Mr. Speaker then called upon Brian Donohoe, MP, Joint Honorary Treasurer of the Group, to present the Accounts for the year ended 31st March 2008. The Accounts had been circulated previously to members.

The Honorary Treasurer made the following points as regards the Accounts to March 31st 2008:

#### **Format of the Accounts**

The format of the accounts has remained the same as last year.

### Cash and Bank

The group currently holds bank accounts with the Royal Bank of Scotland (RBS) and the National Westminster Bank (Natwest). Of the balance of £28,278 shown in the accounts £27,004.06 is held with the RBS, £1,264.72 is held with Natwest and £9.06 is held in petty cash.

### Explanation of the Results for the Year

#### Operating Surplus

2007-08	£1,974
2006-07	£4,412

The group's surplus balance is due to the expenditure being slightly lower than budgeted for, this is mainly due to fewer members attending programmes than budgeted; income received in grant-in-aid was greater than that spent. The estimated expenditure as per the budget submitted to the Treasury to support the bid for Grant in aid was £101,888 and the actual expenditure in 2007-08 as per the accounts is £99,743.

#### Surplus for the period

2007-08	£5,253
2006-07	£5,217

The increased surplus for the period is largely due to the increase of bank interest receivable in 2007-08 (see below). This has been offset by an increase in pension contributions payable to the House of Commons Staff Pension Scheme. These were notified to the Group after the year end.

Significant variations between 2006-07 and 2007-08

The group's income and expenditure has remained fairly constant in comparison to the prior year. The group's income increased by 2% and the expenditure has increased by 3%.

- Income. The grant in aid for 2007-08 is 3% (£2,939) higher than that received in 2006-07. Other income (membership subscriptions) has decreased by 36% (£473). This was higher in the previous year due to the continued effect of newly elected members of parliament subscribing to the group following the 2005 general election.
- Expenditure. Administration costs (excluding staff costs) have decreased by 10% (£2,197) and staff costs have increased by 22% (£5,573). The increase in staff costs is due to the administrator's pay increase of £2975 (10%) in March 2007 and the increase in the House of Commons Staff Pension Scheme employers' contribution rate. The decrease in general administration costs was largely due to the fee incurred in 2006-07 relating to the setting up of the group's website. Programme expenditure costs have decreased by 2% (£1,528).

In addition to this, the group has received a significantly higher return on investments:

- Bank interest receivable in 2007-08 totals £3,279, representing an increase of £2,474 in comparison to the prior year.
- Bank interest was received in 2007-08 from the RBS, Natwest and from the Halifax reserve account (now closed). The group changed their banking arrangements in 2007-08.
- The change of bank accounts has meant that the group now receives a higher rate of interest on cash balances. In addition to this the group had intended to transfer their Treasury Reserve Account from the Halifax to the RBS in July 2007, however this was delayed by the bank until October 2007 and the RBS paid the group interest that would have been received should the account have been opened on time (£1,200), therefore the group received interest from both the Halifax and RBS in this period.

In 2006-07 the group had an increased level of creditors and in 2007-08 the group has had an increased level of debtors, this is due to programme expenditure taking place around the year end.

- Debtors have significantly increased by £15,196 when compared to the previous year. This increase in debtors is largely due to costs relating to the April 2008 annual conference being paid for by the group in March 2008. A total of £20,088 was paid to members relating to per diem and flight allowances.
- Miscellaneous creditors have decreased by 64% (£9,236) when compared to the previous year. In 2006-07 the increased level of creditors was mainly due to outstanding travel expenses for visits made just prior to the 2007 year end. This year miscellaneous creditors include accruals for the 2007-08 annual report and for the group's website, as well as the Pension Contributions, which were notified after the year-end.
- The overall impact of these movements in working capital is a decrease in cash of £17,479 (38%). The components of this increase are detailed in the Cash Flow statement on page 12 of the accounts. The main reasons for the decrease in cash are the increase in debtors and the decrease in creditors as detailed above.

Mr. Donohoe reported that Group membership, as at 2nd July 2008, stood at 652 of which approximately 78% have a Life Subscription.

The Group's appreciation was recorded of the grant-in-aid without which it would not be possible to maintain a programme.

It was proposed by Lord Morris and seconded by Nigel Evans that the Annual Report and Accounts be adopted. This was carried unanimously.

The Chair invited questions to Mr. Donohoe and Nigel Evans asked in relation to the lower number of membership subscriptions if there is going to be some form of proactive effort to try and encourage more members to join. Mr. Donohoe responded that we would certainly look at this.

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

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

The Rt. Hon. Margaret **Beckett**, MP  
 The Rt. Hon. the **Baroness Boothroyd**, PC, OM  
 The Rt. Hon. David **Cameron**, MP  
 The Rt. Hon. the **Lord Carrington**, KG, GCMG, CH, MC, DL  
 The Rt. Hon. Iain **Duncan Smith**, MP  
 The Rt. Hon. the **Lord Falconer of Thoroton**, QC  
 The Rt. Hon. Michael **Howard**, MP  
 The Rt. Hon. the Lord **Howe of Aberavon**, Kt, CH, QC  
 The Rt. Hon. the Lord **Hurd of Westwell**, CH, CBE  
 The Rt. Hon. the Lord **Jopling**, DL  
 The Rt. Hon. Charles **Kennedy**, MP  
 The Rt. Hon. the Lord **Mackay of Clashfern**, KT  
 The Rt. Hon. the Lord **Molyneux of Killead**, KBE  
 The Rt. Hon. the Lord **Owen**, CH  
 The Rt. Hon. Jack **Straw**, MP  
 The Rt. Hon. the Baroness **Thatcher**, LG, OM,

and that the Rt. Hon. David **Miliband**, MP as Foreign Secretary, be elected as a Vice-President.

The adoption of these names was moved by Sir Nicholas Winterton, MP and agreed unanimously.

Mr. Speaker then paid a warm tribute to those who had been Officers of the Group during 2007/2008.

**The Rt. Hon. Paul Murphy MP, Government Vice-Chairman**, had been appointed as Acting Vice Chair by the Executive Committee in March 2008, when Peter Hain had stood down as Joint Vice-Chairman. Paul had previously been a Vice Chairman of the BAPG (2002-2005) but the Rules of the Group (rule 8f) permit a former Vice Chair to stand again after two years have lapsed since vacating the office. The Group was very grateful to Paul for his continued support of the Group and involvement in its affairs. The Group's appreciation was also recorded of the support given by Peter Hain in his time as Government Vice Chairman (2005-2008).

**The Rt. Hon. William Hague, MP, Opposition Vice-Chairman**, had completed the first year of his three year term. The Group was grateful of his involvement with the group and the time he had given in support of its activities.

**The Rt. Hon. Alan Williams, MP, the Honorary Secretary**, had just completed his seventh year in that office. The Group had been very fortunate to have such an effective and hard working Honorary Secretary who gave an enormous amount of his time to the Group's affairs and to expanding its programme. We are enormously sorry that Alan has decided the time has come to stand down and the Group hopes very much that he will continue to play an active role in its affairs. His commitment to the Group over the years had been immense and we shall much miss his experience and warmth.

In accordance with rule 8 (b), the Executive Committee had recommended that **Brian Donohoe, MP**, previously Joint Honorary Treasurer to the BAPG, should become the new Honorary Secretary and that **Bill Oler, MP**, previously a member of the BAPG Executive Committee, should become the new Joint Honorary Treasurer, alongside **Sir Peter Viggers, MP**.

**Sir Peter Viggers** has indicated he is content to continue in the role until October 2008, when he plans to stand down.

We are very grateful to Brian and Peter for the considerable amount of time they have given and continue to give to the Group's affairs and the hard work which they do is very much appreciated. We are very sorry that Peter, too, plans to stand down and hope he will continue to take an active interest in the group's activities.

The ratification and election of the Vice Presidents, the Honorary Joint Presidents, the Honorary Chairman, the two Vice Chairmen, the Honorary Secretary and the Honorary Treasurers was agreed unanimously.

Mr. Speaker paid tribute to the late Lord Pym who was a Vice President of the Group (1982-2008).

He also thanked Derek Conway and David Marshall who were both members of the 2007/2008 Executive Committee. Mr. Speaker wished David Marshall, who had recently stood down as a Member of Parliament, well and asked that a letter be written to him to wish him a speedy recovery.

#### 8. *Any Other Business*

Mr. Williams first added his warm thanks to those already expressed to Mr. Speaker for his interest in the Group and to Paul Murphy and William Hague for their help and support as Vice Chairmen. He added also his thanks to the Honorary Treasurers.

He went on to report:

- Peers traveling on all BAPG visits are now eligible to recover expenses from the HOL for Office Costs and an Accommodation Maintenance Allowance for a Second Home. They would also be covered by the HOL travel insurance policy when traveling under the auspices of the BAPG.
- In line with rule 9f, a new updated financial memorandum has been agreed with the House of Commons Commission and the House of Lords House Committee

which sets out certain aspects of the financial framework within which the BAPG is required to operate as well as describing the aims and objectives, the administrative and financial arrangements, for the Group's activities and its relationship with the HOC Commission and the HOL House Committee. Most notably "Any annual increase in the grant-in-aid will be in line with the financial strategies adopted by both Houses which will in practice be no greater than RPI (with the exception of separately authorized expenditure)".

- The BAPG has been contacted by the British Consulate General San Francisco to see if we might be able to host a visiting delegation of State Senators from California. They will be in London 11-13 September and the purpose of their visit is to strengthen legislative ties with the UK and Ireland and to pursue positive economic, governmental, cultural and educational ties between the regions. If any members are around on Thursday, 11th September and would be happy to meet the delegation would they please let the Administrator Hannah Mitchell know directly after the meeting? The delegation would be greatly appreciative of the opportunity to learn a little about life at Westminster and have an exchange on bi-lateral issues of mutual interest.
- The BAPG is in discussion with the British Embassy in Washington D.C. in relation to a series of possible visits to the United States concerned with Climate Change. The British Embassy initiative would involve sending small, knowledgeable, bipartisan Parliamentary teams to meet with State Legislatures and other actors concerned with Climate Change for a general discussion on what the UK/EU is doing and why this issue has cross-party support in the UK. It is our understanding that the visits would be fully funded by the FCO.
- The BAPG, in conjunction with the Foreign Office, is making arrangements for two Members each to attend the Democratic National Convention in Denver, Colorado, 23-29 August and the Republican National Convention in Minneapolis-Saint Paul, Minnesota, 31st August to 5th September. There is one Government member and one member from the Opposition/Minority parties for each visit.
- This year's BAPG / U.S. Department of State Co-Sponsored visit will take place, 7-17 September. Eight Members (four Labour and four Opposition) will spend 10 days in the United States examining the U.S. political system. The U.S. Department of State organises the programme. The BAPG pays transatlantic fares and the subsistence allowance.
- The U.S. Ambassador Robert Tuttle is in his final year and has offered to host the annual reception for BAPG members and senior officials of the U.S. Embassy at his residence, Winfield House. The event normally takes place in November and the BAPG office is currently liaising with the U.S. Embassy on possible dates and logistics. Once the arrangements are in place we will notify members via the All Party Whip.
- We continue to try to arrange lunches/meetings for Congressional delegations to London and other VIP visitors.
- Members were reminded that Group functions/visits are always advertised by means of the All Party Whip and also on the BAPG website [www.bapg.org.uk](http://www.bapg.org.uk). Only occasionally will we notify members individually about BAPG events.

There being no further business, the meeting closed at 4:15 p.m.