

British-American Parliamentary Group



Annual Report & Accounts 2018-19

(For the year ended 31 March 2019)

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OFFICERS' & MEMBERS OF THE EXECUTIVE COMMITTEE 2018-2019

Joint Presidents	The Speaker of the House of Commons The Lord Speaker
Vice-Presidents	The Rt. Hon. Dame Margaret Beckett, DBE, MP Ian Blackford, MP The Rt. Hon. the Baroness Boothroyd, OM 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. Boris Johnson, MP The Rt. Hon. the Lord Jopling, DL The Rt. Hon. the Lord Mackay of Clashfern, KT 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 Tom Watson, MP
Chair	The Prime Minister
Vice-Chairs	The Rt. Hon. Dr. Liam Fox, MP Nia Griffith, MP
Honorary Secretary	The Rt. Hon. Sir Greg Knight, MP
Honorary Treasurers	Sir Christopher Chope, OBE, MP The Rt. Hon. John Spellar, MP

MEMBERS OF THE EXECUTIVE COMMITTEE

House of Commons

Government

Rehman Chishti, MP
Stephen Hammond, MP
Ranil Jayawardena, MP
Jack Lopresti, MP
Alan Mak, MP

Opposition

Douglas Chapman, MP (*co-opted 23.10.18*)
The Rt. Hon. Ann Clwyd, MP
Yvonne Fovargue, MP
The Rt. Hon. John Healey, MP
Diana Johnson, MP
The Rt. Hon. Kevan Jones, MP
Conor McGinn, MP

House of Lords

Conservative

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

Labour

The Rt. Hon. the Lord Anderson of Swansea, DL
The Rt. Hon. the Baroness Jay of Paddington

Liberal Democrat

The Lord Fox

Cross Bench

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

Secretariat: Hannah Mitchell

EXECUTIVE COMMITTEE MEETINGS

The Executive Committee 2018-19 met on: 23rd October 2018; 11th December 2018; 5th February 2019 and 14th May 2019.

The Annual General Meeting, at which the current Executive Committee was elected, took place on 11th July 2018.

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

The Rt. Hon. the Lord Anderson of Swansea, DL	3/4
Douglas Chapman, MP*	1/3
Rehman Chishti, MP	2/4
Sir Christopher Chope, OBE, MP	4/4
The Rt. Hon. Ann Clwyd, MP	0/4
The Rt. Hon. the Lord Fellowes, GCB, GCVO, QSO	3/4
Yvonne Fovargue, MP	2/4
The Lord Fox	4/4
The Rt. Hon. Dr. Liam Fox, MP	0/4
Nia Griffith, MP	3/4
Stephen Hammond, MP	2/4
The Rt. Hon. John Healey, MP	2/4
The Rt. Hon. the Baroness Jay of Paddington	1/4
Ranil Jayawardena, MP	2/4
Diana Johnson, MP	3/4
The Rt. Hon. Kevan Jones, MP	1/4
The Rt. Hon. Sir Greg Knight, MP	4/4
Jack Lopresti, MP	2/4
Alan Mak, MP	0/4
Conor McGinn, MP	3/4
The Baroness O’Cathain, OBE**	0/2
The Rt. Hon. John Spellar, MP	3/4
The Rt. Hon. the Lord Trimble	2/4

***Co-opted to the Executive Committee 23 October 2018**

****On sick leave until late December 2018**

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, 2015 and 2017.

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.

2018-19 has been a challenging year with a protracted Parliamentary debate on the government's EU withdrawal bill and no agreement. This has had a consequence for BAPG programme activities; with the cancellation of Members' attendance at the Harvard New Members Orientation Programme and the postponement of planned specialist delegation visits to the US (1. To San Francisco and Los Angeles to look at both the regulatory and the innovation aspects of electric and autonomous vehicles and 2. To Atlanta, Georgia; Chicago, Illinois and South Bend, Indiana, to inquire into how new technologies and financing models have been used to upgrade infrastructure and create smart, accessible cities).

2018 was also an election year in the US, with the Midterm Congressional elections in early November. This impacted the timing the 2018 Annual Conference, which was brought forward to February 2018, at the request of the House BAPG, due to the difficulty of travelling overseas beyond this time.

In July, six Members (out of an original eight - two Members cancelled due to unforeseen diary conflicts) participated in the BAPG / US Department of State 'International Visitor Leadership Program' (IVLP) to learn about the US political system and the cultural and political influences in US society.

In September, the BAPG partnered with the US-UK Fulbright Commission, in hosting a reception in the Speaker's State Rooms to mark the 70th anniversary of the signing of the treaty which created the US-UK Fulbright Commission; signed by Ernest Bevin, Foreign Secretary and Don Bliss, Public Affairs Officer from the US Embassy, in the House of Commons on 22nd September 1948.

On the eve of the 2018 US Midterm Elections, 5th November, the BAPG partnered with the Eccles Centre for American Studies at the British Library, in hosting a panel discussion on 'What to look for at the US Midterm Elections', held in the Speaker's State Rooms, by kind permission of Mr. Speaker. Professor Phil Davies, Professor Emeritus of American Studies, De Montfort University & Former Director, Eccles Centre for American Studies, The British Library, chaired the discussion with former Members of Congress: Tom Petri (Republican), US Representative for Wisconsin's 6th congressional district from 1979 to 2015 and Martin Lancaster (Democrat), US Representative for North Carolina's 3rd congressional district from 1987 to 1995. The event was attended by BAPG members and personally invited guests of the Eccles Centre for American Studies.

The BAPG partnered with the Ditchley Foundation in hosting a panel discussion event on the theme of the 'The Special Relationship in the AI Age', exploring how the UK can capitalise on its strengths to become a leading country in the next stage of the technological revolution and in AI in particular. The event was held in the Speaker's State Rooms by kind permission of Mr. Speaker. BAPG members were joined by guests of the Ditchley Foundation from business bodies, think tanks, the media and members of the diplomatic corps.

In December, the BAPG were invited to send four Parliamentarians to observe the Harvard Institute of Politics Bi-Partisan Orientation Programme for new Members of Congress, although, in the end, only one Member made it over, owing to the Parliamentary debate on the government's Brexit deal coinciding with the visit. 60 new Members of Congress participated in the programme, which comprised 'issue seminars' and lectures by Harvard academics and eminent outside speakers.

In February 2019, the BAPG partnered with BritishAmerican Business in hosting a reception for the American Ambassador, H.E. Hon. Robert Wood Johnson, in the Speaker's State Rooms. The occasion was an opportunity for many members of the Group, together with members of BAB's senior executive network, to meet the Ambassador and accompanying senior officials and discuss any aspect of UK/US relations.

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.

Results for the Year

The Statement of Comprehensive Net Expenditure (page 16) shows that the BAPG had a net operating income of £35,924 for the year 2018-19 (in 2017-18, the BAPG had a net operating deficit of £5,127). The Parliamentary grant for the year was £115,832 (in 2017-2018 it was £114,120).

As at 31st March 2019, the BAPG holds £91,856 in reserves (page 17). It was intended to draw down on the reserves in 2018-2019 to fund thematic specialist delegation visits to California and to Midwest America, but the visits had to be postponed, owing to challenging Parliamentary business. This also impacted the Harvard New Members of Congress Orientation visit with only one out of the original four MPs attending. Furthermore, we had two MPs pull out of the annual US government co-sponsored 'familiarisation' visit due to unforeseen diary conflicts.

While the reserves currently exceed the expected one fourth of maximum annual funding, the BAPG plans to draw down on the reserves in 2019-20 financial year, by way of the re-scheduled specialist delegation visits.

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 2018-2019, no interest has been paid to suppliers for the late payment of invoices.

Reduction of Carbon Emissions

In line with government policy, the BAPG used to off-set 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).

UK government policy is no longer centred on carbon offsetting, now focusing on methods to reduce carbon emissions, via: measurement, baseline and continuous improvement/reduction, as well as using greener forms of energy.

The BAPG plans its programme of activities mindful of this policy, through measures such as flying delegates' to the US in Premium Economy, travelling by train internally in the US, where possible, and arranging ground transport with lower polluting vehicles.

Provision of Information to Auditors

As far as the Accounting Officer is aware, there is no relevant audit information of which the BAPG's auditor, the Comptroller and Auditor General and 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)

May 2019

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 as Accounting Officer, the Joint Honorary Treasurer of the opposite party to the Honorary Secretary, The Rt. Hon. John Spellar, MP. The responsibilities of an 'Accounting Officer' include responsibility for the propriety and regularity of the BAPG's grant funding, for keeping proper records, 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, for ensuring that the annual report and accounts as a whole is fair, balanced and understandable and for taking personal responsibility for the annual report and accounts and the judgments required for determining that it is fair, balanced and understandable.

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-Chairs 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.

None of the members of the Executive Committee received a remuneration for their role.

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. 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. These amendments received the approval of the Commons Executive Committee, the Commons Finance Committee, the Lords Finance Committee and the grant funded inter-parliamentary committees during 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 from the opposite party to the party of the Honorary Secretary, 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 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. An internal audit was carried out in 2017-18 to provide assurance that the governance processes in place were adequate to leave the Accounting Officers of each House able to discharge their responsibility to 'ensure prudent management of grant in aid funds, achieve value for money, and ensure that grants are used as envisaged while allowing recipients reasonable freedom to take their own decisions'. Following the audit, the internal audit team reported that they were "able to provide substantial assurance that the processes in place within BAPG result in the intended objects being achieved."

The Group's Governance Activities in 2018-19

The Executive Committee met on four occasions in 2018-19 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 2019-2020; analysed the Group's accounts and the external audit findings for 2017-18 and the Annual Report of the Honorary Secretary, as well as other matters for discussion and endorsement by the Annual General Meeting.

Quality of Data

In advance of each Executive Committee meeting, an extract of the Treasurer's Report is circulated to the committee, detailing the current finances of the Group, the known liabilities for the year to 31st March and the anticipated balance at the year-end after the costs have been deducted. This is accompanied by a copy of the Minutes of the last meeting and a summary of the activities that have taken place since the last meeting and those planned for the future. The Committee is also sent at periodic intervals updates on the Group's membership figures and a copy of the Group's latest Risk Register for review. This data information assists the Committee in discharging its responsibilities and achieving the objectives and activities of the BAPG whilst safeguarding the public funds and assets in a manner that is consistent with the Financial Memorandum and the principles of the Corporate Governance Code for Central Government.

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 12 risks which fall within the low risk areas after mitigating actions have been taken. The major operational risk is management override of controls. Management is in a unique position to perpetuate fraud

because of its ability to manipulate accounting records and prepare fraudulent financial statements by using its position to override controls that otherwise appear to be operating effectively. This is mitigated by the segregation of duties: most payments are by cheque (except for Employer and Employee pension contributions, which are required by the Cabinet Office to be paid on-line, and exceptional ad hoc on-line payments, when 'fast payment' is required), which require two of three signatories. Furthermore, there are agreed authorisation/delegation limits on financial expenditure, as detailed in the annex of the Financial Memorandum.

Another area of significant concern, which the BAPG Executive Committee is monitoring, is the future sustainability of the BAPG's long established programme of activities. After five years of no inflationary uplift to the grant (2010-2015), the current base line grant is no longer sufficient to fund the BAPG's traditional programme. This is evidenced from the BAPG's reliance on reserves to make-up the shortfall in budget (in 2017-2018 and 2016-2017). This will be of particular concern in a US General Election year (next 2020), when there are additional election related activities, which provide the opportunity of increased engagement with US counterparts. The only reason the Group's reserves have increased in recent years is due to last-minute cancellations by individual members in visits, postponement of visits and some savings on individual activities.

In 2016, the BAPG Executive Committee considered other possible sources of finance to help offset the anticipated budget shortfall, including inviting business involvement in BAPG events. We have since had some success with this, particularly in respect of the 2017 and 2018 Annual Conferences, both of which we hosted in the UK, and the annual reception for the American Ambassador. While we cannot guarantee this revenue stream for future activities, particularly when the Annual Conference is hosted in the US (next 2019 and 2020, hosted alternately by the Senate and then the House of Representatives), we will continue to utilise it as an option when we can, to help reduce programme costs and leverage funds for the BAPG's core function of establishing people to people relations and mutual understanding with US political and other leading figures.

Personal Data Related Incidents

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

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 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)

May 2019

The Independent Auditor's Report of the Comptroller and Auditor General to the British-American Parliamentary Group

Opinion on financial statements

I have audited the financial statements of the British-American Parliamentary Group for the year ended 31 March 2019 under the Financial Memorandum agreed with the House of Commons Commission and House of Lords Commission. The financial statements comprise: the Statements of Comprehensive Net Expenditure, Financial Position, Cash Flows, Changes in Taxpayers' Equity; and the related notes, including the significant accounting policies. These financial statements have been prepared under the accounting policies set out within them.

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 2019 and of the Group's net operating income for the year then ended; and
- the financial statements have been properly prepared in accordance with the Financial Memorandum.

Opinion on regularity

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

Basis of opinions

I conducted my audit in accordance with International Standards on Auditing (ISAs) (UK) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of my certificate. Those standards require me and my staff to comply with the Financial Reporting Council's Revised Ethical Standard 2016. I am independent of the British-American Parliamentary Group in accordance with the ethical requirements that are relevant to my audit and the financial statements in the UK. My staff and I have fulfilled our other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

We are required to conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the British-American Parliamentary Group's ability to continue as a going concern for a period of at least twelve months from the date of approval of the financial statements. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern. I have nothing to report in these respects.

Responsibilities of the Accounting Officer for the financial statements

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.

Auditor's responsibilities for the audit of the financial statements

My responsibility is to audit and report on the financial statements in accordance with the Financial Memorandum.

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. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the British American Parliamentary Group's internal control.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

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

Other Information

The Accounting Officer is responsible for the other information. The other information comprises information included in the annual report. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon. In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

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 from branches not visited by my staff; 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

May 2019

Director for and on behalf of the Comptroller and Auditor General

National Audit Office

157-197 Buckingham Palace Road

Victoria

London

SW1W 9SP

FINANCIAL STATEMENTS

Statement of Comprehensive Net Expenditure

For the year ended 31 March 2019

		<u>2018-19</u>	<u>2017-18</u>
	Note	£	£
Administration Costs:			
Staff costs	3	40,465	39,945
Other administration costs	4	<u>10,024</u>	<u>8,320</u>
		50,489	48,265
Programme Costs:			
Programme costs	5	<u>31,144</u>	<u>72,580</u>
Total Costs		<u>81,633</u>	<u>120,845</u>
Income:			
Parliamentary Grant	2	(115,832)	(114,120)
Operating income	2	<u>(1,620)</u>	<u>(1,581)</u>
Total Income		<u>(117,452)</u>	<u>(115,701)</u>
Net Operating Cost/(Income) before Interest and Tax		<u>(35,819)</u>	<u>5,144</u>
Bank Interest Received		(129)	(21)
Corporation Tax Payable		24	4
Net Operating Cost/(Income) after Interest and Tax		<u>(35,924)</u>	<u>5,127</u>

The notes on pages 20 to 24 form part of the accounts.

Statement of Financial Position

For the year ended 31 March 2019

		31 Mar 2019	31 Mar 2018
	Note	£	£
Current assets:			
Trade and other receivables	7	947	759
Cash and cash equivalents	8	95,174	55,749
Total current assets		96,121	56,508
Current liabilities			
Trade and other payables	9	(4,265)	(6,576)
Total current liabilities		(4,265)	(6,576)
Assets less liabilities		91,856	49,932
Taxpayers' equity:			
General fund		91,856	49,932
Total taxpayers' equity		91,856	49,932

The financial statements on pages 16 to 19 were formally agreed by the Executive Committee on 14 May 2019 and were signed on its behalf by:

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

The notes on pages 20 to 24 form part of the accounts.

Statement of Cash Flows

For year ended 31 March 2019

		2018-19	2017-18
	Note	£	£
Cash flows from operating activities			
Net operating (cost)/ income		35,924	(5,127)
Interest Received		(129)	(21)
Adjustments for non-cash transactions – audit fee		6,000	6,000
(Increase)/Decrease in trade and other receivables	7	(188)	236
Increase/(Decrease) in trade payables	9	(2,311)	1,277
Net cash inflow/(outflow) from operating activities		39,296	2,365
Cash flows from investing activities			
Net cash outflow from investing activities		-	-
Cash flows from financing activities			
Net cash inflow from financing activities – interest received		129	21
Net increase/(decrease) in cash and cash equivalents in the period		39,425	2,386
Cash and cash equivalents at the beginning of the period	8	55,749	53,363
Cash and cash equivalents at the end of the period	8	95,174	55,749

The notes on pages 20 to 24 form part of the accounts.

Statement of Changes in Taxpayers' Equity

For the year ended 31 March 2019

	Note	General Fund
		£
Balance at 31 March 2017		49,059
Non-cash charges – auditor's remuneration		6,000
Net operating (cost)/income for the year		(5,127)
Balance at 31 March 2018		49,932
Non-cash charges – auditor's remuneration	4	6,000
Net operating (cost)/income for the year		35,924
Balance at 31 March 2019		91,856

The notes on pages 20 to 24 form part of the accounts.

Notes to the Accounts

1. Statement of accounting policies

These financial statements have been prepared in accordance with the 2018-19 Government Financial Reporting Manual (FRoM). The accounting policies contained in the FRoM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FRoM 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.

a. Application of newly issued accounting standards

In respect of the new accounting standards (IFRS 9 (Financial Instruments) and IFRS 15 (Revenue from Contracts with Customers)), which were effective for reporting periods that began after 1 January 2018, the impact on these accounts is not material. IFRS 15 affects how revenue is treated in the accounts, but none of the assumptions and judgements made previously have changed, once implementing the new standard.

b. Impending application of newly issued accounting standards

In respect of IFRS 16 (Leases), which will be effective for reporting periods beginning after 1 January 2020, the impact on these accounts is not expected to be material.

1.1 Non-current assets

Immaterial items of 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 received from Life Subscriptions is deferred over a period of 10 years (two terms of Parliament) and released on an annual basis.

1.3 Gains and losses

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

1.4 Taxation

From 6 April 2016, banks and building societies have paid gross interest on savings accounts. The 2018-19 Accounts accordingly show gross interest of £129.19.

The total tax liability for 2018-19 is £24 (based on a Corporation Tax rate of 19% for 2018-19; 2017-18: 19%).

1.5 Expenditure

The British-American Parliamentary Group pays all the associated costs of events it organises, however, where it collaborates with a partner, such as BritishAmerican Business or the Ditchley Foundation on an event, and their guests join BAPG members at the event, they may cover the cost of the refreshments.

2. Income

	<u>2018-19</u>	<u>2017-18</u>
	<u>£</u>	<u>£</u>
Parliamentary Grant	115,832	114,120
Annual Subscriptions	965	1,016
Life Subscriptions	498	426
Donations	157	139
Total	<u>117,452</u>	<u>115,701</u>

3. Staff numbers and related costs

Staff costs comprise:

	<u>2018-19</u>	<u>2017-18</u>
	<u>£</u>	<u>£</u>
Wages and salaries	30,884	30,427
Social security costs	3,099	3,096
Other pension costs	6,482	6,422
Total	<u>40,465</u>	<u>39,945</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>2018-19</u>	<u>2017-18</u>
	<u>£</u>	<u>£</u>
Sundry*	1,392	353
Insurance	1,805	1,840
Website costs**	827	127
Non-cash items:		
Auditor's remuneration	6,000	6,000
Total	<u>10,024</u>	<u>8,320</u>

* Includes cost of upgrade of computer hardware for BAPG office.

**Migration of BAPG website to an operating platform which is compatible with WordPress, with lower annual hosting charges.

5. Programme expenditure

	<u>2018-19</u>	<u>2017-18</u>
	<u>£</u>	<u>£</u>
Annual Parliamentary / Congressional Conference(s)	-	*28,164
Specialist Delegation Visit(s)	(65)	11,585
US 2018 Mid-term Election Event	1,672	-
BAPG / US Department of State Co-Sponsored Visit	24,425	32,328
Carbon Off-Setting of Air Travel	-	311
New Members of Congress Orientation Programme (NMOP)	4,225	-
Hospitality	887	192
Total	<u>31,144</u>	<u>72,580</u>

*Represents two Annual Conferences: 2017 and 2018 (brought forward from 2018-19 financial year at the request of the House BAPG due to the US Midterm Elections).

For the third year running, the BAPG were joined by BritishAmerican Business (BAB) in hosting the annual Parliamentary reception for the American Ambassador and Embassy Chiefs. BAB covered the cost of the event, including refreshments, at £5,596.88 (2017-18: £3,585.91).

The BAPG were also pleased to collaborate again with the Ditchley Foundation in co-hosting an autumn Parliamentary panel discussion event, held in the Speaker's State Rooms. Ditchley funded the cost of the refreshments at £2,106.56 (2017-18: £1,746.81).

This year the BAPG partnered with the US-UK Fulbright Commission in hosting a reception in the Speaker's State Rooms to mark the 70th anniversary of the signing of the treaty which created the US-UK Fulbright Commission. Fulbright organised and paid for the refreshments at £4,269.20.

In respect of the '2018 Co-Sponsored Visit', it should be noted that two of the original eight MPs selected to take part in the programme cancelled prior to departure and there was insufficient time to arrange alternatives.

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>2018-19</u>	<u>2017-18</u>
	<u>£</u>	<u>£</u>
Amounts falling due within one year:		
Prepayments	947	759
Total	947	759

8. Cash and cash equivalents

	<u>2018-19</u>	<u>2017-18</u>
	<u>£</u>	<u>£</u>
Balance at 1 April	55,749	53,363
Net change in cash and cash equivalents	39,425	2,386
Balance at 31 March	95,174	55,749

The following balances at 31 March were held at:

Commercial banks and cash in hand	95,174	55,749
Balance at 31 March	95,174	55,749

9. Trade payables and other current liabilities

	<u>2018-19</u>	<u>2017-18</u>
	<u>£</u>	<u>£</u>
Amounts falling due within one year:		
Other Payables	699	3,233
Deferred Income	3,566	3,343
	4,265	6,576

10. Losses and special payments

There were no losses and special payments in 2018-19 (nil 2017-18).

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 2018-19, the Group entered into related party transactions worth £1,946.06. This figure comprises: £1,731.37, paid to the House of Commons Catering Service for the provision of hospitality to BAPG guests; £139.69 for in-house printing and £75.00 in payment of a Commons steward to be present at the BAPG reception event with the US-UK Fulbright Commission, who arranged outside catering.

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

12. Events after the reporting date

In accordance with the requirements of IAS 10, post Statement of Financial Position events are considered up to the date on which the accounts are authorised for issue by the Accounting Officer. This is the date of the Certificate and Report of the Comptroller and Auditor General. I confirm there are none.

Activities of the Group

4th April

The BAPG Secretariat arranged a tour of Parliament for Nancy Thompson and family, a contact of House BAPG Chair, Rep. George Holding (R-NC).

4th April

BAPG Officer, The Rt. Hon. John Spellar, MP, hosted Senator Patrick Leahy and Mrs. Marcelle Leahy on a tour of Parliament. Senator Leahy was visiting Europe with the Senate Appropriations Committee led by Senator Richard Shelby. The delegation also met with the Defence Select Committee while in Parliament.

9th April

The BAPG Administrator met with Katie Williams, the Major Events and Projects Lead at the Ditchley Foundation, to discuss arrangements for the joint panel discussion event in the fall in the Speaker's State Rooms.

24th April

At the request of the Foreign Office, the BAPG Officers, Sir Greg Knight and John Spellar, together with the BAPG Administrator, met with James Hooley, Head of the Political Team at the British Embassy Washington DC, and Jamie Mason, Desk Officer of the Americas Directorate at the Foreign Office, to discuss the BAPG programme and ideas for possible thematic visits in year.

27th April

At the request of British-American Business, the BAPG Office arranged a tour of Parliament for Washington DC contacts.

1st May

Members of the BAPG were invited to a Henry Jackson Society speaker event hosted by Bob Seeley, MP, with Congressman Mike Gallagher (R-Wisconsin), who spoke on the theme 'Responding to Russia: The view from the US'. Rep. Gallagher serves on the House Armed Services Committee and the Homeland Security Committee, where he is a member of the Counterterrorism and Intelligence (CTI) and Cybersecurity and Infrastructure Protection (CIP) Subcommittees.

1st May

A report back took place with the members of the delegation who visited New York and Washington DC to inquire into regulatory and competitiveness issues affecting global financial markets and the opportunities for regulatory coherence and co-operation between the US and UK financial services. Representatives from the City of London Corporation and the Financial Conduct Authority (who were involved in the pre-departure briefing) joined the BAPG Honorary Secretary and the Administrator to hear from the MPs, who reported a successful and useful trip.

8th May

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

9th May

The BAPG Administrator joined the Principal Clerk of the Commons Overseas Office, Matthew Hamlyn, and colleague, Dawn Amey, in meeting Kim Dubois, Cultural Affairs Officer, and Gerry Kaufman, Assistant Cultural Attaché, of the US Embassy to discuss an upcoming visit by the US House of Representatives Administration Committee led by Chairman Gregg Harper (R-MS) on 29th May with an interest in discussing the cyber security efforts undertaken to protect the houses from a policy standpoint. There will be a total seven Members of Congress in the delegation accompanied by members of staff and spouses. Along with meeting the Director of Parliamentary Digital Service, Tracey Jessup, the delegation have asked if it would also be possible to meet with Members of Parliament. At present, Darren Jones, MP, co-chair of the PICTFor, which is the main technology All Party Parliamentary Group in Parliament, has said he would be

interested in attending. He has suggested we also reach out to Vicky Ford, MP, his counterpart on the APPG, to see if she may also be able to attend. The difficulty is that the visit takes place during the Whitsun recess. Members of the Executive Committee would be welcome to attend the meeting if of interest. Please speak to the Administrator after the meeting.

15th May

BAPG Officers and Members were invited to a BritishAmerican Business launch of 'Across the Pond: British Trade & Investment Success Stories in the US – UK Launch' - at Barclays Global HQ.

The launch brought together senior members of the transatlantic business community and members of the British and American Governments to celebrate the special economic relationship.

29th May

At the request of the US Embassy, the BAPG arranged a tour of Parliament for US Member of Congress, Rick Crawford (Republican-Arkansas), member of the House Permanent Select Committee on Intelligence (HPSCI), who was in the UK on official business, visiting a variety of RAF bases with US personnel, including: RAF Molesworth, Alconbury, Croughton and Menwith Hill. We are most grateful to BAPG Officer, The Rt. Hon. John Spellar, MP, for hosting the tour.

31st May

The City of London Corporation hosted a dinner in honour of Wendy Mead OBE CC, the Chief Commoner 2017 – 2018, in the Livery Hall, Guildhall, to which the BAPG Officers and Administrator were invited.

5th June

The City of London's Regulatory Affairs held its annual summer reception hosted by Catherine McGuinness, Policy Chairman at the City of London, in the City of London Club, to which BAPG Members and Administrator were invited.

6th June

BritishAmerican Business hosted the 2018 Corporate Citizenship Awards dinner in the Merchant Taylors' Hall for 2018, to which the BAPG Officers and Administrator were invited.

7th June

At the request of the Chair of the US House of Representatives BAPG, Rep. George Holding (Republican-North Carolina), the BAPG arranged a tour of Parliament for contacts from North Carolina.

13th June

The Henry Jackson Society hosted William F. Weld, the 68th Governor of Massachusetts (1991 to 1997), who spoke in Parliament on the US Midterm elections, 'Horizon 2020: What will the Midterms tell us about the future of US elections?' attended by BAPG Members and the Administrator.

28th June

The Ambassador of the United States of America, Robert Wood Johnson, and Mrs. Suzanne Johnson, hosted a garden party at their official residence, Winfield House, to celebrate the 242nd anniversary of the Independence of the United States of America, attended by BAPG Members and the Administrator.

6th July

The BAPG assisted the Commons Overseas Office with a private visit by former US House of Representatives Majority Leader, Richard Gephardt (Democrat-Missouri), and family. The BAPG arranged for Mr. Gephardt to meet BAPG Officer, Sir Christopher Chope, OBE, MP, over coffee following his tour of Parliament.

11th July

The Annual General Meeting of the Group took place at which the BAPG Officers and Members of the 2018/19 Executive Committee were elected.

12th July

Government Vice Chair, The Rt. Hon. Chris Grayling, MP, attended a gala dinner at Blenheim Palace to mark the visit of President Trump.

12th July

The BAPG had a stand in the House of Lords cloak room to promote the Group and its activities to Members of the House of Lords.

A number of Peers visited the stand that day, who the Administrator later followed up with by letter, providing details about the Group and inviting them to join. Of those 11, four have subsequently joined and the Administrator has heard from a further two who say they are planning to join.

BAPG membership is now back at the level it was before the 2017 General Election, with 602 Members (Commons 312 MPs and the Lords 290 Peers). While we have had a number of Peers join recently, we have also sadly lost a number of members from the House of Lords, who have either retired from the House or passed away.

The BAPG Administrator is now preparing a letter on behalf of the Honorary Secretary to all Peers who are not presently a member of the Group inviting them to join.

22-31 July

Six Members (out of an original eight - two Members cancelled due to unforeseen diary conflicts) participated in the BAPG / US Department of State 'International Visitor Leadership Program' (IVLP) to learn about the US political system and the cultural and political influences in US society.

They spent the first five days in Washington D.C. studying the federal system of government and how the various branches of government interact followed by meetings with key U.S. government departments and 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, Massachusetts, examining its state legislature and other issues of interest. The BAPG funds the transatlantic flights, hotel accommodation and daily subsistence. The US Department of State funds the internal flights and the cost of arranging the programme.

13th July

The BAPG hosted a small dinner for the Chair and Vice Chair of the Senate Appropriations Committee, Senator Richard Shelby (R-AL) and Senator Patrick Leahy (D-VT), accompanied by their spouses, who were in the UK attending the Farnborough Air Show. Senator Leahy is currently the Vice Chair of the Senate BAPG and Senator Richard Shelby is expected to be confirmed as his opposite, following the retirement of Senator Thad Cochran (R-Mississippi). They were joined by: The Rt. Hon. Chris Grayling and Mrs. Sue Grayling; The Rt. Hon. John Spellar, MP and The Lord and Lady Fox.

23rd July

At the request of the Chair of the House of Representatives BAPG, Representative George Holding (Republican, North Carolina), the BAPG arranged a tour of Parliament for contact Diane Boyle and guests.

26th July

The BAPG arranged a tour of the US Capitol for Karin Smyth, MP, facilitated by Congressman George Holding's (Republican, North Carolina) office.

2nd August

The BAPG Administrator met Daniel Marriott, US Political (Internal) Desk Officer of the US, Canada, and Caribbean Department in the Americas Directorate at the FCO, to get acquainted and to discuss the BAPG programme including proposed specialist delegation visits.

7th August

The BAPG hosted a tour of Parliament for the Deputy Chief of Staff to US Representative Sam Johnson (Republican, Texas), Amanda Hilton, and accompanying persons.

13th August

At the request of the Director of the US House of Representatives InterParliamentary Services, Janice Robinson, the BAPG arranged a tour of Parliament for the Director of the US House of Representatives Press Gallery, Annie Tin, and guests.

4th September

The City of London Corporation hosted a reception at the Guildhall to welcome Chairman J. Christopher Giancarlo of the United States Commodity Futures Trading Commission (CFTC), who delivered a keynote address on the major policy questions facing the sector as well as unveil new CFTC proposals for cross-border regulation, to which BAPG Members and the Administrator were invited.

6th September

BAPG Officers and Members were invited to a Maine and UK networking reception in the Commons hosted by Andrew Rosindell, MP on behalf of the Polar Research and Policy Initiative to celebrate Maine's business relations in the UK.

7th September

At the request of the US-UK Fulbright Commission, the BAPG made arrangements for 60 newly arrived American Fulbrighters (undergraduates and post graduates) to meet with BAPG Officer, The Rt. Hon. John Spellar, MP, and the Baroness Deech, DBE, QC, for a question and answer exchange.

11th September

The BAPG assisted the US Embassy in facilitating a round table discussion of BAPG Members with Ulrich Brechbuhl, the principal adviser to the US Secretary of State, Mike Pompeo, who was stopping off in London and interested to meet with MPs to hear their views on Brexit and the general domestic political situation. We are grateful to: The Rt. Hon. John Spellar, MP; Angus MacNeil, MP; Diana Johnson, MP; Ranil Jayawardena, MP; Yvonne Fovargue, MP; Douglas Chapman, MP; Ian Austin, MP and The Lord Kirkhope, for giving the time to attend the meeting, held in the Commons.

12th September

The BAPG and the US-UK Fulbright Commission co-hosted a reception in the Speaker's State Rooms to mark the 70th anniversary of the signing of the treaty which created the US-UK Fulbright Commission; signed by Ernest Bevin, Foreign Secretary and Don Bliss, Public Affairs Officer from the US Embassy, in the House of Commons on 22nd September 1948.

The US Assistant Secretary for Educational and Cultural Affairs, Marie Royce, attended the event along with the Minister of State for Universities, Science, Research and Innovation, Sam Gyimah, MP, who were joined by BAPG members, Fulbright Commissioners and Patrons, Fulbright alumni and current scholars, Senior US Embassy Officials and Vice Chancellors.

To mark the 70th anniversary, the Fulbright Commission made three announcements about new additional awards to the Fulbright Scholarship programme and Minister Gyimah announced a significant uplift to the Fulbright grant from the Department for Education.

The BAPG also arranged Congressional statements in the US Senate and the US House of Representatives, recognizing the anniversary and the achievements of the Fulbright programme, as well as an Early Day Motion, which were read out by Mr. Speaker, The Rt. Hon John Bercow, MP, who spoke on behalf of the BAPG in his role as Joint President of the Group.

20th September

The BAPG arranged for 40 Marshall Scholars to meet with BAPG Executive Committee members: The Rt. Hon. John Healey, MP and the Rt. Hon. the Lord Fellowes, for a question and answer exchange.

20th September

Sir Simon McDonald KCMG KCVO, Permanent Under Secretary and Head of the Diplomatic Service at the FCO, hosted a reception in Durbar Court at the FCO to welcome the 2018 Marshall Scholars, to which the BAPG Executive Committee Members and the Administrator were invited.

25th September

The BAPG Administrator met with Sam Oakley, who had recently joined the UK-US Trade Policy Team in the Americas Negotiations Directorate at the Department for International Trade, to discuss his new role, focused on parliamentary engagement around UK-US trade, and possible collaborative opportunities with the BAPG.

25th September

At the request of the office of the Chair of the House of Representatives, Representative George Holding (Republican, North Carolina), the BAPG arranged a tour for contact Mr. Tommy Bunn and guest.

25th September

BAPG Members and the Administrator were invited to the launch of the International Regulatory Strategy Group Report 'Global Regulatory Coherence within Financial Services' in the Livery Hall, Guildhall. *The IRSG is a practitioner led group comprising of leading figures from the financial and professional services industry in the UK and the EU and is co-sponsored by The CityUK and the City of London Corporation. The aim of the report was to make the case for an ongoing industry led dialogue on the importance of global regulatory coherence.*

10th October

The Global Women's Innovation Network, a bipartisan organization based in Washington DC which provides a dynamic forum for women who are passionate about innovation, hosted a reception at the Royal Ocean Racing Club, to which BAPG Members who had previously participated in a round table discussion on gender diversity earlier in the year were invited, along with the BAPG Administrator.

11th October

BritishAmerican Business hosted its 2018 Gala Dinner at RICS at Parliament Square to celebrate the economic relationship between the UK and the US, with the American Ambassador Robert Wood Johnson, attending as guest of honour. The guests were a balance of business and government officials (from the Departments for International Trade and Business), along with the BAPG Administrator.

17th October

A report back meeting took place with participants of the 2018 BAPG / US Department of State Co-Sponsored 'Familiarisation' Visit, chaired by BAPG Officer, The Rt. Hon. John Spellar, MP, with representatives from the US Embassy.

23rd October

A meeting of the BAPG Executive Committee took place.

24th October

The BAPG Administrator met with the Chief Executive of the CPA, Jon Davies, to discuss the interparliamentary bodies' funding requests for 2019-2020.

25th October

At the request of the British Consulate General New York, the BAPG hosted a tour of Parliament for the Mayor of Philadelphia, Jim Kenny, and officials from the City of Philadelphia Business Commerce Department visiting the UK on a trade related mission.

27-29 October

The BAPG assisted the British Embassy Washington DC with a visit by a US Congressional staff delegation focused on trade and agriculture. The BAPG arranged a private tour of Parliament for the delegation on Saturday, 27th October and organized for BAPG Executive Committee members to join the delegation for dinner on Monday evening, 29th October. We are grateful to Jack Lopresti, MP and the Lord Fox for giving the time to meet the delegation.

5th November

At the request of the LSE, the BAPG arranged a tour of Parliament and a Question and Answer exchange for students from the University of California studying Political Science with the LSE for the Michaelmas term. We are grateful to The Rt. Hon. John Spellar, MP for giving the time to meet the students and answer their questions.

5th November

On the eve of the 2018 US Midterm Elections, the BAPG partnered with the Eccles Centre for American Studies at the British Library, in hosting a panel discussion on 'What to look for at the US Midterm Elections', held in the Speaker's State Rooms, by kind permission of Mr. Speaker. Professor Phil Davies, Professor Emeritus of American Studies, De Montfort University & Former Director, Eccles Centre for American Studies, The British Library, chaired the discussion with former Members of Congress: Tom Petri (Republican), US Representative for Wisconsin's 6th congressional district

from 1979 to 2015 and Martin Lancaster (Democrat), US Representative for North Carolina's 3rd congressional district from 1987 to 1995.

12th November

At the request of the US Embassy, the BAPG arranged a tour of Parliament for Embassy staff.

12th November

The BAPG Administrator met with the Commons Budget Holder and representatives of the National Audit Office to plan the 2018/19 Audit.

14th November

At the request of the Director of Special Conferences at the Institute of Politics, Harvard University, Christian Flynn, the BAPG arranged a tour of Parliament and ticket to PMQs for Harvard Fellow, Amy Dacey.

20th November

The BAPG partnered with the Ditchley Foundation in hosting a panel discussion event on the theme of the 'The Special Relationship in the AI Age', exploring how the UK can capitalise on its strengths to become a leading country in the next stage of the technological revolution and in AI in particular.

The event was held in the Speaker's State Rooms by kind permission of Mr. Speaker. The Lord Hill, Chair of The Ditchley Foundation, introduced the discussion and James Arroyo, Director of the Ditchely Foundation, chaired the discussion.

The panelists were:

Bindi Karia, Founder and CEO, Bindi Ventures Limited;
Annalisa Jenkins, M.B.B.S., F.R.C.P., Chief Executive, Plaque Tec;
Carina Namih, Founder and CEO, Helix Nanotechnologies, Inc. &
Charles Songhurst, Founding Partner, Katana Capital

23rd November

At the request of the Special Events and Protocol Director, Catherine Huddleston, in the Office of the Sergeant at Arms in the US House of Representatives, the BAPG arranged a tour of Parliament and meeting with Parliamentary counterparts for the Deputy Serjeant at Arms of the House of Representatives, Mr. Tim Blodgett. We are grateful to Mr. Chris Rust, the Deputy Serjeant at Arms and Operations Manager of the House of Commons for hosting Mr. Blodgett and for an introduction with Mr. Eric Hepburn, the Director of Security for Parliament.

27th November

A pre-departure briefing meeting was held for the BAPG delegation attending the Harvard Institute of Politics Bi-Partisan Orientation Programme for New Members of Congress, 4-6 December. There was uncertainty around whether the visit would actually be able to take place due to the debate on the government's Brexit deal commencing on the first day of the visit and the prospect of a programme motion and possible amendments that day.

27th November

BAPG Officers, The Rt. Hon. Sir Greg Knight, MP and Sir Christopher Chope, OBE, MP, together with the BAPG Administrator, met the new political lead at the US Embassy, Jen Gavito, and colleague Justine Lancaster.

29th November

The BAPG hosted the US-UK Business Council at a round table discussion with BAPG Members on Brexit and future US-UK cooperation. The US-UK Business Council were visiting Brussels and London "focused on mitigating Brexit risks, defining the consequences of a 'no deal' exit for companies invested on both sides of the Channel, as well as underlining the commitment of US investors to the UK economy." They had spent the first half of the week in Brussels, meeting EU counterparts, to discuss the state of play from their perspective. We are grateful to Angus MacNeil, Chair of the International Trade Select Committee, for chairing the meeting.

4-6 December

The Harvard Institute of Politics Bi-Partisan Orientation Programme for new Members of Congress took place. The BAPG had planned to send four MPs to observe the programme, but due to the debate on the government's Brexit deal coinciding, only one MP in the end went. 60 new Members of Congress participated in the programme, which comprised 'issue seminars' and lectures by Harvard academics and eminent outside speakers.

N.B. The unspent funds of £11,000 have been diverted to the specialist delegation visit to California providing for an additional two Parliamentarians to take part.

11th December

A meeting of the BAPG Executive Committee took place.

12th December

The BAPG arranged two tickets to PMQs for the new Political Lead at the US Embassy, Jen Gavito, and colleague, Justine Lancaster.

14th December

The BAPG arranged a tour of Parliament for Ms. Helen Kalla, the Communications Director of the Nevada Democrat Party, at the request of Theo Bachrach, Policy and Public Affairs Manager, BritishAmerican Business.

19th December

At the request of the US Embassy, the BAPG arranged at short notice, for the American Ambassador, Robert Wood Johnson, to watch PMQs from the under gallery of the Commons chamber.

10th January 2019

At the request of the British Embassy Washington DC, the BAPG hosted a private tour of Parliament for the Director of Protocol of the Senate Serjeant at Arms, Becky Daugherty. We are grateful to Senior Door Keeper, Paul Kehoe, for assisting with the tour and to the House of Commons Deputy Serjeant at Arms, Chris Rust, who joined Ms. Daugherty and the BAPG Administrator for tea afterwards.

15th January

Unfortunately, the Q&A with the US Consul General, Karen Ogle, for Parliamentarians and their staff had to be cancelled owing to the continued US partial government shutdown. We hope to re-arrange the event at a later date.

17-18 January

The Polar Research and Policy Initiative (PRPI) invited BAPG members to its Arctic Encounter London 2019 conference on the theme 'UK-US Maritime, Aerospace and Security Cooperation in the Arctic'. The conference was trade and security orientated, designed to deepen the UK-US Special Relationship, by strengthening trade/security cooperation in four areas in particular: maritime services, aerospace, fisheries and defence and security.

5th February

A meeting of the BAPG Executive Committee took place.

6th February

The BAPG hosted Celeste Drake, Trade and Globalisation Policy Specialist at the AFL-CIO, the American Federation of Labor and Congress of Industrial Organisations, who had come to speak at a CPA workshop on trade agreements. The BAPG organised a ticket to PMQs followed by lunch with BAPG Officers and members of the Executive Committee.

12th February

At the request of the office of the Serjeant at Arms in the US House of Representatives a tour of Parliament was arranged for two contacts.

18th February

At the request of the British Embassy Washington DC, the BAPG hosted a working lunch with BAPG Executive Committee members and a US congressional staff delegation comprised of senior Hill staffers mainly representing the two committees of jurisdiction on trade policy – Senate Finance and House Ways and Means, including the trade counsels from the top Democrat and Chair of the Senate Finance Committee.

19th February

The BAPG arranged a tour of Parliament for a US Congressional staff delegation visiting the UK on a trade focused mission sponsored by the British Embassy Washington DC.

20th February

Following a request from the Americas Directorate at the Foreign Office, the BAPG hosted Mr. Philip Maxson, Legislative Director to the US Senate Majority Leader, Mitch McConnell, and his wife, organising a tour of Parliament, tickets to PMQs and tea in the Pugin Room with BAPG member, the Lord Kirkhope of Harrogate, who was joined by the Rt. Hon. the Lord Haselhurst.

26th February

The BAPG partnered with BritishAmerican Business in hosting a reception for the American Ambassador, Robert Wood Johnson, in the Speaker's State Rooms, by kind permission of the Speaker, The Rt. Hon. John Bercow, MP. Ambassador Johnson brought along with him 20 senior members of staff from the Embassy to meet Parliamentarians and senior executives from the BritishAmerican Business network to establish contacts and discuss US/UK relations.

28th February

Executive Committee member, The Rt. Hon. the Lord Trimble, fielded questions from a group of students from the American International University in London, who were taking a political communications module and interested to hear from him how he communicated with his party and electorate, when he stood for selection and election as a Member of Parliament. The BAPG Secretariat also organised tickets to the Commons gallery for the students following the Q&A as well as access to the House of Lords chamber after close of business.

7th March

The BAPG Honorary Secretary, The Rt. Hon. Sir Greg Knight, MP, together with the Administrator, met with Reem Yusuf, Energy Policy Advisor & Climate Attaché, British Consulate General San Francisco, to discuss the planned specialist delegation visit to California to look at both the regulatory and innovation aspects of electric and autonomous vehicles.

14th March

At the request of the US Desk in the Americas Directorate at the FCO, the BAPG arranged for BAPG Executive Committee member Yvonne Fovargue, MP to meet a Colorado-based Food and Beverage delegation on a visit to Parliament and join them for dinner following their tour.

25th March

BAPG Officer, The Rt. Hon. John Spellar, MP, together with the BAPG Administrator, met with the Head of the US Team at the FCO, Jack Fulford, and US Desk Officer, Samuel Nicholls, to discuss FCO support of BAPG visits to the US in 2019.

27th March

At very short notice, the BAPG arranged tickets to PMQs for the American Ambassador, Robert Wood Johnson, and the new Deputy Ambassador, Yael Lempert. We are grateful to Mr. Speaker for kindly assisting with the tickets and acknowledging the Ambassador in the gallery during PMQs. Ambassador Johnson wrote to the BAPG Secretariat afterwards to thank them for helping to arrange at short notice a "ringside seat at such a critical time in British politics".

Report on the Work of the Group during 2018-2019

The Annual General Meeting of the Group took place on 11th July 2018. The Chairman, Ways and Means and Deputy Speaker, The Rt. Hon. Lindsay Hoyle, MP, took the chair in the absence of the Speaker of the House of Commons, The Rt. Hon. John Bercow, MP, who had to preside at a debate in the Commons Chamber, and was warmly welcomed by all the members present.

It was reported that between April 2017 and April 2018 (a British General Election year), there had been two Annual Conferences during the year, both of which were hosted in the UK. These were the 2017 Annual Parliamentary / Congressional Conference with a delegation from the US Senate and the 2018 Annual Parliamentary / Congressional Conference with a delegation from the US House of Representatives, brought forward from 2018-19 financial year, due to the US Midterm elections later in the year. 12 members had visited the US during the year under the auspices of the BAPG.

In the 12 months to April 2019 (during which there were the US Midterm congressional elections in November 2018), Parliamentary business has been dominated by the debate on the UK's departure from the EU, which has impacted overseas visits, with the Whips in both Houses requiring members to remain in Westminster. This has meant that the BAPG has had to postpone two planned specialist delegation visits to the US to the next financial year (with the approval of the Budget Holders) and also not being able to field a full contingent of members to Harvard. The result is that we have had fewer members travel to the US this year, with only seven out of the original 20 planned, visiting the US under the auspices of the BAPG.

Accordingly, we have had the following visits to the US:

- In July 2018, six members (out of an original eight - two cancelled due to unforeseen diary conflicts) 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.
- In December 2018, at the invitation of the Harvard Institute of Politics, one MP (out of an original four) attended the biennial Harvard Institute of Politics bi-partisan orientation programme for newly elected Members of Congress in Boston (owing to the Parliamentary debate on the government's Brexit deal coinciding with the visit), which involved 'issue seminars' and lectures by Harvard academics and eminent outside speakers.

In September, the BAPG partnered with the US-UK Fulbright Commission, in hosting a reception in the Speaker's State Rooms to mark the 70th anniversary of the signing of the treaty which created the US-UK Fulbright Commission; signed by Ernest Bevin, Foreign Secretary and Don Bliss, Public Affairs Officer from the US Embassy, in the House of Commons on 22nd September 1948.

On the eve of the 2018 US Midterm Elections, 5th November, the BAPG partnered with the Eccles Centre for American Studies at the British Library, in hosting a panel discussion on 'What to look for at the US Midterm Elections', held in the Speaker's State Rooms, by kind permission of Mr. Speaker. Professor Phil Davies, Professor Emeritus of American Studies, De Montfort University & Former Director, Eccles Centre for American Studies, The British Library, chaired the discussion with former Members of Congress: Tom Petri (Republican), US Representative for Wisconsin's 6th congressional district from 1979 to 2015 and Martin Lancaster (Democrat), US Representative for North Carolina's 3rd congressional district from 1987 to 1995. The event was attended by BAPG members and personally invited guests of the Eccles Centre for American Studies.

The BAPG partnered with the Ditchley Foundation in hosting a panel discussion event on the theme of the 'The Special Relationship in the AI Age', exploring how the UK can capitalise on its strengths to become a leading country in the next stage of the technological revolution and in AI in particular. The event was held in the Speaker's State Rooms by kind

permission of Mr. Speaker. BAPG members were joined by guests of the Ditchley Foundation from business bodies, think tanks, the media and members of the diplomatic corps.

In February 2019, the BAPG partnered with British-American Business in hosting a reception in honour of the American Ambassador, H.E. Hon. Robert Wood Johnson, in the Speaker's State Rooms, by kind permission of Mr. Speaker. BAPG members were joined by members of BAB's senior executive network in meeting the Ambassador who was accompanied by a team of his key staff.

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 2018 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 Richmond House on the Parliamentary estate.

**MINUTES OF THE ANNUAL GENERAL MEETING OF
THE BRITISH-AMERICAN PARLIAMENTARY GROUP
HELD IN THE CPA ROOM
ON WEDNESDAY, 11TH JULY 2018 AT 3.30 P.M.**

The Chairman, Ways and Means and Deputy Speaker, The Rt. Hon. Lindsay Hoyle, MP, took the chair in the absence of the Speaker of the House of Commons, The Rt. Hon. John Bercow, MP, who had to preside at a debate in the Commons Chamber.

The Chair welcomed everybody to the AGM.

1. *Apologies*

The Chair conveyed apologies for absence from the Speaker, the Prime Minister, the Lord Speaker, together with 42 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 37-42, were approved and signed as a true record.

3. *Matters Arising*

There were no matters arising from the Minutes of the last meeting which were not due for discussion under a later item.

4. *To Receive the Annual Report from the Executive Committee for April 2017 to April 2018 and the Accounts for the Year Ending 31st March 2018*

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 Government Vice Chair to report on the work of the group during the aforementioned period.

Mr. Grayling thanked the Deputy Speaker for chairing the AGM, his presence at the meeting was much appreciated. He shared with the Group that it had been a great pleasure to serve the past three years as the Government Vice Chair of the Group. His three years comes to an end at the AGM but he did not intend to cease to have an involvement in the Group. It had been very enjoyable to deal with and he very much appreciated the invitation he received previously from the Executive Committee to perform this role.

He advised members that the report on the last year was well set out on pages 32-36 of the Executive Committee Report.

During the 12 months to April 2018, there had been two Annual Conferences during the year, both of which were hosted in the UK.

These were the 2017 Annual Parliamentary / Congressional Conference with a delegation from the US Senate and the 2018 Annual Parliamentary / Congressional Conference with a delegation from the US House of Representatives, brought forward from 2018/19 financial year, due to the US Midterm elections later in the year.

The 2017 Annual Parliamentary / Congressional Conference was held in London and Surrey from 31st August to 2nd September 2017. Disappointingly, several Senators cancelled for a mix of last minute reasons, with the Senate BAPG Chair, Senator Thad Cochran, withdrawing due to a health complication and several Senators cancelling due to their states being affected by tropical storm Harvey. Despite a diminished delegation, those who came were very senior Senators and we had some very productive discussions over a couple of days, conducted in Parliament and at the McLaren Technology Centre in Dorking, Surrey.

The 2018 Annual Parliamentary / Congressional Conference was held in London and Kent from 21st to 23rd February 2018. 15 Members of Parliament participated in the British delegation (for part or all of the

conference) and met with eight US Members of Congress over the course of the three days with discussions held at the Bank of England, the National Cyber Security Centre and Chevening House.

Mr. Grayling added that it had been suggested to US counterparts they might consider for the future bringing both Houses together – in the way that we bring both Houses together – that way we would get more substantial delegations and have more expertise around the table, but it was very much a matter for the incoming team to try and persuade US counterparts that that might be a good idea.

12 members had also visited the US during the year by means of the following visits:

- In July 2017, 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. The programme also included time shadowing a Member of Congress in their congressional district.
- In February 2018, The BAPG sent four members with an interest in financial services to New York and Washington D.C. to engage with policy makers and business on regulatory and competitiveness issues affecting global financial markets and on the opportunities for regulatory coherence and co-operation between the US and UK financial services.

In November 2017, the BAPG partnered with The Ditchley Foundation in co-hosting a Parliamentary panel discussion event on 'The Future Defence of Europe', which was held in the Speaker's State Rooms, by kind permission of Mr. Speaker. Members of both Houses were joined by members of the diplomatic corps, the media, business bodies and think tanks.

In January 2018, the BAPG partnered with BritishAmerican Business to co-host a reception for the new American Ambassador, Robert Wood Johnson, in the Speaker's State Rooms, by kind permission of Mr. Speaker. Ambassador Johnson brought with him a very substantial delegation from the Embassy and his arrival and the messages and the tone he has set with his ambassadorship auger well for the continued good relations that exist between this group and the Embassy.

Over the year, the Group had been able to arrange meetings/tours/lunches for visiting U.S. Members of Congress/State legislators/other visiting US VIPs and this is a part of the Group's role which we are always keen to expand and develop. We are very grateful to all those members of the Group who have taken part at short notice in hosting those visits.

The Group's complete list of activities for the year are shown on pages 24 to 31 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.

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.

Finally, Mr. Grayling thanked the Administrator for her sterling work, as ever, without which the Group would not be able to function, which was warmly supported by members present.

The Chair proposed that the Annual Report was accepted, which was unanimously approved. As there were no questions, the Chair thanked Mr. Grayling for his report and then called upon The Rt. Hon. John Spellar, MP, Joint Honorary Treasurer, to present the Accounts 2017-18.

Mr. Spellar thanked the Chair and reported that the Accounts for the year to 31st March 2018 had been published on-line and notified to Members in advance of the meeting and appeared on pages 5-23 of the Annual Report of the Executive Committee 2017-2018.

He reported that the reserves at the beginning of the financial year were £49,059 and then by the 31st March 2018 were £49,932. Budgeted expenditure for the financial year 2017-18 was £120,942 and actual expenditure was almost exact at £120,845.

The total administration cost overall decreased by 16% (£9,938 to £8,320), which was partially due to the website cost decreasing in year (due to nine months free hosting, July 2017-June 2018) and sundry costs decreasing due to over-accruing in the previous financial year 2016-17. (The cost of printing the Annual Report 2016-17 had been accrued but the BAPG Officers decided, with the Executive Committee's approval, to publish the report electronically on the BAPG website.) However, there was one increase in respect of the administration costs, which was the NAO's notional audit fee, which seemed to increase much above inflation (at 20% from £5,000 to £6,000). He suggested we may want to have a look at that.

The National Audit Office have however signed off the 2017-18 financial statements on behalf of the Comptroller and Auditor General (C&AG) with an unqualified audit opinion without modification.

Again, to echo Chris Grayling, Mr. Spellar recorded his thanks to Hannah for the excellent way in which she keeps the administration.

The Chair thanked Mr. Spellar and moved that formal motions, proposed and seconded, should be passed accepting both the Annual Report and the Accounts, which was unanimously approved. There were no questions on the Accounts 2017-18.

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. Dame Margaret **Beckett**, DBE, MP
Ian **Blackford**, MP
The Rt. Hon. the Baroness **Boothroyd**, OM
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. Boris **Johnson**, MP
The Rt. Hon. the Lord **Jopling**, DL
The Rt. Hon. the Lord **Mackay** of Clashfern, KT
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
Tom **Watson**, MP

The Chair put forward a formal motion to approve these names, which was unanimously agreed.

The Chair paid tribute to former Vice Presidents, The Rt. Hon. the Lord **Carrington** KG GCMG CH MC DL, who had sadly passed away two days earlier, on 9th July, and The Rt. Hon. the Lord **Martin** of Springburn, who had passed away on 29th April 2018. They were both extremely supportive of the group and its objectives and will be greatly missed. The BAPG Officers had written to Lady Martin on behalf of the group to express their condolences and will also write to Lord Carrington's family to express their sympathy.

The Chair then paid warm tribute to those who had been Officers of the Group during 2017-2018.

The Rt. Hon. Chris Grayling, MP has now completed the third year of his three-year term. He has given the Group a great deal of his time and support over the years, in spite of his very many other commitments, including: chairing meetings; hosting events for Congressional delegations in London; leading delegations to Washington DC and always being happy to give both help and advice when asked. We are most grateful to him for having been our Vice-Chair during this time and very much hope that he will continue to take an active interest in the affairs of the Group.

Vernon Coaker, MP has now also completed the third year of his three-year term. He too has played an active role in the group, leading delegations on the opposition side to Annual Conferences and in exchanges with US Congressional counterparts, and we are most grateful to him for the time and support he has given and hope that he will continue to be actively involved.

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

We are also extremely pleased that **The Rt. Hon. John Spellar, MP** and **Sir Christopher Chope, OBE, MP** are both content to continue in their roles 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 passed unanimously.

6 To Elect 18 Members to serve on the Executive Committee 2018-19

Now, under Rule 8a, 18 members are to be elected to the Executive Committee, consisting of 12 members from the House of Commons – of which there are 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, two Labour, one Cross Bench and one Liberal Democrat.

In relation to the election of members from the House of Commons, as we have received only five nominations from the Government Party for the Committee this year, the following Members from the Government Party are elected unopposed to serve on the Executive Committee until the AGM in 2019:

Government

Rehman **Chishti**, MP
Stephen **Hammond**, MP
Ranil **Jayawardena**, MP
Jack **Lopresti**, MP
Alan **Mak**, MP

As we have received eight nominations from the Opposition Parties for the Committee this year, it will be necessary to have a ballot to decide the six Members of the Opposition Parties. The candidates are:

Opposition

The Rt. Hon. Ann **Clwyd**, MP (Labour)
Douglas **Chapman**, MP (SNP)
Yvonne **Fovargue**, MP (Labour)
Kevan **Jones**, MP (Labour)
The Rt. Hon. John **Healey**, MP (Labour)
Diana **Johnson**, MP (Labour)
Conor **McGinn**, MP (Labour)
Chi **Onwurah**, MP (Labour)

In relation to the House of Lords, as we have received the requisite number of nominations as there are places, the following members are elected unopposed to represent the House of Lords on the Executive Committee until the AGM in 2019:

Conservative

The Baroness **O’Cathain, OBE**

The Rt. Hon. the Lord **Trimble**

Labour

The Rt. Hon. the Lord **Anderson** of Swansea, DL

The Rt. Hon. the Baroness **Jay** of Paddington

Cross Bench

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

Liberal Democrat

The Lord **Fox**

The Chair asked for two Tellers to stay on after the meeting had finished to count the ballot papers which had been given to members of the House of Lords on their way in. The BAPG Officers, The Rt. Hon. Sir Greg **Knight**, MP (Conservative) and The Rt. Hon. John **Spellar**, MP (Labour) agreed to act as Tellers, which received unanimous approval.

The Chair recorded the committee’s thanks to Pauline **Latham**, OBE, MP; Mike **Freer**, MP and Angela **Crawley**, MP who had all chosen to step down from the Committee. We are most appreciative of the support they have given and hope that they continue to take an active interest in the affairs of the Group.

The Chair formally agreed these names with unanimous approval.

Following the meeting, the votes were counted and the following MPs having received the most votes, were duly confirmed as the MPs representing the Opposition Parties on the committee:

*The Rt. Hon. Ann **Clwyd**, MP*

*Yvonne **Fovargue**, MP*

*The Rt. Hon. **John Healey**, MP*

*Diana **Johnson**, MP*

*The Rt. Hon. **Kevan Jones**, MP*

*Conor **McGinn**, MP*

7. Any other business

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

The Honorary Secretary thanked the Deputy Speaker and reported that there were funds available this (financial) year to send several specialist delegation visits to the US. We have proposed the following visits to the Foreign Office who we look to for assistance in arranging the programmes to ensure their value and success.

- A visit to the US to inquire into how it supports innovative firms to access the finance that they need to scale up. A recent review by the Lords’ Science and Technology Select Committee of the government’s Life Sciences Industrial Strategy pointed out the need for scale and capital to turn ideas into successful

business and indicated the US as being particularly strong on this for structural reasons. A visit to inquire into what makes the US environment successful would be extremely useful.

- A visit to California to look at the development of electric cars and self-driving cars. This would be particularly timely as the Automated and Electric Vehicles Bill 2017-19 completes its passage through Parliament;
- A visit to South Bend, Indiana and Chicago, Illinois, to inquire into 'smart cities'/regeneration including meeting local politicians.
- An outreach visit to Washington DC to promote UK/US relations, shared security interests and strong trade links, meeting amongst others, the newly established Congressional UK Trade Caucus. **The FCO have set aside £5,000 for the BAPG towards the visit with the possibility of additional funds in the autumn.**

We had hoped to make more progress with the planning of these visits, but the British Embassy and Foreign Office here have been taken up with President Trump's upcoming visit. We have agreed to hold off on the planning until after President Trump's visit with a conference call arranged with the political lead at the British Embassy Washington DC and the leads at the North America Department on 17th July. We will advertise the visits as soon as we have agreed the outline details, inviting expressions of interest.

The BAPG will have a stand set up in the cloakroom of the House of Lords tomorrow to promote the BAPG and stimulate membership in the Lords. Peers who are members of the Group would be welcome to join Hannah on the stand to help promote the group and its activities.

Sir Greg wished to place on record his thanks to Chris **Grayling**, Vernon **Coaker**, John **Spellar** and to Sir Christopher **Chope** for the work they had done throughout the year and to remind all members of the group that future functions and visits are always advertised on the website www.bapg.org.uk and the All Party Whip.

The Chair thanked the Honorary Secretary and asked if there was any business.

Jack Lopresti, MP informed the committee that he was hosting a reception today from 4.00pm to 6.00pm for Boeing in the Members Dining Room and Executive Committee members were welcome to attend.

The Chair reminded members, if there was no other business, that ballot papers were available for eligible members and not to forget to vote.

The Honorary Secretary confirmed that once the result of the ballot was known, members would be informed by email and via the All-Party Whip.

There being no further business the meeting closed at 4.05 pm