

CPA UK ANNUAL REVIEW 2009/2010



INTRODUCTION

Welcome to the annual review of the UK Branch of the Commonwealth Parliamentary Association (CPA UK).

It has been a busy year, and CPA UK continues to maintain a high profile at Westminster, in the Commonwealth and beyond. Undertaking international parliamentary outreach on behalf of the Houses of Parliament and the wider Commonwealth Parliamentary Association has increased CPA UK's work in parliamentary strengthening and capacity building with partner parliaments and has brought focus to the busy world of parliamentary diplomacy.

During the financial year 2009/2010 our programme has centred on four core areas:

- International parliamentary seminars – in November 2009 and March 2010
- International parliamentary conferences – in July 2009 and January 2010
- Parliamentary strengthening
- Parliamentary diplomacy

CPA UK has also played its full part in the governance of the CPA. A full delegation attended the Association's annual Commonwealth Parliamentary Conference, and CPA UK continued to provide the Secretariat for the CPA British Islands and Mediterranean Region, a region which includes the other two Commonwealth countries in the EU, Cyprus and Malta.

The delegates initiated the production and approved the release of a Seminar communiqué. A Facebook profile was also set up to facilitate future networking opportunities.

59th Westminster Seminar on Parliamentary Practice and Procedures

In March 2010 CPA UK welcomed 75 delegates from over 35 countries, both Commonwealth and non-Commonwealth, to the 59th Westminster Seminar on Parliamentary Practice and Procedures. Delegates included parliamentarians and parliamentary clerks and Serjeants at Arms. It was the first time that Serjeants at Arms had participated in the Seminar.

The programme began on Commonwealth Day. That afternoon the delegates attended An Observance for Commonwealth Day at Westminster Abbey in the presence of Her Majesty The Queen and HRH The Duke of Edinburgh; that evening, at the Commonwealth Secretary-General's reception at Marlborough House, a small number were presented to Her Majesty, HRH The Duke of Edinburgh and TRH The Prince of Wales and The Duchess of Cornwall. As Commonwealth Day this year coincided with International Women's Day, delegates participated in a special session on the role of women in the 21st century.

Throughout the Seminar, delegates looked at all aspects of the Westminster parliamentary system and heard from many key office holders both at Westminster and beyond. Rt Hon. John Berrow MP, Speaker of the House of Commons, addressed the Seminar on the role

of the Speaker; he was joined on the platform by Hon. Dr Fehmida Mirza MNA, Speaker of the National Assembly of Pakistan.

The majority of the programme was conducted at Westminster,

but on Friday 12 March delegates visited constituencies and gained an invaluable insight into the work of an MP engaging with the local community at all levels.

INTERNATIONAL PARLIAMENTARY CONFERENCES

CPA UK has hosted two major International Parliamentary Conferences this year. The first in July 2009 addressed Climate Change, an area where the Branch has been developing its expertise, and the second, in February 2010, looked at Peacebuilding.

International Parliamentary Conference on Climate Change: Countdown to Copenhagen

CPA UK hosted its second International Parliamentary Conference on Climate Change, 'Countdown to Copenhagen', in July 2009. The conference brought together 70 parliamentarians from across the Commonwealth and beyond, UK Members of both Houses and a wide range of experts. Keynote speakers included HE Mohamed Nasheed, President of the Republic of the Maldives, HE Mr Kamalesh Sharma, Commonwealth Secretary-General, Professor Lord Stern and Rt Hon. Lord Malloch-Brown, Minister of State and Government Spokesperson, Foreign and Commonwealth Office.

The conference addressed the major international political debates facing the global community in the run-up to Copenhagen. In partnership with Oxfam GB, CPA UK hosted an International Climate Change Hearing at which delegates engaged in face-to-face

dialogue with representatives of communities living on the front line of climate change.

The Conference agreed a communiqué outlining common priorities and concerns for parliamentarians in the run-up to Copenhagen. By way of follow-up, CPA UK will be hosting a further International Parliamentary Conference on Climate Change in July 2010 to look at Climate Change Post Copenhagen 'Global to Local'.

International Parliamentary Conference on Peacebuilding: Tackling State Fragility

CPA UK held its first International Parliamentary Conference on Peacebuilding: Tackling State Fragility in February 2010. The Conference was organised in partnership with the Northern Ireland Assembly. The opening sessions were held at the Houses of Parliament in London, and the Conference concluded at the Northern Ireland Assembly in Belfast.

The Conference sought to strengthen the role of parliamentarians in promoting sustainable peace, security and development. Some 80 parliamentarians from across the Commonwealth and beyond took part. They examined the causes of state fragility and the ways in which they could be addressed. At the close of the conference, delegates issued a communiqué highlighting key areas for further international and local level action.

PARLIAMENTARY STRENGTHENING

Outward Delegations

Bangladesh

Mr John Austin MP led a delegation of nine Members on a visit to Bangladesh in February 2010. The visit, the first since October 2002, proved to be extremely successful in promoting an understanding of the

commitment of the people of Bangladesh to parliamentary democracy in the face of immense poverty and the challenges of climate change. CPA UK will build on its already strong links with Bangladesh and organise further parliamentary strengthening activities.

Rwanda

Rt Hon. Bruce George MP led a delegation to Rwanda in July 2009. The visit took place just before Rwanda was formally admitted to the

Commonwealth at the meeting of Commonwealth Heads of Government in Port of Spain in November 2009. A delegation from Rwanda will visit Westminster later this year to strengthen the links between the two parliaments even further.

Sierra Leone

Ms Claire Curtis-Thomas MP led a delegation to Sierra Leone in May 2009. The visit concentrated on the Parliament in Freetown where delegates learned of the challenges facing their parliamentary colleagues in Sierra Leone. Further training programmes will be instigated to build the capacity of Sierra Leonean parliamentarians and committee chairmen and to train additional clerks.

PARLIAMENTARY DIPLOMACY

CPA UK has been very active in the field of parliamentary diplomacy. It has sent delegations to Australia, Cameroon, Jamaica and the South Pacific and has welcomed delegations from Cyprus, Kenya, New Zealand, Pakistan and Trinidad and Tobago.

Outward Delegations

Australia

Rt Hon. Joan Ryan MP led a delegation of Members of both Houses to Canberra and Melbourne in September 2009. The delegation looked at current issues of health care, foreign policy, international development and indigenous affairs.

Whilst in Victoria, the delegation visited sites affected by the forest fires and were deeply moved by the efforts being made by the local people to rebuild their communities. With Australia in drought for the last ten years, the issue of climate change coloured many of the delegation's discussions.

The Westminster Consortium

CPA UK is a founder member of The Westminster Consortium for Parliaments and Democracy.

The Consortium, founded in 2009, aims to help developing parliaments create their own sustainable centres of learning for Members and staff, and CPA UK has worked closely with partners to promote parliamentary strengthening in countries both within the Commonwealth and beyond. This year, using the Westminster Seminar as a model, it has organised parliamentary seminars in Georgia, Lebanon, Uganda and Ukraine.

Cameroon

Rt Hon. Joan Ryan MP led a delegation to Cameroon in June 2009. The delegates sought to increase their understanding of the challenges faced by their parliamentary colleagues in Cameroon. The delegation focused its attention on the workings of the National Assembly, the advances Cameroon has made towards the successful delivery of the Millennium Development Goals, and trade issues, especially Cameroon's relationship with Nigeria and the EU.

Jamaica

Mr John Austin MP led a delegation to Jamaica in July 2009. Keen to gain a better understanding of the challenges facing their Jamaican colleagues, they discussed procedural issues, the bi-cameral system and the general work of parliamentarians, and they were briefed on the measures Jamaica was taking to combat drugs and organised crime, to promote poverty reduction and to increase the nation's health. They also looked at the impact of climate change on the local economy.

Pacific Islands

A delegation of Members of both Houses, led by Ms Meg Munn MP, travelled to the South Pacific in August 2009. Half the delegation went to

Kiribati and Tonga, and the other half to Vanuatu and Tuvalu.

All four nations have experienced climate change as a present and urgent reality and have seen an increase in extreme weather events in recent years; all of them have also already lost land. The very existence of Kiribati and Tuvalu is now under threat, and Tonga and Vanuatu are facing the loss of further significant areas of land.

The delegation found a huge affection for the UK and brought back the hope that the British government would champion their concerns about climate change in the run up to Copenhagen.

Inward Delegations

Cyprus

Three Members of the House of Representatives of Cyprus visited Westminster in January 2010. The Cyprus issue figured significantly in their discussions. Highlights of the programme included a meeting with Minister for Europe, Mr Chris Bryant MP, and a lively roundtable discussion with Members of the Cyprus All Party Parliamentary Group chaired by Rt Hon. Lord Anderson of Swansea.

Kenya

CPA UK hosted a delegation of Members of Parliament from Kenya in May 2009. The programme included a workshop on parliament and the media, a roundtable discussion with Members of the Northern Ireland Legislative to discuss coalition government, and briefings on parliamentary outreach and constitutional renewal. They also had meetings with the Foreign Office Minister responsible for Africa, Rt Hon. Lord Malloch-Brown, and the Deputy Leader of the House.

New Zealand

Six Members of the Parliament of New Zealand visited Westminster for a week in June 2009. Their programme included briefings on the Westminster parliamentary system and discussions on matters of mutual interest such as climate change, agriculture, community cohesion and

urban regeneration. In addition to meeting Members of Parliament and viewing Prime Minister's Question Time, the delegation witnessed the hustings for the new Speaker of the Commons.

Pakistan

CPA UK hosted a delegation of Members of the Defence Committees of both the National Assembly and the Senate of Pakistan in April 2009. The programme was facilitated by the Pakistan Institute of Legislative Development And Transparency and drew on the support of the British High Commission in Islamabad. The delegation's programme focussed on interaction with the House of Commons Defence Committee, and they had meetings at the Ministry of Defence, briefings on the parliamentary committee system, the Foreign Affairs Committee and the Intelligence and Security Committee.

Trinidad and Tobago

A parliamentary delegation from Trinidad and Tobago, led by the Vice-President of the Senate, Senator George Hadeed, visited Westminster for a week in February 2010. Their programme focused on the study of the Westminster model of democracy and included a series of lively discussions and briefings. Mr John Austin MP hosted the delegation in his Erith and Thamesmead constituency.

Other Branch Visitors

In June 2009 CPA UK welcomed a delegation of Members of Parliament and officials representing the Public Accounts Committees and National Audit Offices of Sierra Leone and The Gambia as part of their UK-based programme to look at accountability and transparency in public finance.

In July 2009 CPA UK organised a day in Parliament for a 15-strong delegation from the Pakistan Youth Parliament. The visit was sponsored by the British High Commission in Islamabad and coordinated by the Pakistan Institute for Legislative Development And Transparency.

SUPPORTING THE COMMONWEALTH PARLIAMENTARY ASSOCIATION

Commonwealth Parliamentary Conference 2009

The Branch sent a full delegation of 10 Members to the 55th Commonwealth Parliamentary Conference in Arusha, Tanzania in September 2009; the theme of the Conference was 'The Commonwealth and the CPA – Meeting Future Global Challenges'.

British Islands and Mediterranean Region

CPA UK continued to provide the Secretariat for the British Islands and Mediterranean Region of the Association and sent a delegation of four

Members to the Regional Conference in Guernsey in June 2009; the theme of the Conference was 'The International Economic Downturn – The Responsibilities of Parliamentarians'.

Other CPA Activities

Rt Hon. John Spellar MP represented CPA UK at the CPA Seminar on 'Strengthening Parliamentary Democracy' in New South Wales in May 2009.

Lord Corbett of Castle Vale represented the Branch at the Caribbean Regional Conference on 'Strengthening Parliamentary Democracy, Confronting Challenges and Enhancing Cooperation within the Region' in Guyana in September 2009.

FORTHCOMING ACTIVITIES

CPA UK has a full and busy programme of conferences, seminars and parliamentary strengthening and parliamentary diplomacy activities planned for the forthcoming year.

International Parliamentary Conference on Climate Change July 2010

CPA UK will be holding its 3rd International Parliamentary Conference on Climate Change 'Global to Local: Climate Change Post-Copenhagen' in July 2010 at the Park Plaza Westminster Bridge.

The aim of the Conference is to support parliamentarians to influence the formulation and implementation of climate change policy at local, national and international levels. The conference will focus on the approaches parliamentarians can take to address climate change and will look forward from the climate change summit in Copenhagen.

Key themes will include the need for climate change to be addressed by multiple actors across a range of scales from the global to the local, and the ways in which parliamentarians can support others in their responses to climate change. It will be both optimistic and practical and will have a strong emphasis on the delegates' own experiences of dealing with climate change in their legislatures.

Seminars

CPA UK will run the next International Governance Seminar in November 2010, and the 60th Westminster Seminar in March 2011.

The Westminster Consortium

CPA UK will open the Consortium programme in Mozambique with a seminar for parliamentarians in Maputo later on in 2010.

COMMONWEALTH PARLIAMENTARY CONFERENCE 2011

CPA UK will host the Commonwealth Parliamentary Conference 21 – 28 July 2011. The Conference will mark the centenary of the foundation of the Association (then known as the 'Empire Parliamentary Association')

in Committee Room 15 at the House of Commons in July 1911. The Opening Ceremony will be held in Westminster Hall. The majority of the Conference sessions will take place at the Park Plaza Westminster Bridge. The Conference Project Team has already started work, and CPA UK looks forward to welcoming delegates and observers to London.

EXECUTIVE COMMITTEE

Mr John Austin MP (Chairman)

Rt Hon. Lord Anderson of Swansea DL

Rt Hon. Kevin Barron MP

Mr Hugh Bayley MP

Dr Roberta Blackman-Woods MP

Mr Peter Bottomley MP

Sir John Butterfill FRICS MP

Mr Jeff Ennis MP

Mr Nigel Evans MP (Treasurer)

Baroness Flather JP DL FRSA

Lord Harrison of Chester (CPA UK Alternative Regional Rep)

Miss Kate Hoey MP (CPA BIMR CWP Representative)

Baroness Hooper CMG

Hon. Lindsay Hoyle MP (CPA UK Regional Representative)

Mr Eric Illsley MP

Professor Lord McColl of Dulwich CBE

Rt Hon. John McFall MP (Vice-Chairman)

Miss Anne McIntosh MP (Vice-Chairman)

Baroness Northover (Vice-Chairman)

Lord Ouseley

Mr Mark Pritchard MP

Mr Bob Russell MP

Mrs Christine Russell MP

Mr Virendra Sharma MP

Rt Hon. Sir John Stanley MP

Sir Nicholas Winteron DL MP

Professor Baroness Young of Hornsey OBE

CPA UK STAFF

Mr Andrew Tuggey DL (Secretary)

Mr Paul Jackson (Deputy Secretary)

Ms Helen Haywood (Assistant Secretary)

Ms Ann Hodkinson (Assistant Secretary)

Ms Kirsty Jackson (Assistant Secretary)

Ms Elspeth Macdonald (Assistant Secretary)

Ms Susan Holmes (Assistant Secretary, Finance)

Ms Hatty Cooper (Office Manager)

Ms Victoria Bower (Executive Officer)

Ms Lucy Moore (Executive Officer)

Ms Morna Richards (Executive Officer)

Mrs Rita Patel (Accounts Assistant)

FINANCIAL REVIEW

The annual grant-in-aid payment of £1,948,000 to the Branch from the Houses of Parliament (70% Commons / 30 % Lords) for the Financial Year April 2009 - March 2010 was expended within budget.

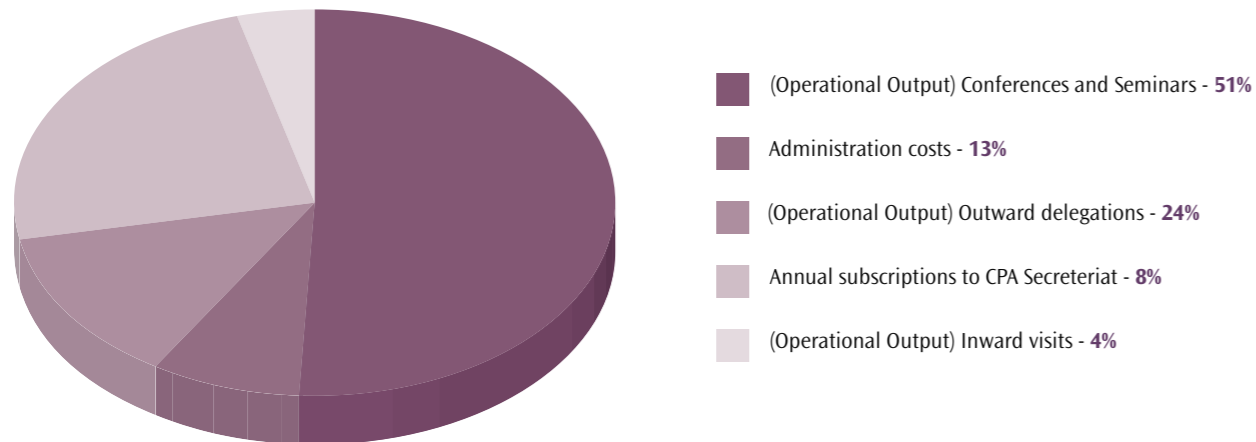
Since 1 April 2008 the CPA UK Branch has been funded by a Grant-in-Aid from the Houses of Parliament (70% Commons / 30 % Lords) and the Financial Memorandum between the Houses of Parliament and the CPA UK Branch signed on 23 September 2009 allows that up to six months

of annual funding may be retained as reserves. Reserves of £899,147 were held principally to protect the solvency of CPA UK, which amount represents approximately 46% of the annual grant-in-aid; some five months of annual funding.

Cash balances not required for short term expenditure and for the CPA UK Branch Fellowship Scheme Fund are currently held in a Business High Interest Account and the Commonwealth Parliamentary Fellowship Fund Account respectively with the Royal Bank of Scotland.

Operating Expenses

Expenditure in the year ended 31 March 2010



Conferences and Seminars 51% (£1,063,000)

Four major conferences and seminars in the UK; all of which formed part of CPA UK's international outreach programme of parliamentary diplomacy, parliamentary strengthening and capacity-building with partner parliaments and legislatures accounted for 51% of expenditure.

- A two week seminar, the Westminster Seminar on parliamentary practice and procedures in March 2010 for 49 Commonwealth and non-Commonwealth parliamentarians, 16 Clerks and seven Serjeants at Arms
- A two week seminar on governance; supra-national (the European Parliament in Brussels), national (the Houses of Parliament at Westminster), devolved (the Scottish Parliament in Edinburgh), and local (Glasgow City Council) in November 2009 for 75 Commonwealth and non-Commonwealth parliamentarians
- A one week thematic conferences in July 2009 on Climate Change: Countdown to Copenhagen for 75 Commonwealth and non-Commonwealth parliamentarians
- A one week thematic conference in partnership with the Northern Ireland Assembly in February 2010 in London and Belfast on Peace building: Tackling State Fragility for 78 Commonwealth and non-Commonwealth parliamentarians

Outward Delegations 24% (£485,000)

A mix of formal outward delegations of members and smaller informal delegations of members and officials to Commonwealth or other legislatures as part of CPA UK's international parliamentary outreach programme of parliamentary diplomacy, parliamentary strengthening and capacity-building with partner parliaments and legislatures, plus attending CPA annual and regional conferences accounted for 24% of expenditure.

- Outward delegations visited Australia, Bangladesh, the Cameroon, Jamaica, the Pacific Islands of Kiribati, Tonga, Tuvalu and Vanuatu, Rwanda, the Seychelles, Sierra Leone, Trinidad & Tobago and Uganda; other work overseas funded by DFID as part of CPA UK's work within The Westminster Consortium included similar activities with the parliaments of Georgia, Lebanon and the Ukraine
- Annual CPA regional conferences in Canada, the Caribbean and Guernsey and the annual Commonwealth Parliamentary Conference in Arusha, Tanzania

Administration 13% (£262,000)

CPA UK's administrative costs for the financial year, which included governance costs accounted for 13% of expenditure.

Subscriptions to the Commonwealth Parliamentary Association – 8% (£169,000)

CPA UK paid an annual subscription to the CPA Secretariat for its membership of the CPA which accounted for 8% of expenditure.

Inward Delegations 4% (£86,000)

As part of its international parliamentary outreach work, CPA UK organised inward visits from parliamentarians and officials from the Gambia, Kenya, New Zealand, Nigeria, Pakistan, Sierra Leone and South Africa which accounted for 4% of expenditure.

SUMMARISED FINANCIAL STATEMENTS**Statement of financial activities for the year ended 31 March 2010****Income and Expenditure**

	Unrestricted funds	Designated funds	Total 2010	Total 2009
	£	£	£	£
Incoming Resources from Generated Funds				
Investment income	614	732	1,346	31,944
Incoming resources from charitable	2,068,295	-	2,068,295	2,438,947
Total Incoming Resources	2,068,909	732	2,069,641	2,470,891
Resources Expended				
Charitable Activities				
Fellowship Scheme - one grant awarded	-	2,970	2,970	7,946
Mainstream programme activities	1,484,313	-	1,484,313	1,672,065
Governance & strengthening parliamentary	562,494	-	562,494	719,093
Total Charitable Expenditure	2,046,807	2,970	2,049,777	2,399,104
Governance costs	15,513	-	15,513	38,898
Total Resources Expended	2,062,320	2,970	2,065,290	2,438,002
Net income/(expenditure) for the year/				
Net movement in funds	6,589	(2,238)	4,351	32,889
Fund balances at 1 April 2009	892,558	176,425	1,068,983	1,036,094
Fund balances at 31 March 2010	899,147	174,187	1,073,334	1,068,983

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

Full accounts with notes are available to view and download at www.cpaukbranch.org

Balance Sheet at 31 March 2010

	2010	2009
	£	£
Fixed Assets		
Tangible assets	17,602	4,564
Current assets		
Stocks	4,625	4,961
Debtors	155,647	136,959
Cash at bank and in hand	1,287,005	945,826
	1,447,277	1,087,746
Creditors		
Amounts falling due within one year	(391,545)	(23,327)
Net current assets	1,055,732	1,064,419
Total assets less current liabilities	1,073,334	1,068,983
Income funds		
Designated funds - Fellowship	174,187	176,425
Unrestricted funds	899,147	892,558
	1,073,334	1,068,983

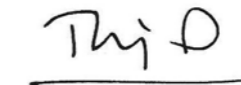
The accounts were approved by the Board on 22 June 2010

STATEMENT OF THE EXECUTIVE COMMITTEE TO THE SUMMARISED FINANCIAL STATEMENTS

These summarised financial statements contain information from both the Statements of Financial Activities and the Balance Sheet for the year ended 31 March 2010, but they are not the full statutory report and accounts.

The full financial statements were approved by the Executive Committee of the CPA UK Branch; also the Directors of the Company and Trustees of the Charity, on Tuesday 22 June 2010. The accounts were subsequently submitted to the Charity Commission and to Companies' House. Copies of the full accounts may be obtained from the CPA UK Branch, Westminster Hall, Houses of Parliament, London SW1A 0AA.

The full CPA UK Branch accounts received an unqualified audit report by H W Fisher & Company.



MR NIGEL EVANS MP
Acting Chairman and Honorary Treasurer
CPA UK Branch Executive Committee

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