

BRITISH GROUP INTER-PARLIAMENTARY UNION



*Strategic business plan
2013/14 - 2015/16*

*“Advancing the
parliamentary dimension
of Britain’s foreign relations”*



**BRITISH GROUP
INTER-PARLIAMENTARY UNION
(BGIPU)**

**STRATEGIC BUSINESS PLAN
2013/14 – 2015/16**



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Introduction

“To define, rationalise and prioritise the activities of the BGIPU”

This Strategic Business Plan 2013/14-2015/16 sets out the high-level strategic objectives for the British Group of the Inter-Parliamentary Union (BGIPU) over the next three years, responding to new requirements created by the agreement of the Executive Committee in April 2012 to a new Financial Memorandum with the House of Common and the House of Lords as the providers of the funding for its activities.

It seeks to define, rationalise and prioritise the activities of the BGIPU in terms of ensuring our parliamentary diplomacy work – focused on targeted parliamentary exchanges and capacity building programmes in support of democratic institutions and ideas create the maximum possible impact. The key beneficiaries are intended to be the Executive Committee and all BGIPU members, but also the UK Parliament as an institution and ultimately the United Kingdom’s international interests overall, particularly in support of active membership of the Inter-Parliamentary Union (IPU) .

In setting forth a vision statement, core values, the operational context and key strategic objectives, the intention is to provide a set of strategic objectives for the work of the BGIPU, whilst also recognising the importance of retaining flexibility to respond quickly to emerging needs and opportunities as they arise given the rapid and ever-changing dynamics of global events.

This Strategic Business Plan will also provide a broad basis for improved planning of activities and anticipating expenditure for the three financial years ahead. Specific detail will, nevertheless, need to be reviewed and ultimately determined through consideration by the Executive Committee in the process of reviewing and agreeing the Forward Programme of the BGIPU. Nevertheless, the directions outlined in this Business Plan are intended to guide that review process to ensure a cohesive, consistent and comprehensive programme of work is based on an over-arching set of strategic objectives.

Against a background of continuing financial scrutiny and need for accountability, this Strategic Business Plan describes how the BGIPU will, so far as resources allow, pursue initiatives to develop and improve our overall support to BGIPU members, while also adapting to meet challenges and changes in our external environment.

This Strategic Business Plan will provide a three-year forward look with the main emphasis on the coming financial year, i.e. 2013-14. It will serve as a guide for the BGIPU's work planning, management, monitoring, evaluation and reporting over the next three coming financial years with annual reviews of its contents by the BGIPU Executive Committee to take place mindful of the Financial Memorandum requirements for submission by 15 September each year. A new Strategic Business Plan will be prepared and submitted to the Executive Committee during the course of 2015 to cover BGIPU obligations for the period 2016/17-2018/19.



Our Vision Statement

“Advancing the parliamentary dimension of Britain’s foreign relations”



The British Group of the Inter-Parliamentary Union (BGIPU) aims to serve Britain’s interests through advancing the parliamentary dimension of Britain’s foreign relations. The key focus for BGIPU’s parliamentary diplomacy efforts are to advance Britain’s interests abroad through promoting respect for the rule of law and encouraging the consolidation of parliamentary democracy worldwide. This would include supporting effective global peace and security mechanisms, defending universal human rights norms and encouraging trade and sustainable economic development.

As a more effective inter-parliamentary group, with a clearer strategic policy focus, the BGIPU can make a strong contribution to international relations based on a long and proud history of past achievement and a future committed to active engagement between the UK Parliament and its overseas counterparts. At the core of the BGIPU is an abiding commitment to advancing parliamentary democracy, defending and promoting human rights and encouraging dialogue and understanding to resolve conflict.

The BGIPU supports the continued development of a strong parliamentary dimension to international affairs, particularly through the work of the IPU, which recognises the responsibility of parliamentarians to represent and respond directly to the concerns and aspirations of citizens to create a more secure, prosperous and equitable world for the benefit of us all.

The BGIPU considers the ultimate aim of inter-parliamentary dialogue is to encourage cooperation and understanding between the elected representatives of all nations with the objective of creating a peaceful and prosperous world where every individual, regardless of race, creed or gender, is empowered to pursue free, peaceful and worthwhile lives.

Our Core Values

The BGIPU Secretariat will be guided by the following values in managing our day-to-day operations and undertaking our activities:

- ▶ Close attention to the constitutional importance and dignity of Parliament
- ▶ Abiding commitment to the highest standards of service to all UK Parliamentarians, the staff of both Houses and our overseas contacts
- ▶ Pursuit of professional excellence, innovative approaches and intellectual rigour
- ▶ Strategic, results-focused approach to all activities
- ▶ Behaviour based on honesty, transparency and political impartiality
- ▶ Open, transparent and accountable actions, with a key focus on ensuring value for money and the exercise of fiscal responsibility.
- ▶ Committed to a work environment based on a co-operative approach, mutual support, trust and effective team-working
- ▶ Dedicated to the professional and personal development of all staff
- ▶ Belief in the value of international parliamentary dialogue as a means of increasing understanding and avoiding conflict within and between states.
- ▶ Commitment to the promotion of democracy and parliamentary governance with due regard to the diversity of forms this may take across the globe.
- ▶ Respect for human rights and due regard for cultural, ethnic and religious diversity in supporting democratic institutions and principles.
- ▶ Awareness in all respects to the environmental impact of our work.

Operational Context

What is the IPU?

The IPU is an international organization comprising the parliaments of sovereign states established in 1889 in Paris by William Randal Cremer (United Kingdom) and Frédéric Passy (France). It was the first permanent forum for political multilateral negotiations.

The IPU is the focal point for world-wide parliamentary dialogue and works for peace and co-operation among peoples and for the firm establishment of representative democracy. To that end, it: fosters contacts, co-ordination, and the exchange of experience among parliaments and parliamentarians of all countries; considers questions of international interest and concern and expresses its views on such issues in order to bring about action by parliaments and parliamentarians; contributes to the defence and promotion of human rights - an essential factor of parliamentary democracy and development; contributes to better knowledge of the working of representative institutions and to the strengthening and development of their means of action.

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Comprising parliamentarians from 162 Member Parliaments and 10 Associate Members, the IPU aims to complement international relations conducted at inter-governmental level by ministers, ambassadors and other state officials by establishing friendship, understanding and co-operation between parliamentarians on issues of common concern and international significance.

The IPU supports the efforts of and works in close co-operation with the United Nations, whose objectives it shares. The Union also co-operates with regional inter-parliamentary organizations, as well as with international intergovernmental and non-governmental organizations which are motivated by the same ideals. The IPU is supported by an International Secretariat based in Geneva since 1921 with responsibility for co-ordinating the IPU's global activities, including biannual Assemblies and other specialised meetings.

The IPU's Mission Statement, as contained in its Strategy for 2012-17 is:

▶ *The IPU, the world organization of parliaments, is a global forum for parliamentary dialogue, cooperation and action. It advances democracy and assists parliaments and parliamentarians throughout the world to fulfil their mandates.*

▶ *The IPU facilitates political parliamentary debate, dialogue and cooperation. It promotes and defends democracy and the rule of law. It develops standards, disseminates information on good practices and helps build parliamentary capacity and efficacy. It defends the human rights of members of parliament and promotes respect for universal values, norms and principles. It works in support of gender equality and the participation of women, minorities and indigenous peoples in political and public life. It assists parliaments in coping with a growing international agenda and in contributing a parliamentary dimension to the work of the United Nations and similar multilateral institutions.*

▶ *In short, the IPU stands for: Better parliaments, stronger democracies.*

The IPU's overarching vision is:

▶ *To be universal, dynamic and effective in order to advance democratic culture, values and institutions, as well as the rule of law, through cooperation among parliaments.*

▶ *To assist parliaments and parliamentarians in all parts of the world to articulate and respond effectively to the needs of the people and their aspirations for peace, human rights, gender equality and development.*

▶ *To be acknowledged and supported by Member Parliaments in providing a parliamentary dimension in international forums, including the United Nations and other multilateral institutions.*

Who are we?

The BGIPU has a membership of over 600 parliamentarians and its key aim is to advance the parliamentary dimension of Britain's foreign relations. The BGIPU, through an Executive Committee appointed by its members, manages the UK Parliament's engagement with the IPU. In common with other IPU national groups, the BGIPU consists of members of all parties and the cross-benches with membership open to all members of the House of Commons and House of Lords. Uniquely, it is supported in this task by a dedicated Secretariat.

In its work, the BGIPU is governed by the Executive Committee led by the Chair, Vice-Chairs and Honorary Treasurer. They are elected at the Annual General Meeting as stipulated in the Rules of the BGIPU. Key stakeholders in the work of the BGIPU include the Speakers and senior officials of both Houses of the UK Parliament, all UK Parliamentarians and inter-parliamentary groups of the UK Parliament, the IPU Secretary General and Secretariat. There also needs to be constructive and cooperative relations with IPU member parliaments, including Officers, parliamentarians and staff, the Foreign & Commonwealth Office (FCO) and other government and non-government bodies dealing with the UK's international relations. Engaging with major multilateral bodies, particularly those comprising the United Nations' key institutions and agencies, is also important.

What does the BGIPU do?

The most visible work of the BGIPU around the UK parliament is to arrange inward parliamentary visits to promote best practice parliamentary processes and a better understanding of the UK and its interests. It also coordinates outward delegations to advance Britain's interests abroad. It manages the participation of the UK parliament in IPU Assemblies and other international meetings and administers the work of the Chair and Executive Committee in overseeing and managing BGIPU operations and activities.

Through its programme of activities, the BGIPU seeks to engage Parliamentarians in key global issues and works to expand awareness and understanding of foreign relations and the contribution to be made by the UK Parliament to consolidate parliamentary democracy worldwide. The Group manages the participation of the UK Parliament at IPU Assemblies and other international meetings on key global matters, including global meetings of the WTO, UN AIDS Conference & the UN Commission on the Status of Women.

The BGIPU works to expand awareness and understanding of foreign relations and to consolidate parliamentary democracy worldwide.

Significant Policy Challenges

The BGIPU has a proud history of effective parliamentary diplomacy since the late nineteenth century. Indeed, there have been times when its activities have made a significant impact on British foreign policy. This includes in 1984 when the first official parliamentary contact between the UK and Argentina after the Falklands War occurred at the IPU Assembly in Geneva and later that year when then Prime Minister Thatcher met Mikhail Gorbachev under BGIPU auspices, famously saying “I like Mr Gorbachev. We can do business together”.

In a domestic environment where there is close scrutiny of the activities and interests of every parliamentarian and scepticism of the actual benefits of overseas travel and international exchanges, the BGIPU must be able to fully explain and account for the benefits accrued through its activities and be able to prove the cost-effectiveness of its work. A key challenge is to make the BGIPU relevant and responsive to parliamentarians as representatives of the people in a way which is useful to our membership in their core work and also meaningful to the general public.

A key challenge is to make the BGIPU relevant and responsive to parliamentarians and also meaningful to the general public.

BGIPU activities must provide clear benefits in advancing the UK’s national interest in the world either through opening opportunities for trade and investment, creating new or consolidating existing international partnerships or by fostering a rules based on an international system. There is a definite role to promote the ‘Best of Britain’ to the world, both in terms of boosting potential exports but also in expanding comprehension the UK’s achievements and promoting our core beliefs and values.

There is also a unique and important role for the UK parliament, as the ‘Mother of Parliaments’ to stand in defence of democratic principles and institutions worldwide. Using BGIPU activities to promote parliamentary best practice and, where appropriate, offer capacity building assistance to newly constituted or emerging parliamentary systems is another important role in building bridges between legislators.

In an increasingly inter-dependent world, where the ebb and flow of global events is dynamic and often unpredictable, inter-parliament relations remain important in providing a solid foundation for international dialogue and global understanding. The importance of ‘soft power’ diplomacy in a multi-polar world makes inter-parliamentary exchanges even more important in building understanding and cooperation between nations, irrespective of electoral cycles.

Despite being the main international forum, the United Nations, by its very nature, remains a collective body of sovereign executive governments. It is important therefore to have alternative and complementary mechanisms for global dialogue, such as the IPU, where the views of parliaments and the people they represent, can be heard. Just as in the national context, this is important in holding executives to review, scrutiny and account at a global level.

In support of the broader IPU agenda, it is also vital that the UK Parliament, through the BGIPU, play a leading role in promoting the key principles of representative governance. In doing so, however, we need to be mindful of the need to be sensitive to particular national circumstances and recognise that no one size fits all. Nevertheless, democracy, for all its faults and critics, is demonstrably proven to be better suited than any other systems of governance in advancing peace and prosperity and ultimately protecting human rights based on globally accepted norms and standards. Overall, our efforts need to be supportive of democracy as a process where people are given the freedom to choose who will govern them and how that government operates for the greater good of all.

***It is vital that the UK Parliament
plays a leading role in promoting
representative governance.***

Key Strategic Objectives

The Secretariat of the BGIPU has the primary goal of providing high quality policy advice and cost-effective administrative support for the activities of the BGIPU Chair, Officers and Members of the Executive Committee. Its main task, under the leadership of the Director, is to facilitate the engagement of UK Parliamentarians with their counterparts overseas, particularly through the auspices of the IPU. In pursuit of this goal, there are four equally important and complementary objectives:

OBJECTIVE 1:	OBJECTIVE 2:
Provide high quality administration of BGIPU processes in accordance with its Rules and the Financial Memorandum, particularly relating to maintaining accountable and cost-effective financial management of public funds provided to BGIPU.	Provide cost-effective administrative support and policy advice relating to interaction between the BGIPU and the IPU, including participation in Assemblies and other meetings and acting as the primary point of contact on IPU activities.
OBJECTIVE 3:	OBJECTIVE 4:
Provide high quality and cost effective administrative and policy support for parliamentary delegations inwards and outward visits to/from the UK Parliament to advance Britain's foreign relations and other targeted activities including capacity building.	Maintain an effective and relevant information management and communications programme which promotes the scope and value of BGIPU activities to key stakeholders and encourages increasing and actively engaged membership by UK parliamentarians.

Forward Planning, Activities & Expected Outcomes

The relative prioritisation of the BGIPU's main activities is determined by the Executive Committee based on suggestions and advice from the BGIPU Secretariat and from BGIPU members themselves. Once approved this comprises the rolling Forward Programme which is reviewed and updated at regular intervals.

To facilitate the effective forward planning of work, the Forward Programme lists endorsed inwards/outwards delegations, known 'Days in Parliament' from counterpart Parliaments, anticipated attendance of UK parliamentarians at IPU Conferences and other events, proposed seminars and conferences arranged in the UK by the BGIPU and any other activities to be included on the work programme of the BGIPU.

In determining the focus of BGIPU activities, key strategic priorities should include:

- ▶ bolstering links with emerging democracies and post-conflict countries in Europe;
- ▶ building strategic relations with countries emerging as key players in global power relationship, particularly in Asia and Latin America;
- ▶ supporting key post-conflict success stories in the developing world, particularly in priority regions such as the Middle East and Africa; and
- ▶ taking concrete action in countries where there are good prospects for capacity building to strengthen parliamentary democracy and encourage good governance.

A focus on priority categories like these enables the BGIPU's work to better meet the UK's interests abroad. By being more soundly based and strategic than just accepting ad hoc invitations, a more focused approach serves to enhance Britain's international relations and advance the parliamentary dimension of this work. There is greater opportunity to develop the UK Parliament's role in broadening international dialogue and taking greater advantage from substantive parliamentary exchanges. These strategic imperatives must be complementary to the UK's foreign policy interests and improve the effectiveness and policy impact of the BGIPU's inter-parliamentary exchanges, including under IPU auspices.

Key thematic areas for our work are drawn from both mainstream UK foreign policy priorities, key concerns raised by BGIPU members and the core objectives of the IPU itself. The highest priority is promotion and support for democratic governance. This includes through promoting international standards, encouraging good practice models and working to build overall capacity in parliaments worldwide. Importantly, we also seek a world where people are free, peaceful and prosperous.

To this end, BGIPU maintains a focus on peace, security and conflict resolution issues and encouraging sustainable human development, including through greater global trade and investment and improved development effectiveness. BGIPU is firmly committed to promoting universal human rights and respect for the rule of law. BGIPU supports efforts to improve the participation of women in political and public life, including through a focus on the need for gender-sensitive parliaments. BGIPU is conscious of the environment challenges facing the world and supports work to find international solutions to address climate change. BGIPU is a firm supporter of multilateralism, including the various arms of the United Nations system, albeit working to ensure a more vocal and effective parliamentary voice in the proceedings of these bodies. BGIPU seeks partnerships with other bodies which share these goals, including in encouraging better understanding of the work of our membership within civil society and among the general public.

In designing a Forward Programme, the BGIPU Secretariat should also consult with other inter-parliamentary groups and the Overseas Offices of the House of Commons and the House of Lords to avoid duplication and the FCO, or other relevant UK agencies, to better appreciate the UK Government's policy objectives and to seek support from UK missions abroad. An indicative Forward Programme outlining the generic range of events featuring in an annual BGIPU programme is Annexed.

Objective 1:

Provide high quality administration of BGIPU processes in accordance with its Rules and the Financial Memorandum, particularly relating to maintaining accountable and cost-effective financial management of public funds provided to BGIPU.

	Main Activities	Expected Outcomes
1.1	Management of the Annual General Meeting and all Executive Committee and other BGIPU governance meetings.	Full compliance with the requirements of BGIPU Rules and the Financial Memorandum, including effective coordination of governance arrangements to the satisfaction of the BGIPU Executive Committee, the BGIPU membership and both Houses of Parliament as funding partners.
1.2	Management of BGIPU human resources aimed at providing a work environment conducive to supporting a high performing team founded on equity, fairness and staff development.	Full compliance with the requirements of BGIPU Rules and the Financial Memorandum, particularly regarding employing and managing staff broadly in line with the standards of the House of Commons. Effective and efficient human resources management to the satisfaction of the Executive Committee, BGIPU members, Secretariat staff and both Houses of Parliament as funding partners.
1.3	Management of BGIPU Financial resources with close attention to attaining efficient, transparent and value for money spending outcomes.	Full compliance with the requirements of BGIPU Rules and the Financial Memoranda and effective and accountable utilisation of financial resources to the satisfaction of the BGIPU Executive Committee, the BGIPU membership and both Houses of Parliament as funding partners.

Objective 2:

Provide cost-effective administrative support and policy advice relating to interaction between the BGIPU and the IPU, including participation in Assemblies and other meetings and acting as the primary point of contact on IPU activities.

	Key Activities	Expected Outcomes
2.1	Manage all aspects of UK participation in IPU activities, including for annual Assemblies and other IPU meetings.	Consistent with the UK Parliament's obligations as an IPU member, effective UK input to IPU Assemblies and other meetings to ensure the organization remains relevant and conducive to advancing Britain's foreign relations interests.
2.2	Manage UK participation in the IPU's 12 Plus Group	Constructive participation by UK parliamentarians in the deliberations of the 12 Plus Group to ensure it has a lead role in making sure the IPU is relevant, responsive and accountable in ways which are complementary to Britain's broader foreign relations interests.
2.3	Act as a conduit for relations between the IPU and the UK Parliament.	UK Parliamentarians see the IPU as an effective and relevant mechanism for advancing Britain's foreign relations interests and the IPU serves to enhance the UK Parliament's contribution to international relations by facilitating dialogue and understanding with counterparts overseas.

Objective 3:

Provide high quality and cost effective administrative and policy support for parliamentary delegations inwards and outward visits to/from the UK Parliament to advance Britain's foreign relations and other targeted activities including capacity building.

	Key Activities	Expected Outcomes
3.1	Coordinate administrative and policy inputs for a targeted programme of Outward Delegation visits.	Results-focused delegation visits which provide UK Parliamentarians with improved understanding of key international relationships and issues, opportunities for improved bilateral dialogue and lead to substantive outcomes for advancing Britain's foreign relations interests.
3.2	Coordinate administrative and policy inputs for a targeted programme of Inward Delegations	Targeted delegation visits which ensure better understanding of UK parliamentary processes, promote bilateral dialogue on issues of mutual concerns and provide a substantive result in advancing British interests abroad.
3.3	Coordinate administrative and policy inputs for requested 'Days in Parliament' activities for visiting parliamentarians	To promote better understanding of UK views among foreign parliamentarians, provide cost-effective and informative short visit programs which allow better understanding of UK Parliamentary processes, create opportunities for dialogue and advance the cause of representative democracy worldwide.
3.4	Provide policy oversight and management of a Capacity Building Programme for counterpart parliaments requiring assistance.	In support of overall BGIPU policy objectives, provide effective practical assistance to the most deserving of counterpart parliaments to consolidate democratic ideas and institutions and improve parliamentary systems and services.
3.5	Support the activities of All Party Parliamentary Groups.	In full compliance with the BGIPU Rules, provide practical support and financial assistance to assist parliamentarians in developing bilateral relations with countries in ways which complement and advance the work of the BGIPU.

Objective 4:

Maintain an effective and relevant information management and communications programme which promotes the scope and value of BGIPU activities to key stakeholders and encourages increasing and actively engaged membership by UK parliamentarians.

	Key Activities	Expected Outcomes
4.1	Communications with BGIPU Membership and UK Parliament	Higher levels of interest and engagement by UK Parliamentarians, including through increased BGIPU membership. Ensure the BGIPU's foreign policy expertise is acknowledged and recognized as a valuable resource for the membership and the UK Parliament, as a whole.
4.2	Thematic foreign policy-based activities	Improved engagement among and beyond the BGIPU membership through thematic foreign policy work which enhances BGIPU's reputation as a knowledge base. This would include thematic lectures, conferences and seminars, practical cooperation with relevant organizations to qualitatively improve parliamentary engagement in key foreign policy issues.
4.3	Public Outreach	Increased interest and readership of BGIPU reports and publications and increased numbers of users accessing the BGIPU website. Growth in demand for the BGIPU's expertise in Parliament's foreign policy engagement.
4.4	Media Relations	Balanced media coverage of BGIPU activities including a better appreciation of the benefits stemming from the foreign policy engagement of the UK Parliament and better perceptions of this role among the UK public.

Financial Arrangements and Administrative Requirements

Under the new Financial Memorandum there is a requirement for BGIPU to implement financial and business policies broadly consistent with those of Parliament.

The first Financial Memorandum (FM) was produced in 2009 to underpin BGIPU's funding arrangements with the House of Commons and the House of Lords. A comprehensive review of this FM was completed in March 2012 to examine future financial arrangements in line with decisions made by both Houses in 2011 regarding funding of all inter-parliamentary bodies. These decisions included that that revised financial memoranda should be agreed with the bodies, that detailed and costed annual business plans would be required in addition to regular reports of outturn figures in relation to those plans, and that there would be limits on levels of reserves, as recommended by the Houses of Parliament Internal Audit.

Under this new FM signed in April 2012, there is also a requirement for the BGIPU to devise and implement certain financial and business policies, registers and/or guidance broadly consistent with those of the Parliament. This will require a full review of the types of policies, registers and guidance currently held by the House of Commons and the House of Lords and for the BGIPU to devise analogous arrangements, proportionate and relevant to its own circumstances. -

In terms of financial management oversight, the Executive Committee created an Audit Committee in 2004 which is required to meet at least twice yearly. It is selected from members of the Executive Committee elected at the Annual General Meeting (AGM). A Risk Management Strategy was endorsed by the Audit Committee in 2011 and in 2012 the Committee also conducted an annual review and updated the Risk Register which has been in operation since 2004.

To ensure appropriate levels of financial accountability, the BGIPU also employs external auditors. The current external auditors are Reeves & Co LLP, a firm created by a merger between Reeves & Neyland, and F W Stevens. The latter were selected as BGIPU's auditors following a competitive tender process in 2009, replacing KPMG.

This annual external audit usually occurs in May. The Financial Statements, an explanatory Commentary, and a Key Issues Memorandum are presented to the Audit Committee usually in June. Any issues raised are subsequently addressed.

It is the responsibility of the Audit Committee to recommend approval to the Executive Committee, which formally approves the Financial Statements, which are signed by the Chair and Honorary Treasurer, together with the Letter of Representation. The Statement of Internal Control, Report of the Auditors and Financial Statements are published annually and circulated to all Members before the AGM towards the end of each calendar year. The external auditors attend the summer meeting at which the draft Financial Statements are considered.

Full details of the BGIPU's estimated budget for 2013-14 are provided in the September 2012 Request for Funding (the totals of which are reflected below). Recognising the need to maintain budget flexibility in support of active work programmes, estimates for the subsequent 2014-15 and 2015-16 financial years are provided by way of guidance for future financial planning and these nominal allocations are wholly consistent with the BGIPU's stated objectives and work priorities.

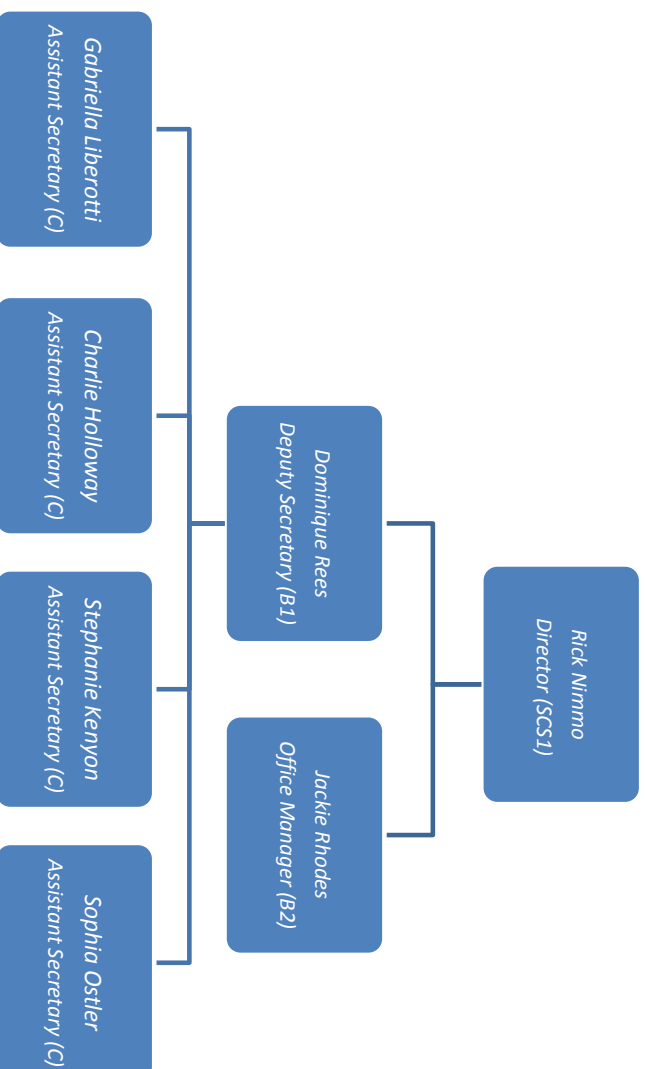
Budget Estimates	2013-14	2014-15	2015-16
Total in GBP	1,339,312	1,324,303	1,309,435

Secretariat Staffing & Organisational Chart

As at August 2012, the BGIPU has seven full-time staff as shown in the organisational chart which follows.

- ▶ A contracted Media Adviser position was terminated in December 2011 .
- ▶ The Director commenced in May 2012 replacing the General Secretary position vacated in mid-2011.
- ▶ While two staff had been previously employed on time-limited contracts expiring in August 2012 and January 2013 respectively, the Executive Committee decided that, subject to satisfactory performance, all staff are to be placed on permanent contracts progressively as these time-bound contracts expire.
- ▶ A Human Resources expert has been contracted by the Secretariat, in consultation with the Executive Committee, to advise on this and support work on other human resources-related matters.
- ▶ This expert will also assist in carrying out a review of Secretariat conditions of service to determine if we meet Financial Memorandum requirements that we employ and manage staff broadly in line with the terms of the House of Commons. Any changes resulting from this job-sizing process will need to be endorsed by the Executive Committee.
- ▶ In the course of operational review and business continuity planning, the incoming BGIPU Director has also concluded the Secretariat is exposed to significant risk in having only one dedicated staff member responsible for administrative and financial matters.
- ▶ A proposal to recruit one staff member to provide executive support on financial, administration and office management issues has been approved by the Executive Committee to create a dedicated Band D Administrative Assistant position.

BGIPU Secretariat Organisational Chart



Annex

Indicative Annual Programme of BGIPU Activity

- ▶ Six Inward Delegations
- ▶ Up to 10 'Days in Parliament' for foreign visitors (depending on incoming requests)
- ▶ Six Outward Delegations
- ▶ Two IPU Assemblies
- ▶ Two 12 Plus Group meetings
- ▶ BGIPU participation in other IPU Conferences as appropriate
- ▶ Targeted capacity building work in four partner parliaments and on one priority thematic issue
- ▶ Six UK based policy events for BGIPU members
- ▶ One annual membership promotional activity
- ▶ Two Diplomatic Networking Events (State Opening and post-recess membership event)
- ▶ Web-based activity reporting
- ▶ Newsletter of key visit reporting
- ▶ Twitter feed on key policy events and issues
- ▶ Annual Chairman and Director's Report and circulation of Financial Accounts
- ▶ Contributions to other events and publications, including joint activities with other inter-parliamentary bodies, as decided by the Executive Committee.

