



## REGISTRATION FORM FOR ALL-PARTY PARLIAMENTARY GROUPS

**1. Group's name**, which must include the words All-Party Parliamentary Group and explain the focus of the group succinctly (eg. All-Party Parliamentary Group on *Taxation*)

All-Party Parliamentary Group on Data Analytics

**2. Group's statement of purpose**, in no more than 50 words

To disseminate knowledge, generate debate and facilitate engagement on data analytics amongst Members of both Houses of Parliament.

**3. Category into which the group falls (tick *one* box only)**

- Country group (focuses on a particular country, area or region outside the UK)
- Subject group (focuses on a particular topic or issue)
- Club (is mainly social in purpose)

**4. Date of the group's Inaugural Election of Officers in the current Parliament**

28 April 2016

Please note that the group must hold an Inaugural Election of Officers *before* submitting this form. This is normally the group's first formal meeting of a parliament and must be held at Parliament on a day when both Houses are sitting. The meeting must be advertised (normally at least one week in advance) in the All-Party Notices, together with details of a parliamentary contact for the group and a list of any external speakers. To place a Notice please contact [allpartynotice@parliament.uk](mailto:allpartynotice@parliament.uk) (020 7219 4333) in good time before the meeting. At least five Members of either House, including at least one MP, must be present. There is one standard item of business, namely the election of officers.

## 5. Name, party affiliation and post held by each of the group's officers

Please enter each officer's details below, bearing in mind that officers must be elected as follows:

The group must have at least four officers

Each of the group's officers must be either an MP or Peer

At least one officer must be from the government party or parties, and at least one from the main opposition party

At least two of the group's officers (including the Chair, who must also be the group's Registered Contact), must be MPs

Groups may appoint Peers to any position (including Co-Chair) except for that of Chair and Registered Contact.

Please note that **Chair and Registered Contact** is a mandatory post for each group and that there can only be one Chair and Registered Contact per group. That person is responsible for ensuring that the group complies with the rules of the House, and that any person or organisation providing secretariat or support services to the group is aware of and complies with those rules.

There are no other mandatory roles or titles for officers but some commonly used ones are Co-Chair, Vice-Chair, Secretary and Treasurer.

Officer's role	Officer's name	Party affiliation
<b>Chair &amp; Registered Contact</b>	<b>Daniel Zeichner MP</b>	<b>Labour</b>
Vice-Chair	Earl of Errol	Cross Bench
Vice-Chair	Ben Howlett MP	Conservative
Vice-Chair	Lord Knight of Weymouth	Labour
Vice-Chair	Lord Oates	Liberal Democrats
Vice-Chair	Lord Sutherland of Houndwood	Cross Bench
Vice-Chair	Stephen Timms MP	Labour
Vice-Chair	Matt Warman MP	Conservative
Vice-Chair	Calum Kerr MP	SNP

<b>6. Parliamentary or constituency contact details of the MP who is the group's Chair and Registered Contact</b>	
We will draw these contact details from the Members' Names Information Service (MNIS) on the parliamentary website and publish them on the group's Register entry. Please tick <i>one</i> of the options below.	
<input checked="" type="checkbox"/> Parliamentary contact details <input type="checkbox"/> Constituency contact details	

<b>7. Name and details of the group's Public Enquiry Point</b>	
Please register below the name and details of a public enquiry point (if the group has one), who need not be within Parliament. We will direct enquiries to the public enquiry point, if one is named in the Register.	
Name	Alex Ballinger
Postal address	Policy Connect CAN Mezzanine 32-36 Loman Street Southwark London SE1 0EH
Telephone	0207 202 8589
E-mail address	dataanalytics@policyconnect.org.uk

<b>8. Address of group's website (if the group has a website)</b>
<b>To follow</b>

<b>9. Start date of the group's reporting year and whether the group submits accounts to an external body</b>	
The <b>start date</b> of the group's reporting year will normally be the date of the group's Inaugural Election of Officers in this Parliament and will normally remain unchanged throughout the Parliament. From this we will calculate the end date of the reporting year (which will be one year later, less one day) and the group's reporting deadline, which will be four months after the end date. However, if the group prepares financial reports for an <b>external body</b> such as Companies House or a Charity Commission the reporting period will be as required by that body.	
(a) What is the start date of the group's reporting year?	28 April 2016

(b) Does the group submit accounts to an external body?	<input checked="" type="checkbox"/> Yes (via Policy Connect as a whole) <input type="checkbox"/> No	
(c) If you answered Yes to the question above, what is the name of the external body and by what date must you submit accounts to it?	Name of body	Companies House
	Submission Date	30 March 2016

**10. Has the group published (or made available) an income and expenditure statement in respect of its previous reporting year?**

Yes  
 No  
**Not applicable.**

Please indicate above whether the group has published (or made available) an income and expenditure statement in respect of its previous reporting year. For most groups the answer is likely to be No, as although groups have been encouraged to prepare income and expenditure statements these are not **required** for any reporting period that ends before 7 May 2016. However, for groups who submit accounts to an external organisation and/or already publish them the answer may be. **Not applicable.**

From 7 May 2016 an income and expenditure statement will be required at the end of the group’s reporting year if the group has received more than £12,500 from outside Parliament in its reporting year. Such statements must be approved at a general meeting (normally an AGM) of the group before publication. Groups which do not have websites must instead make these statements available on request. Detailed requirements about income and expenditure statements are set out in the Guide to the Rules on All-Party Parliamentary Groups.

**11. Details of benefits received by the group**

Please register in section 11 details of any benefits received (whether financial or in kind) by the group from sources other than Parliament, if the total value of the benefit from that source exceeded £1,500 in this calendar year. The information to be provided is:

- The name of the donor (and that of any third party who ultimately funded the benefit);
- The date(s) when the benefit was received (see ‘Timeliness in registration’ below);
- For **financial benefits**: the value, in £. A financial benefit involves a transfer of money to the group;
- For **benefits in kind**: their nature and value (in a £1,500 band). A benefit in kind involves the donor giving goods or services to the group, or paying for these on the group’s behalf. Further notes on benefits in kind are set out below, together with a table of £1,500 bands.

A group which has already registered benefits amounting to over £1,500 in a calendar year from a particular source must register separately any further benefits from that source if they exceed £1,500 in value.

## **Benefits in kind**

Benefits in kind may include:

- one-off benefits such as: hospitality, event or travel tickets, receptions or other events, clothing, jewellery or discount cards, loans or discounts; and/or
- benefits provided to the group over a period of time, such as: research, administrative, secretarial or web support; regular office cleaning, contributions to preparing, printing or publishing reports; subscriptions or memberships; overseas visits.

Groups must *not* register as a benefit any goods or services purchased from their own resources.

When registering staff services, the value given in the Register should be based wherever possible upon the full costs met by the employer, including accommodation, pensions contributions and other costs for which figures are available, and based on hours worked. Groups are not required to register services provided by volunteers who donate their own services.

## **Overseas visits**

Groups must *not* register:

- Visits undertaken on behalf of, or funded by: HM Government, or by Parliament, or by an international organisation to which the United Kingdom Government belongs, such as the EU or a political group of the European Parliament
- Visits undertaken on behalf of, or under the auspices of:
  - the Commonwealth Parliamentary Association
  - the Inter-Parliamentary Union
  - the British American Parliamentary Group
  - the British-Irish Parliamentary Assembly
  - the Council of Europe
  - the Western European Union
  - the Westminster Foundation for Democracy
  - the NATO parliamentary assembly, or
  - the Organisation for Security and Co-operation in Europe Parliamentary Assembly.

Nevertheless, groups which prepare **income and expenditure statements** (described in section 10) must include in those statements any benefits in money or in kind from these organisations, whether in money or in kind, except only for benefits funded by Parliament or by the Independent Parliamentary Standards Authority (IPSA).

## **Timeliness of registration**

Groups must register any changes to the information in their Register entry within 28 days after that change occurs.

Apart from overseas visits, which must be registered within 28 days of the last day of the visit, other on-going benefits must be registered within 28 days after the first day when the benefit was provided; for example within 28 days of the date when a secretariat begins. In such cases, the group must register both the date when the benefit began and its expected end date. The group must then update the Register within 28 days of any change to this information. If, at the time of registration, the end date of the benefit is unknown or uncertain, the group must give an end date of 31 December, and must update the Register as appropriate at the end of the year, or earlier if required.

To assist the registration process, the table below sets out the £1,500 bands into which benefits are likely to fall.

**Value (in bands of £1,500) to be used when registering the value of a benefit in kind**

FROM	TO								
1,501	3,000	21,001	22,500	40,501	42,000	60,001	61,500	79,501	81,000
3,001	4,500	22,501	24,000	42,001	43,500	61,501	63,000	81,001	82,500
4,501	6,000	24,001	25,500	43,501	45,000	63,001	64,500	82,501	84,000
6,001	7,500	25,501	27,000	45,001	46,500	64,501	66,000	84,001	85,500
7,501	9,000	27,001	28,500	46,501	48,000	66,001	67,500	85,501	87,000
9,001	10,500	28,501	30,000	48,001	49,500	67,501	69,000	87,001	88,500
10,501	12,000	30,001	31,500	49,501	51,000	69,001	70,500	88,501	90,000
12,001	13,500	31,501	33,000	51,001	52,500	70,501	72,000	90,001	91,500
13,501	15,000	33,001	34,500	52,501	54,000	72,001	73,500	91,501	93,000
15,001	16,500	34,501	36,000	54,001	55,500	73,501	75,000	93,001	94,500
16,501	18,000	36,001	37,500	55,501	57,000	75,001	76,500	94,501	96,000
18,001	19,500	37,501	39,000	57,001	58,500	76,501	78,000	96,001	97,500
19,501	21,000	39,001	40,500	58,501	60,000	78,001	79,500	97,501	99,000

<b>11 (a) Financial benefits received by the group</b>		
<b>Source of financial benefit</b>	<b>Value (£)</b>	<b>Date received</b>
<i>Eg: Quality Products Ltd</i>	<i>£10,638</i>	<i>12/03/2015</i>

### 11 (b) Benefits in kind received by the group

Source of benefit in kind	Description of costs met	Value (in bands of £1,500)	Date received
<i>eg: Quality Products Ltd</i>	<i>Reception held on 11 March 2015</i>	<i>4,501-6,000</i>	<i>11/03/2015</i>
<i>eg: Japanese Government</i>	<i>Accommodation for visit to Japan From: 09/03/2015 To: 13/03/2015</i>	<i>1,501-3,000</i>	<i>09/03/2015</i>

### 11 (c) Provision of secretariat services to the group

Please note the following when registering details of an organisation that is acting as the group's secretariat:

- **Start Date:** This is the date on which the organisation began working for the group in the current calendar year. The **Date Received** will be whatever the Start Date is.
- **End Date:** If, at the time of registration, the end date for the provision of secretariat services is known, register that date (which may or may not fall outside the current calendar year). If, at the time of registration, the end date for the provision of secretariat services is unknown or uncertain, register the end of the current calendar year (ie 31 December). The group must then update the Register as appropriate at the end of that calendar year, or earlier where appropriate.
- **Value:** The value should be based wherever possible upon the full costs met by the employer, including accommodation, pension contributions and other costs for which figures are available, and based on hours worked. Groups are not required to register services provided by volunteers who donate their own services. Please select the appropriate value band from the table of bands above.

If someone from the group's secretariat is acting as the group's **Public Enquiry Point** you will need to register their individual contact details in Section 7 above, as well as completing Section 11c.

Organisation's name	Policy Connect
Start date/Date received	1 January
End date	31 December
Value (in bands of £1,500)	£1,500
Organisation's website	<a href="http://www.policyconnect.org.uk/">http://www.policyconnect.org.uk/</a>

## Declaration and signature of the group's Chair & Registered Contact

I have read the Guide to the Rules on All-Party Parliamentary Groups and undertake to ensure the group's compliance with the House's rules.

Chair & Registered Contact's Signature	
Signatory's Name	Daniel Zeichner MP
Date	28 April 2016

### 13. Deadline for returning this form and where to send the form

If your group was on the Register of APPGs at the end of the last parliament and you are submitting this form in order to re-register the group in this parliament, the deadline for returning the form is **7 July 2015**. If you miss that deadline the group will be de-registered then but may apply for reinstatement on the Register any time thereafter.

Groups that were *not* on the Register at the end of the last parliament have **28 days** from the date of their Inaugural Election of Officers to return this form.

Please post or email your completed form to the Office of the Parliamentary Commissioner for Standards, whose details are shown in section 14.

Once your form has been processed the Commissioner's office will send a confirmation email to the group's Chair & Registered Contact, together with a copy of the entry which will appear about the group in the next edition of the Register of All-Party Parliamentary Groups. It is expected that the first edition of the 2015 parliament will be published towards the end of July 2015.

#### 14. Advice and information

For advice on any aspect of completing this form please contact:

Assistant Registrar  
Office of the Parliamentary Commissioner for Standards  
House of Commons  
London SW1A 0AA

Tel: 020 7219 0401

Fax: 020 7219 0490

Email: [groupsregister@parliament.uk](mailto:groupsregister@parliament.uk)

Website: [www.parliament.uk/pcs](http://www.parliament.uk/pcs)

The [APPG Page](#) of the parliamentary website contains a range of information relating to APPGs, such as the Register of APPGs, the Guide to the Rules on APPGs, and this Registration Form.

Form published by the Office of the Parliamentary Commissioner  
for Standards in May 2015