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| APPG Port Square | **REGISTRATION FORM FOR ALL-PARTY PARLIAMENTARY GROUPS** |

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| OVERVIEW |
| Any group wishing to apply for inclusion on the Register of APPGs in the new parliament must first hold an Inaugural Meeting to elect the group’s officers then submit this form (see section 15 for contact details) within 28 days of holding the meeting. These requirements apply equally to groups that existed in the last parliament and those that did not. Please also note that you cannot hold the Inaugural Meeting before Parliament has assembled for the first time, and there is no deadline by which a group must hold its Inaugural Meeting.  If your group was listed on the Register at the end of the last parliament, before arranging your Inaugural Meeting you will need to read [Advice Note 6](https://www.parliament.uk/documents/pcfs/all-party-groups/advice-notes/advice-note-6.pdf), a copy of which was sent to all chairs at Dissolution. The note details requirements about the group’s financial and other records and who is responsible for these. Please note that the guidance contained in this form and in Advice Note 6 supersedes the general election guidance contained in the current edition (May 2017) of the Guide to the Rules on APPGs. |

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| 1. Please supply the group’s name below |
| The group’s name must include the words All-Party Parliamentary Group and describe the group’s core subject (eg. ‘All-Party Parliamentary Group on *Taxation*’). |
| All-Party Parliamentary Carbon Monoxide Group |

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| 1. Please supply the group’s statement of purpose below in no more than 50 words |
| The All-Party Parliamentary Carbon Monoxide Group (APPCOG) is the leading forum for Parliamentarians from both Houses and all parties to work together discuss ways of tackling CO poisoning, improve government policy on CO safety, and raise public awareness of the threat posed by deadly CO gas. |

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| 1. Please tick *one* of the boxes below to indicate the group’s category |
| * Country group (focuses on a particular country, area or region outside the UK)   X Subject group (focuses on a particular topic or issue) |

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| 1. Please supply below the date on which you held the group’s Inaugural Meeting (see overleaf) in the current parliament | |
| **Date** | 22 January 2020 |
| The group must hold its Inaugural Meeting *before* submitting this form. This is the group’s first formal meeting. It can only be held after Parliament has assembled for the first time and must be held at Parliament and on a day when both Houses are sitting.  The Inaugural Meeting must be advertised on the All-Party Notices in good time to give parliamentarians one week’s notice. [**TIP**: The Whips ([allpartynotice@parliament.uk](mailto:allpartynotice@parliament.uk) or 020 7219 4333) publish the APNs once a week on Thursdays, though not necessarily during recess, and their current deadline for receipt of Notices from APPGs is 5pm on Wednesdays. This means you may have to contact them **a few weeks** in advance of the meeting in order to give Members at least one week’s notice].  At the Inaugural Meeting at least five Members of either House, including at least one MP, must be present. Only parliamentarians are allowed to vote at the meeting. There is one mandatory item of business, namely the election of officers (see section 5). | |

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| 1. Please supply below the role, name, and party affiliation of each of the officers elected at the group’s Inaugural Meeting | | |
| 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 two of the group’s officers (including the Chair, who must also be the group’s Registered Contact), must be MPs * At least one officer must be from the government party or parties and at least one from the main opposition party * Groups may appoint Peers to any position (including Co-Chair), except for that of Chair and Registered Contact   Please note that ‘Chair & Registered Contact’ is a mandatory role for each group and there can only be one per group. That person is responsible for ensuring that the group complies with the rules of the House and that the group’s secretariat (if it has one) is aware of and complies with those rules.  [**TIP:** There are no other mandatory roles or titlesfor officers but some commonly used ones are: Co Chair, Vice Chair, Secretary and Treasurer]. | | |
| **Officer’s Role** | **Officer’s Name** | **Party Affiliation** |
| **Chair & Registered Contact** (mandatory role and must be an MP): | Barry Sheerman | Labour (Co-op) |
| Co-Chair | Baroness Finlay of Llandaff | Crossbench |
| Officer | Maria Miller | Conservative |
| Officer | Luke Pollard | Labour (Co-op) |
| Officer | Baroness Maddock | Liberal Democrat |
| Officer | John McNally | Scottish National Party |
| Officer | Jim Shannon | Democratic Unionist Party |
| Officer | Alex Cunningham | Labour |
| Officer | Liz Twist | Labour |
| Officer | Eddie Hughes | Conservative |
| Officer | Andrew Selous | Conservative |
| Officer | Chris Bryant | Labour |
| Officer | Peter Bottomley | Conservative |

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| 1. Please indicate your preferred contact details for the MP elected as the group’s Chair & Registered Contact by ticking *one* of the boxes below |
| Contact details will then be automatically drawn from the Members’ Names Information Service (MNIS) on Parliament’s website, so whatever is in MNIS will appear on the Register of APPGs. |
| X Parliamentary contact details of Chair and Registered Contact   * Constituency contact details of Chair and Registered Contact | |

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| 1. Please supply below some contact details for the group’s Public Enquiry Point (if the group wishes to have someone in this role) | |
| The Chair is automatically the group’s main contact. However, the group may also choose to designate someone as its Public Enquiry Point. That person can be from within or outside Parliament and acts as a secondary enquiry point. If you provide an email address for the Public Enquiry Point we will send him or her a copy of routine correspondence we send the group’s Chair (eg AGM reminders and confirmation of amendments made to the group’s register entry). Bear in mind that any contact details you provide below may be published in the Register of APPGs. | |
| **Name** | Oliver Buckley-Mellor |
| **Organisation** | Policy Connect |
| **Postal address** | 7-14 Great Dover Street, London SE1 4YR |
| **Telephone** | 020 7202 8581 |
| **E-mail address** | [oliver.buckley-mellor@policyconnect.org.uk](mailto:oliver.buckley-mellor@policyconnect.org.uk) |

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| 1. Please supply the address of the group’s website (if it has a website) |
| If the group has its own website please write its address below. If instead it has a dedicated space on another organisation’s website (eg on its secretariat’s website), please supply below the **exact location** of the APPG’s page within that organisation’s website. |
| <http://www.policyconnect.org.uk/appcog/home> | |

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| 1. Group’s reporting year |
| The start date of the group’s reporting year for the current parliament will normally be the date of its Inaugural Meeting in this parliament. From this we will calculate the **end date** of the group’s reporting year (which will be one year after the start date, less one day) and the group’s **reporting deadline** (which will be four months from the end date). The day and month of the start and end dates and of the reporting deadline normally remain the same for each successive reporting year within a parliament.  The significance of the reporting year is as follows. The group must hold its **AGM** after the end date of its reporting year and before its reporting deadline. Also, if the group has received benefits whose combined value exceeds £12,500 in its reporting year it must produce an **income and expenditure statement** for approval at its AGM. Full details about both requirements are in the Guide to the Rules on APPGs, and the group will be sent a reminder about them at the end of its reporting year.  If, **exceptionally**, the group wishes to request a different reporting year (for example, if it is a charity in addition to being an APPG and reports to the Charity Commission) please briefly **explain** **why** this is needed in the box below and include the start date, end date and reporting deadline of your proposed reporting year. |
| 22 January 2020 – 21 January 2021 |

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| 1. Please supply details of financial benefits received by the group | | |
| A **financial benefit** involves a transfer of **money** from a donor to the group.  Details of any financial benefit received by the group from a source other than Parliament must be registered below, if the total value of the benefit from that source **exceeds £1500** and the benefit was received **on or after** the date of the group’s Inaugural Meeting.  Please avoid using unnecessary acronyms and abbreviations below. | | |
| **Source of financial benefit** | **Value (£)** | **Date received** |
| N/A | N/A | N/A |

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| 1. Please supply details of benefits in kind received by the group | | | |
| A **benefit in kind** involves a donor giving **goods or services** (*not* money) to the group, or paying for these on the group’s behalf.  Details of any benefit in kind received by the group from a source other than Parliament must be registered below, if the total value of the benefit from that source **exceeds £1500** and the benefit was received **on or after** the date of the group’s Inaugural Meeting.  Do *not* register **secretariat services** in section 11 (please see **section 12** instead).  Please avoid using unnecessary acronyms and abbreviations below. To register the **value** please select the appropriate value band from the table in section 17. | | | |
| **Source of benefit in kind** | **Description of costs met** | **Value (in bands of £1,500)** | **Date received** |
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| 1. Registration of secretariat services provided to the group | |
| **Whether or not secretariat services must be registered as a benefit depends on who pays for them and how much they pay in the course of the group’s reporting year (which is defined in section 9 above) to meet the cost of them**. The most common scenarios are outlined below to help you determine what, if anything, your group is required to register.  If either of the following scenarios applies to your group, do NOT compete section 12. If neither scenario applies to your group, follow the guidance in 12a-f below.   * **An individual or organisation is paid from parliamentary expenses or parliamentary funding** for the time they spend assisting the group. For example, an officer of the group may have a member of staff who is paid by IPSA (the Independent Parliamentary Standards Authority) and provides secretariat services as part of their wider role for the officer concerned. * **An individual or organisation is paid by the group to act as its secretariat, from money given directly to the group from sources outside Parliament.** [NB: Although the secretariat services themselves are not registrable, the *money* used by the group to pay for them may qualify as a registrable financial benefit - see section 10]. | |
| **Estimating the value of the staff time donated by the secretariat to the group in the group’s reporting year** | |
| * The value is the **estimated annual cost** to the secretariat, based on the hours the secretariat’s staff are likely to work for the group over the course of the group’s reporting year**,** multiplied by their hourly rate of pay. Wherever possible the estimate should be based on the full costs met by the employer (eg pension contributions, office accommodation and any other costs for which figures are available). * Include in your estimate any money the secretariat is paid during its reporting year by **any other organisation** specifically for the purpose of providing secretariat services to the group. (An example of this would be a consultancy that is paid by one of its clients to be the group’s secretariat). This will give the **combined** annual estimate of the costs borne by all the organisations involved. * If your estimate is **£1500 or less**, leave the whole of section 12 blank. If the estimate is **more than £1500** use the value bands table in section 17 to work out which value band it falls into then complete boxes 12a-f below. | |
| 1. **What is the total value of the staff time that is being donated by the secretariat to the group in its reporting year?** | |
| £100,501.00 - £102,000.00 | |
| 1. **Is the secretariat itself donating more than £1500 in the reporting year in the form of staff time to the group?** | |
| X Yes | * No |
| 1. **Is the secretariat being paid over £1500 in the reporting year by any organisation specifically for the purpose of providing secretariat services to the group?** | |
| X Yes | * No |
| 1. **If you answered YES to (b) please name the organisation(s) below.** | |
| Cadent Gas, The Council of Gas Detection and Environmental Monitoring, Energy UK, The Gas Industry Safety Group, Institution of Gas Engineers & Managers, Northern Gas Networks, SGN, Wales and West Utilities. | |
| 1. **What is the name of the organisation that is acting as the group’s secretariat?** | |
| Policy Connect | |
| 1. What is the website address of the organisation that is acting as the group’s secretariat? | |
| <http://www.policyconnect.org.uk> | |

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| 1. If your group has inherited, or expects to inherit, assets and/or liabilities [see [Advice Note 6](https://www.parliament.uk/documents/pcfs/all-party-groups/advice-notes/advice-note-6.pdf) for full details] from a group which existed in the previous parliament tick Yes below. Alternatively, if the answer to both questions is No, tick the No box. | |
| * Yes | X No |
| If you ticked **Yes**, please supply below the name of the group from which you have, or will be, inheriting assets and/or liabilities (even if that group’s name is the same as your group’s name). | |
| N/A | |

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| 1. Declaration and signature of the group’s Chair & Registered Contact | |
| **Declaration:** “I confirm that 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’s Signature** (form must be signed, and only by Chair) |  |
| **Chair’s Name** | Barry Sheerman MP |
| **Date form signed by Chair** | 28 January 2020 |

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| 1. Where to send your completed form |
| Please submit your completed form by email to [groupsregister@parliament.uk](mailto:groupsregister@parliament.uk). If you are submitting more than one form please send each one in a separate email and include the name of the group in the subject field of the email. If you cannot email the form please post it to the Commissioner’s office, whose details are given in section 16.  Once your form has been processed, the Commissioner’s office will send **confirmation** to the group’s Chair & Registered Contact (and to the group’s Public Enquiry Point if an email address has been registered for him or her by the group).  The confirmation will include a copy of the entry that will appear about the group in the next edition of the Register of All-Party Parliamentary Groups, a new edition of which is published every 6 weeks approximately. The first edition of the new parliament is likely to be published towards the end of February 2020. |

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| 1. Who to contact if you need advice |
| For advice on any aspect of completing this form please contact:  Assistant Registrar for APPGs  Office of the Parliamentary Commissioner for Standards  House of Commons  London SW1A 0AA    Tel: 020 7219 0401  Email: groupsregister@parliament.uk  Website: [www.parliament.uk/pcs](http://www.parliament.uk/pcs)  The[APPG Page](http://www.parliament.uk/about/mps-and-lords/members/apg/) of the parliamentary website contains key information relating to APPGs, such as the Register of APPGs, the Guide to the Rules on APPGs, and Registration Forms. |

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| 1. Value Bands (to be used when registering the estimated value of a benefit in kind) | | | | | | | | | |
| **FROM** | **TO** | **FROM** | **TO** | **FROM** | **TO** | **FROM** | **TO** | **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 |

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| 1. Data Privacy Notice |
| The House of Commons processes personal data in line with data protection legislation. Our privacy notice for MPs can be found [here](https://intranet.parliament.uk/Documents/Information-mgt/Members%20Privacy%20Notice%20.pdf); for MPs’ staff [here](https://intranet.parliament.uk/Documents/Information-mgt/Members'%20Staff%20Privacy%20Notice.pdf); for Peers and their staff [here](http://website.cms.parliament.uk/documents/pcfs/all-party-groups/data-protection/dp-for-peers-and-their-staff.docx); and for others who work for APPGs [here](https://intranet.parliament.uk/Documents/Pay%20and%20Reward/Privacy%20Notice%2017052018.pdf).  The information provided on this form will be processed for the purpose of APPG registration and the lawful basis we rely on is that processing is necessary for the performance of a task carried out in the public interest (GDPR article 6(1)(e)), which includes the exercise of a function of either House of Parliament.  We will hold the information securely within the EEA for 7 years before destroying it. We do not retain old copies of Registers for more than 7 years.  If you have any queries about the collection and use of any personal data provided on this form please contact the Office of the Parliamentary Commissioner for Standards on 020 7219 0401 or groupsregister@parliament.uk. |

Form issued by the Office of the Parliamentary Commissioner  
for Standards in November 2019