MINUTES OF THE CPA BIMR AGM HELD AT 1100 WEDNESDAY 13 FEBRUARY 2013
STANLEY, FALKLAND ISLANDS

Present: Dr Roberta-Blackman-Woods MP (Chair – CPA UK Regional Representative)
Other CPA BIMR Members – see Annex A

In Attendance: Rt Hon. Sir Alan Haselhurst MP (Chairperson – CPA Executive Committee)

1. APOLOGIES FOR ABSENCE.

1.01. Apologies had been received from the Cyprus and Guernsey Regional Representatives and from CPA Cyprus.

2. CHAIR'S INTRODUCTION AND OPENING REMARKS.

2.01. In welcoming the Chairperson of the CPA and Members to the meeting the Chair thanked the Speaker of the FI Legislative Assembly, the Clerk and other staff for the very warm and hospitable welcome to Stanley and the Falkland Islands. A special welcome was given to the Chairperson of the CPA Executive Committee, Rt Hon. Sir Alan Haselhurst MP.

2.02. As it had not been possible for all regional branches to bring their full quota of delegates to the meeting, it could not be a full AGM in terms of changes to the constitution.


3.01. The Minutes of the last Regional AGM held in Edinburgh on 12 June 2012 were agreed.

4. MATTERS ARISING

4.01. There were no matters arising which were not covered in the remaining agenda items.

5. COMMONWEALTH AND CPA MATTERS - including report from CPA Chairperson, Rt Hon. Sir Alan Haselhurst MP, to include General Assembly issues.
5.01. CPA Chairperson, Sir Alan Haselhurst, on his first visit to the Falkland Islands, updated the meeting on current CPA matters and issues and then took questions. Matters covered included:

a. **Governance** – the challenge of having a revolving ExCo with one third changing every year and the ExCo meeting normally only twice a year.

b. **Coordinating Committee** – its role and the difficulties associated with it.

c. **CPA HQ.**

   (1) Taking forward redundancy and the reorganisation of the HQ Secretariat.

   (2) Repositioning the budget; over 50% of budget was spent on CPA HQ; managing down and reducing the costs of the Secretariat, the Chairperson’s determination that there would be a Programmes Director so the need to reduce costs first in order to fund the post.

   (3) The need for a new Programmes Director to seek programme funding with other partners.

   (4) The huge importance and positive contributions to the CPA of Commonwealth Youth Parliaments and the need for them to be an annual event representing youth in a wider and stronger manner, with youth parliamentarians reporting during every CPC at the General Assembly.

   (5) **Status** – an update; either the status quo or, for tax efficient purposes, a limited company combined with a trust set up to hold the consolidated reserves. *See Annex B.*

   - CPA HQ and branches would be able to bid for funds from the trust fund into which some branches also might wish to pay their subscriptions if they so chose and which would have a new set of independent trustees, none of whom could be on ExCo or employed by the CPA Secretariat because of the potential for a clash of interests

   - The Charity Commissioners would not let the reserves move outside England & Wales and would require the majority of the trustees to be resident in UK

   - The income of the CPA limited company would come from the subscriptions of those branches which chose to pay their subscriptions into the company, from grants from the trust and leveraged funding from other organisations / partners

   - Mindful that any possibility of a “diplomatic” status had been dismissed by the CPA ExCo, if CPA members felt that a special “Headquarters agreement” was necessary for there to be some immunities and privileges, then UK would no longer be able to host the CPA HQ Secretariat
(6) **Internal audit** – in some quarters and amongst some ExCo members there was a lack of understanding of what internal audit was, and its purpose. Recently there had been a case of a lack of internal scrutiny and the enforcement of internal procedures which had led to some improper expenditure not being picked up. These matters ultimately had led to the withdrawal of the Australian Commonwealth CPA branch and the reduction of subscriptions from CPA NZ and some Canadian Provincial branches.

5.02. In recognising the size and complexity of the challenges faced, the Chairperson pledged to continue his work to take the CPA forward.

5.03. **Questions.**

a. **Juan Watterson MHK (IoM).**
   (1) Would it be feasible to hold virtual meetings of ExCo?
   (2) Might a Programme Director's responsibilities be put to the regions?
   (3) Had the possibility of a (IoM) foundation status been considered?

b. **Answers.**
   (1) To hold virtual meetings of ExCo might be advantageous, but currently there were too many technical shortfalls in some jurisdictions.
   (2) It was agreed that the role of a Programmes Director would require a light touch, but the requirement to leverage funds required the individual to be positioned at the CPA HQ Secretariat.
   (3) The possibility of a foundation status in the IoM had not been considered.

c. **Stuart McMillan MSP (Scotland).** Did the Programme Director’s appointment have to be based in CPA HQ, or could it be elsewhere?

d. **Answer.** An alternative location had not been considered, but two other CPA Secretariat staff members would work for her / him and there were the challenges of travel, leveraging funding (DfID / AusAid), etc.

e. **Thomas Docherty MP (UK – Westminster).**
   (1) What were the financial savings gained by the CPA Secretariat lodging on the UK parliamentary estate?
   (2) Looking ahead to CPC 2013 in Jo'burg it was important that as many BIMR delegations as possible attended.
(3) The Chairperson’s comment on the appointment of a CPA Programmes Director was welcome. There was a need to focus on programmes and the delivery of outcomes.

6. **CWP MATTERS.**

6.01. The process to e-elect a CWP BIMR representative was underway and the successful candidate would be determined on 25 March 2013. The new process outlined in Paper 02 which had been distributed to all BIMR branches as a proposed amendment to the CPA BIMR constitution was agreed by the delegates present and would be sent formally to all CPA BIMR branches for their agreement and subsequent ratification at the next full CPA BIMR AGM to be held in Wales in May 2014.

6.02. There was agreement of the importance of CWP and welcome recognition that its influence was growing. The new CWP BIMR representative would need to dedicate the necessary time to take forward CWP matters. It was hoped that the new CWP representative would use VTC to inter-act with BIMR branches.

6.03. **Regional CWP Steering Committee.** The meeting agreed and recommended the need for the elected CWP regional representative to be supported by a Regional CWP Steering Committee comprising 13 women Members; one woman parliamentarian from each CPA BIMR branch. Secretariat support would be provided by the Regional Secretariat and bids for funding for BIMR regional CWP activities could be addressed to the CPA HQ Secretariat. It also was agreed that:

- a. The first meeting of the CPA BIMR CWP Steering Committee would take place at Westminster in April / May 2013 ahead of the CWP Conference during CPC 2013, 28 August – 6 September in Jo’burg.
- b. All CPA BIMR branches sending delegations to CPC 2013 would ensure that at least 50% of their delegates were women in order to ensure a large BIMR constituency for the election of the next CWP Chairperson.

7. **FUNDING OF BIMR CONFERENCES.**
7.01. After discussion of the options for funding of future BIMR conferences as laid down in the circulated Paper 03, the AGM agreed that only two options should be circulated to all BIMR branches for their e-agreement by **26 March 2013**:

- Option 1 Status quo – he who hosts funds
- Option 2 Attending delegates would pay their own B&B accommodation

7.02. The decisions would be ratified at the next AGM in Wales in May 2014.

(Afternote. A calling note was sent out on 15 February 2013).

8. **REGIONAL SECRETARY'S REPORT – with Regional Events.**

8.01. A brief update was given by the Regional Secretary.

9. **COMMONWEALTH PARLIAMENTARY CONFERENCES (CPC) AND REGIONAL CONFERENCES.**

9.01. CPA Wales would host the CPA BIMR conference 27-29 May 2014 in accordance with the funding decision determined on 26 March 2013. The funding decision may impact upon Cyprus hosting the conference in 2014. Jersey would host in 2015, regardless of the funding decision.

- 59th CPC 28 August – 6 September (Jo’burg, RSA)
- 60th CPC in 2014 (Cameroon)
- 44th in 27-29 May 2014
- 46th in 2016 (Jersey?) (Wales), final dates tbc
- 47th in 2017 (tbc)

10. **EU – COMMONWEALTH ISSUES AND ACTIVITIES.**

10.01. No matters were raised.

11. **REPORTS FROM REGIONAL BRANCHES.**

11.01. Individual BIMR branch reports had been submitted electronically and were distributed during the meeting.
12. DATES OF NEXT MEETINGS.

12.01. The dates of the next meetings were:

   • August / September 2013 Meeting at 59th CPC in Jo’burg
   • BIMR AGM at 44th Regional Conference in Cardiff 28 May 2014 tbc

Annexes:

A. CPA BIMR AGM (-) 15 February 2013 in Stanley, FI – Attendees.
B. CPA Status – Explanatory Notes.