



Industry and Parliament Trust

Guidance Notes Civil Service programmes

- ➔ **Parliamentary Attachment Schemes**
- ➔ **Optional training sessions – Legislation, PQ's and Select Committees**

The Westminster Parliament Attachment Scheme includes:

- Half day seminar: speakers include MPs and Peers
- The opportunity to question Parliamentarians face-to-face
- Learning in a working environment
- A tour of the House of Commons
- Shadowing an MP in the House of Commons and the Constituency **or** a Peer in the House of Lords

"Today has changed my life. Great insight and learned a lot both practically and on a personal level listening to the speakers.

Gopal Bhanot, UK Border Agency, Home Office

Hosted by Gwyn Prosser, Member for Dover

"A great way for home civil servants to understand the institutions of the EU and to get practical experience of the demands on an MEP's time, and the way legislation is made in Europe."

Ruth Alban, Defra

Hosted by Robert Sturdy, Member European Parliament

The MEP Attachment Scheme includes:

- Shadowing an MEP in the European Parliament and constituency, if appropriate
- Learning in a working environment
- The opportunity to question MEPs face-to-face
- A brief tour of the European Parliament
- Familiarisation time in Brussels

Optional sessions include:

- Legislation . Private Members Bills and Debates
- PQ's . from Table office to Department
- Select Committees . to include a visit, if appropriate
- Learning in a working environment



Previous Parliamentarians include:

Dame Anne Begg MP, Alistair Burt MP, Des Browne MP, Dave Anderson MP, John Grogan MP, Sandra Gidley MP, Don Foster MP Sajjad Karim MEP, Giles Chichester MEP, David Martin MEP, David Hanson MP, Malcolm Harbour MEP, Lord Howe, Stephen Hughes MEP, Clive Betts MP, Lord Mc Avoy MP, Baroness Gibson, Lord McKenzie, Oliver Heald, Alistair Burt MP, Jenny Willott MP, Rt Hon Anne Widdecombe MP, Bill Newton Dunn MEP, Charles Tannock MEP, Oliver Heald MP, Lord McKenzie, Lord Grocott, , Helen Goodman MP, David Evennett MP, Howard Stoate MP, Rob Wilson MP, Helen Jones MP, Rt Hon John Randall MP, Rt Hon Anne Mc Guire MP, Lord Davies of Oldham, Paul Burstow MP, Richard Younger-Ross MP, Nick de Bois MP, Andrew Bingham MP, Duncan Hames MP, Vernon Coaker MP, Don Foster MP

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Background Information:

The Industry and Parliament Trust (IPT) is dedicated to promoting mutual dialogue and understanding between Parliament, Government and Industry. Established in 1977, the IPT is an independent registered charity, operating with a non-partisan and non-lobbying ethos.

The Attachment Scheme was set up in 1998 by the Cabinet Office and the IPT to further the understanding between civil servants and Members of Parliament. Together with cross-party support, the IPT has been successful in matching MPs with over 440 civil servants from a wide range of departments. The MEP Attachment Scheme followed in 2002 and has attracted over 160 civil servants.

Civil Service programme fees

Attachment with an MP: Cost - £999

| | | |
|---------------------------------|----------------------------------|-----------------------------------|
| 3 days (approx) shadowing an MP | Date to be agreed after matching | House of Commons and Constituency |
| Half day seminar | March 2011 or October 2011 | House of Commons |

Shadowing will be arranged during 2011/12 after candidates have been allocated an MP. Experience has shown that this can be a lengthy process, dependent on when MPs are available.

Attachment with an MEP: Cost - £1,499

| | | |
|----------------------------------|------------------------------------|------------------------|
| 2 days (approx) shadowing an MEP | Date to be agreed after matching | Brussels or Strasbourg |
| 2 day seminar | 24/25 May 2011 or October 2011 tbc | Brussels |

There is also the possibility of shadowing the MEP in their constituency subject to his/her agreement

Candidates will be allocated an MP or MEP by the IPT. The majority of the participating MP/MEPs are IPT Fellows . they have completed an attachment of their own with an IPT supporting company, and are familiar with IPT's politically neutral ethos.

Optional sessions

Optional sessions, dates to be advised, are available as individual sessions or to complement the Attachment Scheme:

| SESSION | DURATION | COST |
|--|---------------------|-------------|
| Legislation – Private Members Bills and Debates | 2 hours | £200 |
| Parliamentary Questions – from Table Office to Department | 1 hr 15 mins | £150 |
| Select Committees – to include a visit, if appropriate | 1 hour | £150 |

Alternatively, if a department or agency would like a tailor-made seminar for a minimum of 10 people, please contact Louise Randall on 020 7839 9407.

The Department or Agency of each participating civil servant is responsible for paying the fee to the Industry and Parliament Trust prior to the commencement of the relevant programme. Any travel and subsistence incurred will be the responsibility of the department or agency.

Information for managers and candidates

Attachment Schemes

The Attachment Schemes are open to all those that want to develop an understanding of either the UK or European Parliament and the way in which the legislative agenda is shaped. It would be particularly useful for those in a Ministerial Private Office, a Parliamentary Unit, a Communications Unit, a Bill Team or in a European role. Alternatively, the Attachment Scheme could be undertaken as part of a personal development opportunity. Please ensure that relevant staff are made aware of this opportunity. If demand exceeds supply, applications will be accepted in order of receipt.

The Attachment Schemes offer a rare insight into the lives of our Members of Parliament and European Parliament and there are only a limited number of places available, dependent on their availability. It is therefore advisable to forward applications as soon as possible. Departments/agencies may wish to collate applications centrally.

Dates given are subject to change dependent on the business of the Houses of Parliament and the European Parliament.

Optional sessions

The optional sessions, dates to be advised, are available as individual sessions or to complement the Attachment Scheme

Tailor made days

If Departments have a group of 10 (minimum) staff who require an overview of parliament and would like a separate arrangement, please contact Louise Randall on 020 7 839 9407.

Further information about the IPT including terms and conditions and cancellation policy can be accessed at www.ipt.org.uk

Application process

Application forms for the Attachment Schemes can be accessed at www.ipt.org.uk

FORM A - application to be completed by the applicant

FORM B - payment authorisation . to be completed and signed by the authorising officer

FORM C - personal summary . to be completed by the applicant

Candidates wishing to participate should provide a clear and succinct personal summary (Form C) including the work they are currently engaged in and information on their business and private interests. This information will be used to select a host MP/MEP and will be forwarded to them to facilitate the matching process. Please submit an electronic version.

WITHOUT THIS INFORMATION THE MATCH CANNOT BE MADE.

In matching candidates, the IPT will endeavour to take into account the information provided and any special interests or requests. The IPT cannot, however, guarantee to find a match that takes all aspects into account. It is very much dependent on which MPs/MEPs are available to participate at the time. Every effort will be made to ensure that the best possible matches are made. The IPT will observe any conflict of interest issues.

You will be required to complete a short evaluation form after the half day seminar and at the end of the attachment.