

立法會

Legislative Council

立法會 PAC 198/16-17 號文件

檔 號：CB4/PAC/VISIT

內務委員會文件

2017 年英國議會模式政府帳目委員會工作坊暨 第一屆英聯邦政府帳目委員會聯合會座談會

目的

本文件旨在請內務委員會察悉，政府帳目委員會("帳委會")計劃派出一個由兩名帳委會委員及一名秘書處職員組成的代表團前往倫敦，出席由英聯邦議會聯合會英國分會舉辦的 2017 年英國議會模式政府帳目委員會工作坊暨第一屆英聯邦政府帳目委員會聯合會座談會("2017 年工作坊暨座談會")，並請內務委員會批准將訪問活動的開支記入個別議員的海外職務訪問帳目。

背景

2. 2017 年工作坊暨座談會的目的，是協助一眾英聯邦政府帳目委員會的主席和成員更嫻熟地履行職責，即以衡工量值的方式對公共開支進行審計並要求政府就公共服務的提供問責；討論和分享政府帳目委員會在運作方面的經驗、見聞和英聯邦各地的良好常規；以及提供積極交流的成員支援網絡，令到參與工作坊的政府帳目委員會在履行職責方面更加得心應手。

3. 英聯邦議會聯合會英國分會邀請帳委會主席、一名委員及一名秘書處職員，出席分別於 2017 年 12 月 4 日至 6 日及 12 月 7 日在倫敦國會大廈舉行的 2017 年工作坊暨座談會。**附錄 I** (只備英文本)載列 2017 年工作坊暨座談會的詳情。

政府帳目委員會接受邀請

4. 2017 年工作坊暨座談會的提名準則(附錄 I 申請程序第 2.01 段)規定，代表團成員必須來自政府帳目委員會或等同政府帳目委員會的委員會。帳委會已經以傳閱文件的方式，就

帳委會應否接受邀請徵詢委員意見，以及了解委員是否有興趣出席 2017 年工作坊暨座談會。根據委員的回覆，帳委會已同意接受有關邀請。帳委會兩名委員(包括主席石禮謙議員及陳淑莊議員)已表示有意出席 2017 年工作坊暨座談會。帳委會同意提名該兩名委員及帳委會秘書出席 2017 年工作坊暨座談會。

撥款安排

5. 根據立法會行政管理委員會已通過的安排，每位議員均獲安排設立一個數額為 55,000 元的海外職務訪問帳目，以供他們參加由立法會轄下委員會舉辦的海外職務訪問。該帳目的款額可供議員在 4 年任期內使用。4 年任期內的開支若超過可動用餘額，差額須由議員自行支付。在立法會任期終結時，如各議員的海外職務訪問帳目尚有未用結餘，該款額將付予開支超出個人所得撥款額的議員，具體數額會根據符合撥款規定的超額開支按比例計算。在整段任期屆滿前離任的議員無權獲發還此等超額開支。

6. 根據初步預算，是次職務訪問的開支(包括機票、酒店住宿、膳食及雜項開支，以及代表團費用等)約為 164,000 元。記入每名參加訪問活動的議員的海外職務訪問帳目的預計款額約為 63,264 元(選乘商務客位)、35,264 元(選乘特級經濟客位)及 27,264 元(選乘經濟客位¹)。實際開支會視乎確認機票訂位及酒店訂房時的價格而增減。預算開支的分項數字載於**附錄II**。

徵詢意見

7. 謹請內務委員會備悉帳委會提名出席 2017 年工作坊暨座談會的委員名單，並批准將訪問活動的開支記入該兩名議員的海外職務訪問帳目。

立法會秘書處

議會事務部 4

2017 年 9 月 14 日

¹ 根據立法會行政管理委員會 2012 年 7 月 10 日會議上所作的決定，參加職務訪問的議員若乘坐航程不足 4 小時的短途航班，應選乘經濟客位；若為航程 4 小時或以上的長途航班，則應選乘商務客位。

2017 Westminster Workshop for Public Accounts Committees and 1st Commonwealth Association of Public Accounts Committees Conference

4 - 7 December 2017
UK Houses of Parliament, London



INVITATION

**2017 WESTMINSTER WORKSHOP FOR PUBLIC ACCOUNTS COMMITTEES
MONDAY 4 - WEDNESDAY 6 DECEMBER 2017
AND
1ST COMMONWEALTH ASSOCIATION OF PUBLIC ACCOUNTS COMMITTEES
(CAPAC) CONFERENCE
THURSDAY 7 DECEMBER 2017**

From **4 - 6 December 2017** CPA UK will host its seventh annual Westminster Workshop in partnership with the UK Public Accounts Committee. The **2017 Westminster Workshop** will welcome Chairs, Members and Clerks of Commonwealth Public Accounts or equivalent Committees (PACs) to London for a three day intensive skills based training programme. Delegates will develop the skills to fulfil their roles effectively through tailored interactive sessions, on topics from cross-party working to engaging the media and public. Tax transparency is the key Workshop theme and CPA UK will partner with the Organisation for Economic Co-operation and Development (OECD) to explore how PACs and parliamentarians can promote tax transparency and prevent tax avoidance. The aim and objectives of the Workshop are enclosed.

This Workshop provides a unique forum for PACs to discuss common challenges and experiences. To make discussions as productive as possible, we invite you to complete the online questionnaire in your invitation email with information about your committee and its practices. Your contributions will inform the development of this bespoke and highly interactive programme.

This year, the Westminster Workshop will be followed by the **1st Commonwealth Association of Public Accounts Committees (CAPAC) Conference** on **7 December 2017**. Hosted by the UK Public Accounts Committee, the 1st CAPAC Conference will give Commonwealth PACs the opportunity to share experiences, knowledge and Commonwealth-wide good practice as part of the CAPAC network.

We are delighted to invite your legislature to apply for places for one Chair, one Member and one Clerk from your Public Accounts Committee or equivalent body to participate in the Workshop and the first CAPAC Conference.

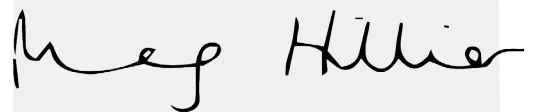
Please follow the application procedures outlined below and submit your nominations by **22 September 2017**.

Due to a high demand for places at the Westminster Workshop, any application for a place received after the above indicated deadline is unlikely to be successful.

We look forward to welcoming you to Westminster in December,



JAMES DUDDRIDGE MP
Chair, CPA UK Executive Committee



MEG HILLIER MP
Chair, UK Public Accounts Committee

AIM & OBJECTIVES

2017 WESTMINSTER WORKSHOP FOR PUBLIC ACCOUNTS COMMITTEES

AIM

The aim of the project is to build the skills and capacity of selected Chairs, Members and Clerks of Commonwealth PACs to fulfil their remit to scrutinise the value for money of public spending and to hold governments to account for the delivery of public services.

OBJECTIVES

1. Provide training for Commonwealth PAC Chairs, Members and Clerks to develop key skills, knowledge and build confidence.
2. Facilitate continued peer support, knowledge exchange and learning through an active network of Commonwealth PACs and access to expert resources.
3. Grow the knowledge and expertise of parliamentarians and clerks in promoting tax transparency and preventing tax avoidance and encourage country by country reporting in all legislatures.

OUTCOMES, OUTPUTS AND ACTIVITIES

1. A scoping exercise with Commonwealth PACs will inform the development of the 2017 Westminster Workshop Programme.
2. The 2017 Westminster Workshop will be developed and delivered in partnership with the UK PAC and will take place over three days. It will be a targeted, interactive skills based activity, with concurrent tailored sessions for PAC Chairs, Members, Clerks and PACs in small legislatures. Participants will have the opportunity to become signatories of the Global Tax Transparency Concordat.
3. CPA UK will partner with the OECD Centre for Tax Policy and Administration to deliver expert sessions for parliamentarians on tax transparency as part of the 2017 Westminster Workshop.
4. A peer support and learning network will be established at the 2017 Westminster Workshop as part of CAPAC.
5. A full project report detailing discussions and outcomes from the Workshop and other project activities will be produced and made available to all participants and more widely online following the Workshop.

1ST COMMONWEALTH ASSOCIATION OF PUBLIC ACCOUNTS COMMITTEES (CAPAC) CONFERENCE

AIM

The 1st CAPAC Conference aims to strengthen the capacity of participating Commonwealth PACs to successfully fulfil their remit of being effective, transparent and independent by providing an active peer support network.

OBJECTIVES

1. Encourage bilateral and multilateral interaction amongst Member Committees on issues of common concern.
2. Discuss and promote the CAPAC PAC Principles to assist Member Committees in being effective, transparent and independent.
3. Compare and contrast the working methods and styles of the various Commonwealth PACs from large and small states.

OUTCOMES, OUTPUTS AND ACTIVITIES

1. The Conference will be a one day programme hosted by the UK Public Accounts Committee for CAPAC Members, CAPAC Associate Members and representatives from Commonwealth PACs or equivalent committees.
2. The CAPAC Annual General Meeting will take place as part of the Conference.

APPLICATION PROCESS

NOMINATIONS

Places per Legislature

- 1.01. Legislatures may apply for a maximum of **THREE places, one each for the Chair, a Member and the Clerk** of their **Public Accounts or equivalent Committee**. When nominating their delegates legislatures are reminded to note the nomination criteria as outlined below. To apply for places at the Workshop and CAPAC Conference, please complete the enclosed Participant Nomination Form and return it to CPA UK by no later than **Friday 22 September 2017**.
- 1.02. Due to a high demand for limited places at the Westminster Workshop and CAPAC Conference, any application received after the stated deadline will be held as a reserve.

Compulsory Nomination Criteria

- 2.01. When selecting participants for nomination, you are requested to consider the following criteria:
 - a. Delegates must be from the Public Accounts Committee or an equivalent Committee (a scrutiny committee whose function is to examine the accounts of national Government bodies)
 - b. It is CPA UK policy to encourage broad participation in its events. Please nominate **parliamentarians from both government/majority parties and opposition/minority parties, and ensure gender balance and youth representation when nominating**.
 - c. Delegates should have a **reasonable expectation of continuing in their parliamentary careers and Committee role** so that their participation in the Workshop is worthwhile both to themselves and to their parliament.
 - e. Participants are expected to arrive for the start of the programme and to **participate fully** through to its conclusion. Legislatures should only nominate participants who will attend the entire Workshop programme. Participation at the CAPAC Conference is optional but highly recommended.
- 2.02. Due to the limited places for the Workshop and Conference, there is a likelihood that they will be oversubscribed. Therefore it is important to note that **nominations that meet the above criteria are more likely to be selected**.
- 2.03. Legislatures whose nominations do not meet the set out criteria may be asked to reconsider. Please ensure that the above criteria is disseminated to the nominated participants to ensure they understand the criteria.

Committee Knowledge Sharing Exercise

- 3.01. To inform the development of the Westminster Workshop programme and CAPAC Conference, all legislatures applying for places are asked to complete and return the attached online survey with information about their Committee. This information will be used only by CPA UK and partners OECD and CAPAC.

Acceptance of Participant Places

- 4.01. CPA UK will inform legislatures of the outcome of the application and selected participants by the close of business on **Friday 29 September 2017**. We regret that we are unable to answer queries about applications before this date.

Visas

- 5.01. For those countries that require visas to enter the UK, applications should be made **as soon as possible** after receipt of confirmation of participant places. CPA UK is not able to assist in the visa application process. Additional information can be sourced here: <https://www.gov.uk/browse/visas-immigration>

PARTICIPATION COSTS

Funding

- 6.01. Delegates will be responsible for the following:
- a. **Accommodation.** Booking and paying for their accommodation.
 - b. **Payment of Delegate Fee.** A fee will be charged to cover the costs of delegates' official meals during the three-day Workshop and one-day Conference. As a guide, it is anticipated that the delegate fee, excluding B&B accommodation costs, will be £200.
 - c. **Logistics.**
 - (1) Return travel to the UK
 - (2) Airport-hotel transfers
 - (3) Visa fees
 - (4) Meals except those annotated as part of the official programme
 - (5) Personal expenses during the Workshop and Conference period (laundry, telephone, room service, mini-bars etc.)
- 6.02. Delegates will be responsible for booking and paying for their own accommodation. Delegates attending Westminster Workshop are asked to arrive on **Sunday 3 December 2017** and attend the full Workshop and Conference Programme, from **Monday 4 to Thursday 7 December 2017** inclusive.
- 6.03. Details of the official Westminster Workshop hotel will be issued to all successful legislatures when they are notified of their places. The hotel will be in the immediate vicinity of the Houses of Parliament.

Funding Assistance

- 7.01. Limited funding to cover accommodation and / or delegate fee may be available to legislatures that do not have sufficient finances to cover the full costs of their delegate participation at the Westminster Workshop.
- 7.02. If it is anticipated that your legislature will require financial support to cover certain aspects of your delegation's participation at the Workshop and Conference, please indicate so on the delegate nomination form and complete and return the attached **'Request for Funding Form'**. Please note that this does not automatically guarantee the success of your funding application.
- 7.03. You should be aware that CPA UK may request funding from third-parties in support of your funding. Assistance will be based on the following criteria:
- a. 'Request for Funding' forms are submitted within the specified deadline.
 - b. Funding support will only be given to those legislatures that have previously been recipients of CPA UK support.
 - c. The nomination criteria has been met by the nominating branch.
 - d. The nominating branch should demonstrate that they have sought funding from other partners / agencies.
 - e. Nominating branches have no outstanding payments due to CPA UK.
- 7.04. The following arrangements will apply to delegates supported by CPA UK funding:
- a. CPA UK will pay for:
 - (1) Hotel B&B accommodation for the duration of the Workshop and Conference (no room service)
 - (2) Official meals as shown in the programme
 - (3) The delegate fee
 - b. CPA UK will NOT pay for:
 - (1) Return travel to the UK
 - (2) Airport-hotel transfers or transfers to the hotel or Workshop and Conference venues
 - (3) Visa fees
 - (4) Meals except those provided as part of the official programme
 - (5) Personal expenses incurred (laundry, telephone, room service, mini-bar etc.)
 - (6) Any additional accommodation outside the official dates of the Workshop and Conference

WORKSHOP AND CONFERENCE ADMINISTRATION AND LOGISTICS

Spouses / Accompanying Persons / Children

- 8.01. The Westminster Workshop and CAPAC Conference are intensive programmes for the delegates, requiring their full focus and attention. It is CPA UK policy that spouses, accompanying persons and children are not invited to attend any part of either programme. No additional programme for spouses / accompanying persons will be organised.

Withdrawals / Cancellations / Liabilities

- 9.01. Legislatures are requested to inform CPA UK immediately if a delegate cancels, or if for any reason will not arrive in London as scheduled. Once legislatures have committed to delegate attendance at the Westminster Workshop and/or CAPAC Conference, any cancellation fees or liabilities incurred by CPA UK as a result of a delegate failing to arrive or departing early will be passed to the nominating legislature for reimbursement to CPA UK.

政府帳目委員會

2017年12月3日(星期日)至12月7日(星期四)²
前往倫敦進行海外職務訪問

開支預算

預計開支細項

項目	記入參加訪問活動的議員的 海外職務訪問帳目的 開支 (兩名議員將參加 是次職務訪問) (港元)	記入秘書處開支帳目的開支 (一名秘書處職員將參加 是次職務訪問) (港元)
1. 來回機票 香港/倫敦/香港	92,000 (附註1) (商務客位： 每人46,000)	10,000 (附註1) (經濟客位)
小計	92,000 (附註2)	10,000
2. 酒店住宿 估膳宿津貼的60% 倫敦(4晚) (2017年12月3日至6日) (附註3)	16,450 (每人8,225)	8,225
3. 膳食及雜項開支 估膳宿津貼的40% 倫敦(2017年12月3日至 6日) (附註3) 估膳宿津貼的30% (附註4) 倫敦(2017年12月7日) (附註3)	10,966 (每人5,483) 2,056 (每人1,028)	5,483 1,028
小計	13,022	6,511

² 是次活動於2017年12月4日開始，而代表團將提早一天於2017年12月3日抵達倫敦，以作安頓。

項目	記入參加訪問活動的議員的 海外職務訪問帳目的 開支 (兩名議員將參加 是次職務訪問) (港元)	記入秘書處開支帳目的開支 (一名秘書處職員將參加 是次職務訪問) (港元)
4. 旅遊保險	1,000 (每人500)	500
5. 代表團費用	4,056 (每人2,028)	2,028
6. 往來機場與酒店的交通		4,000
7. 雜項支援服務及其他 (例如紀念品、供職員中途使 用的網上/電話通訊服務)	—	5,000
8. 應急開支 (第6及7項的5%)	—	450
總計	126,528 (附註5)	36,714
總額	163,242 (約164,000)	

附註：

1. 2017年9月4日取得的機票報價，價格包括稅項及附加費。
2. 兩名議員如選乘特級經濟客位，預計開支為36,000元；若選乘經濟客位，預計開支為20,000元。
3. 適用於倫敦的膳宿津貼額：每人每晚338英鎊。2017年9月初的匯率為1英鎊=10.139港元
4. 2017年12月7日離開倫敦返回香港的膳宿津貼：僅為30%(午膳(10%)、晚膳(15%)及雜項開支(5%))。
5. 每名參加訪問活動的議員會分擔總開支約63,264元(選乘商務客位)、35,264元(選乘特級經濟客位)及27,264元(選乘經濟客位)。有關開支會記入個別議員的海外職務訪問帳目。實際開支將視乎確認機票訂位及酒店訂房時的價格而增減。