

# **立法會**

## ***Legislative Council***

LC Paper No. PAC 198/16-17

Ref : CB4/PAC/VISIT

### **Paper for the House Committee**

#### **2017 Westminster Workshop for Public Accounts Committees and the 1<sup>st</sup> Commonwealth Association of Public Accounts Committees Conference**

#### **Purpose**

This paper invites the House Committee to note that the Public Accounts Committee ("PAC") plans to send a delegation of two PAC members and a Secretariat staff member to London to attend the 2017 Westminster Workshop for Public Accounts Committees and the 1<sup>st</sup> Commonwealth Association of Public Accounts Committees Conference ("the 2017 Workshop and Conference") organized by the United Kingdom Branch of the Commonwealth Parliamentary Association ("CPA UK"), and to approve the charging of the expenditure arising from the visit to individual Members' Overseas Duty Visit ("ODV") accounts.

#### **Background**

2. The objectives of the 2017 Workshop and Conference are to help build the capacity of chairmen and members of public accounts committees of the Commonwealth to fulfill their remit to scrutinize the value for money of public spending and to hold governments accountable for the delivery of public services; to discuss and share experiences, knowledge and Commonwealth-wide good practice in relating to the operation of a public accounts committee; and to strengthen the capacity of participating public accounts committees by providing an active peer support network.

3. CPA UK has extended an invitation to PAC to send the Chairman, one member and a Secretariat staff member to attend the 2017 Workshop and Conference, which will take place at the Houses of Parliament, London from 4 to 6 December and 7 December 2017 respectively. Details of the 2017 Workshop and Conference are in **Appendix I**.

## **Acceptance of the invitation by the Public Accounts Committee**

4. As stated in the compulsory nomination criteria for the 2017 Workshop and Conference (paragraph 2.01 of Application Process of Appendix I), delegates must be from public accounts committees or equivalent. PAC has sought by circulation of paper members' views on whether PAC should accept the invitation and whether they are interested in attending the 2017 Workshop and Conference. Based on the response of members, PAC has agreed to accept the invitation. Two PAC members, including the Chairman, Hon Abraham SHEK Lai-him, and Hon Tanya CHAN, have indicated interest in attending the 2017 Workshop and Conference. PAC has agreed to nominate these two members and the Clerk to PAC to attend the 2017 Workshop and Conference.

## **Funding arrangements**

5. As approved by The Legislative Council Commission, each Member is provided with an ODV account of \$55,000 for the purpose of duty visits outside Hong Kong conducted by committees of the Council. The fund in the account is for use by the Member in a four-year term. Any expenditure incurred in excess of the available balance in a four-year term has to be paid by the Member personally. If by the end of a term there are unused balances in Members' ODV accounts, the funds available will be used to pay those Members who have expended more than their allocation, in proportion to their excess qualifying expenditure. Members who have not served out their terms will not be entitled to such reimbursements.

6. An initial estimate of the expenditure for the duty visit (including air fares, hotel accommodation, meals and miscellaneous expenses and delegation fee etc.) is about \$164,000. The estimated amount to be charged to each participating Member's ODV account is about \$63,264 (for Business Class air passage), \$35,264 (for Premium Economy Class air passage), and \$27,264 (for Economy Class air passage<sup>1</sup>). The actual expenditure is subject to the air passage and hotel room rate at the time of confirmation. A breakdown of the estimated expenditure is in **Appendix II**.

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<sup>1</sup> According to the decision of The Legislative Council Commission at its meeting on 10 July 2012, Members on duty visits should travel on economy class for short-haul flights of less than four hours, and on business class for long-haul flights of four hours or more.

**Advice sought**

7. The House Committee is invited to take note of PAC's nomination for the 2017 Workshop and Conference, and to approve the charging of the expenditure incurred from the visit to the two Members' ODV accounts.

Council Business Division 4  
Legislative Council Secretariat  
14 September 2017

# 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.

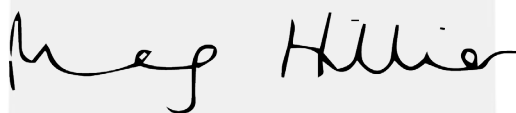
Please follow the application procedures outlined below and submit your nominations by **22 September 2017**.

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.

## Public Accounts Committee

**Overseas duty visit to London**  
**3 December (Sunday) to 7 December (Thursday) 2017<sup>2</sup>**

**Estimate of expenditure**

**Breakdown of estimated expenditure**

<b>Item</b>	<b>Expenditure chargeable to participating Members' Overseas Duty Visit Accounts</b> (Two Members will join the duty visit) (HK\$)	<b>Expenditure chargeable to the Secretariat's expenditure account</b> (one Secretariat staff member will join the duty visit) (HK\$)
1. Return air passage Hong Kong/ London / Hong Kong	92,000 <sup>(Note 1)</sup> (Business Class: 46,000 per person)	10,000 <sup>(Note 1)</sup> (Economy Class)
<b><i>Sub-total</i></b>	<b><i>92,000</i></b> <sup>(Note 2)</sup>	<b><i>10,000</i></b>
2. Hotel accommodation <i>60% of the subsistence allowance</i> London (4 nights) (3 to 6 December 2017) <sup>(Note 3)</sup>	<b><i>16,450</i></b> (8,225 per person)	<b><i>8,225</i></b>
3. Meals and sundries <i>40% of the subsistence allowance</i>  London (3 to 6 December 2017) <sup>(Note 3)</sup>  <i>30% of the subsistence allowance</i> <sup>(Note 4)</sup>  London (7 December 2017) <sup>(Note 3)</sup>	10,966 (5,483 per person)    2,056 (1,028 per person)	5,483    1,028
<b><i>Sub-total</i></b>	<b><i>13,022</i></b>	<b><i>6,511</i></b>

<sup>2</sup> The delegation will arrive at London on 3 December 2017 for one day settling-in prior to the commencement of the programme on 4 December 2017.

Item	Expenditure chargeable to participating Members' Overseas Duty Visit Accounts (Two Members will join the duty visit) (HK\$)	Expenditure chargeable to the Secretariat's expenditure account (one Secretariat staff member will join the duty visit) (HK\$)
4. Travel insurance	<b>1,000</b> (500 per person)	<b>500</b>
5. Delegate fee	<b>4,056</b> (2,028 per person)	<b>2,028</b>
6. Transportation between airport and hotel		<b>4,000</b>
7. Miscellaneous supporting services and others (e.g. souvenirs, en route online/telephone communications for staff)	—	<b>5,000</b>
8. Contingency (5% of items 6 and 7)	—	<b>450</b>
<b>TOTAL</b>	<b>126,528</b> <sup>(Note 5)</sup>	<b>36,714</b>
<b>Grand-total</b>	<b>163,242</b> <b>(say 164,000)</b>	

**NOTE :**

1. Airfare quotation obtained on 4 September 2017. Price inclusive of tax and surcharges.
2. The estimated expenditure will be \$36,000 and \$20,000 if the two Members decide to take Premium Economy Class and Economy Class respectively.
3. Subsistence allowance for London: GBP 338 per night per person. Exchange rate as at early September 2017 is GBP 1 = HK\$10.139
4. Subsistence allowance for departure from London to Hong Kong on 7 December 2017: 30% only (lunch (10%), dinner (15%) and sundry expenses (5%)).
5. Each participating Member will share about \$63,264 (for Business Class air passage), \$35,264 (for Premium Economy Class air passage) and \$27,264 (for Economy Class air passage) of the total expenditure. The amount will be charged to individual Members' Overseas Duty Visit accounts. The actual expenditure is subject to the air passage and hotel room rate at the time of confirmation.