

立法會

Legislative Council

LC Paper No. CB(2)1035/18-19

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Paper for the House Committee meeting on 22 March 2019

Proposal of the Panel on Constitutional Affairs to nominate a Member to attend the Westminster Workshop on Gender Sensitive Scrutiny organized by the Commonwealth Parliamentary Association, United Kingdom

Purpose

This paper seeks the approval of the House Committee ("HC") for the recommendation by the Panel on Constitutional Affairs ("the Panel") to nominate Dr Hon Helena WONG Pik-wan to attend the Westminster Workshop on Gender Sensitive Scrutiny ("the Workshop") organized by the Commonwealth Parliamentary Association, United Kingdom ("CPA UK"). The Workshop will be held in London, UK from 17 to 19 June 2019.

The organizer and the Workshop

2. The invitation to the Workshop is from CPA UK which implements programmes to share knowledge and skills between parliamentarians and officials from across the Commonwealth. Its mission is to support and strengthen Commonwealth parliaments to deliver effective oversight, scrutiny and representation of their governments.

3. According to CPA UK, the Westminster Workshop Series is a key part of CPA UK's work with fellow CPA Branches. The aims of the Workshop are to enable parliamentarians from across the Commonwealth to meet to discuss how budgets, policies and legislation impact both men and women, and to enhance their ability to legislate and scrutinize with a gender sensitive perspective.

4. CPA UK has invited the Legislative Council ("LegCo") to nominate two Members to participate in the Workshop and a gender balanced nomination is encouraged. The invitation letter from CPA UK is in **Appendix I** (English version only).

Recommendation of the Panel

5. As the theme of Workshop falls within the terms of reference of the Panel, the invitation from CPA UK has been referred to the Panel for consideration of

whether to accept it. In March 2019, the Panel agreed to accept the invitation and open the invitation to all LegCo Members. Members also agreed that if the number of interested Members exceeded the nomination quota set by CPA UK, the two nominations to attend the Workshop would be determined by drawing lots by the Panel Chairman.

6. All LegCo Members had been requested to indicate interest in participation. Members were also informed that participating Members would be requested to submit a report to HC after their return to Hong Kong. Dr Hon Helena WONG Pik-wan (Panel member) has indicated interest in attending the Workshop. Members were subsequently informed that the Panel would nominate the above Member to attend the Workshop.

Funding arrangements

7. As approved by The Legislative Council Commission, each Member is provided with an overseas duty visit ("ODV") account of \$55,000 for duty visits outside Hong Kong for each LegCo term. Members may only use this ODV account for duty visits endorsed by HC. Any expenditure over the standard or the available balance in the ODV account has to be borne by the Members concerned.

8. A preliminary estimate of the expenditure (including airfare, hotel accommodation, meals, in-town travelling and sundry expenses) to be incurred by each participating Member for attending the Workshop is about \$31,476 for economy class air passage, \$44,100 for premium economy class air passage and \$76,340 for business class air passage. A breakdown of the estimated expenditure is in **Appendix II**. The actual expenditure will vary subject to the airfare and hotel room rates at the time of confirmation of booking.

Advice sought

9. Under rule 29A(d) of the House Rules, approval of HC is required for any visit conducted under the name of LegCo or its committees outside Hong Kong in response to an invitation and the funding of which is to be charged to individual Members' ODV accounts.

10. HC's approval is sought for Dr Hon Helena WONG Pik-wan to attend the Workshop in London, UK from 17 to 19 June 2019 and the funding of which to be charged to her ODV account.



Westminster Workshop on Gender Sensitive Scrutiny

OFFICIAL INVITATION

**17-19 June 2019
UK Houses of Parliament, London**

INVITATION

2019 WESTMINSTER WORKSHOP ON GENDER SENSITIVE SCRUTINY MONDAY 17 - WEDNESDAY 19 JUNE

I am delighted to announce that CPA UK will host the Westminster Workshop on Gender Sensitive Scrutiny from Monday 17 June – Wednesday 19 June 2019 at the Houses of Parliament in London.

Parliamentarians from across the Commonwealth will meet to discuss how budgets, policies and legislation impact both men and women. At the end of the Workshop, attendees will have developed their ability to be leaders in this area in their own Parliaments.

I invite your legislature to apply for places for two Members of Parliament to participate in the Workshop. CPA UK strongly encourages you to submit a gender balanced nomination, and further details are attached including the nomination and funding request forms. Please follow the application procedures outlined below and submit your nominations by **22 March 2019** as spaces are limited.

The Westminster Workshop Series is a key part of CPA UK's work with fellow CPA Branches. More information about previous CPA UK Westminster Workshops and other events can be found on the CPA UK website [here](#).

I do hope you will consider submitting an application for what I believe will be a fascinating Workshop. CPA UK looks forward to receiving your nominations and welcoming successful applicants to Westminster in June.

JON DAVIES

Chief Executive, CPA UK



OBJECTIVE & OUTPUTS

OUR OBJECTIVE:

For Parliamentarians to enhance their ability to legislate and scrutinise with a gender sensitive perspective.

OUTPUTS:

Output 1:

Parliamentarians will have a deeper understanding of what Gender Sensitive Scrutiny is and how it is being approached in different Commonwealth Parliaments.

Output 2:

Parliamentarians will increase their network and have opportunities to learn from counterparts from across the Commonwealth.

Output 3:

Parliamentarians will further their understanding of the roles they can play with regards to Gender Sensitive Scrutiny in their own respective Parliaments.

APPLICATION PROCESS

WESTMINSTER WORKSHOP APPLICATION PROCESS

Places per Legislature

1.01. Legislatures may apply for a maximum of two places for Members of Parliament. To apply for places at the Workshop, please complete the expression of interest form via [this link](#) no later than **Friday 22 March 2019**.

1.02. Due to a high demand for limited places at the Westminster Workshop, any applications received after the stated deadline will be held as a reserve.

Nomination Criteria

2.01. When selecting participants for nomination, you are requested to meet the following criteria:

- a. It is CPA UK policy to encourage broad participation in its events. Legislatures should nominate Members from both government/majority parties and opposition/minority parties.
- b. Participants should have a reasonable expectation of continuing in their parliamentary careers so that their participation in the Workshop is worthwhile both to themselves and to their Parliament.
- c. Participants should arrive for the start of the programme and participate fully until its conclusion. Legislatures should only nominate participants who will attend the entire Workshop programme.
- d. Legislatures will be expected to nominate at least one female participant to ensure gender balance.

2.02. Due to the limited places for the Workshop, there is a likelihood that it will be oversubscribed. Therefore CPA UK may have to limit the amount of total places available. Nominations that meet the above criteria are more likely to be selected. Legislatures whose nominations do not meet the criteria may be asked to reconsider.

Participant Progress Evaluation

3.01. As well as participating actively in the programme, participants will be expected to take part in a professional development evaluation exercise. CPA UK intends to assess participant level of knowledge and experience before and after the Workshop.

Acceptance of Participant Places

4.01. CPA UK will inform legislatures of the outcome of the application and selected participants by **Monday 1 April, 2019**. 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](#).

PARTICIPATION COSTS

Funding

6.01. Delegates will normally be responsible for the following (also see section 7):

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, excluding B&B accommodation costs. As a guide, it is anticipated that the delegate fee will be in the region of GBP 200.00.

c. Logistics.

- (1) Return travel to the UK
- (2) Airport-hotel transfers
- (3) Visa fees
- (4) Meals except those which are part of the official programme
- (5) Personal expenses during the Workshop period (laundry, telephone, room service, mini-bars, DVDs, etc)

6.02. 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. The cost of a single occupancy room at the official hotel is in the region of £239 per person per night including breakfast and VAT.

6.03. Delegates will be responsible for booking their own accommodation. Delegates attending the Westminster Workshop are asked to arrive on Sunday 16 June 2019 and attend the full Workshop Programme, from Monday 17 June to Wednesday 19 June 2019 inclusive. The hotel allocations will be released on Thursday 20 June.

Funding Assistance

- 7.01. Limited funding to cover accommodation and / or delegate fee may be available to legislatures that do not have sufficient resources to cover the full costs of their delegate participation at the 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, please indicate so by filling in and sending the enclosed funding form to cpauk@parliament.uk. Please note that this does not automatically guarantee the success of any funding application.
- 7.03. Assistance will be based on the following criteria and you should be aware that CPA UK may request funding from third-parties in support of funding assistance:
- a. 'Request for Funding' forms are submitted within the specified deadline
 - b. The nomination criteria have been met by the nominating branch
 - c. 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 (no room service)
 - (2) 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 venue
 - (3) Visa fees
 - (4) Meals except those provided as part of the official programme
 - (5) Personal expenses incurred (laundry, telephone, room service, mini-bars, videos, etc.)
 - (6) Any additional accommodation outside the official dates of the Workshop.

WORKSHOP ADMINISTRATION AND LOGISTICS

Spouses / Accompanying Persons / Children

- 8.01. The Westminster Workshop is an intensive programme 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 the Westminster Workshop programme. No additional programme for spouses / accompanying persons will be organised.
- 8.02. Please note that this programme is strictly for Parliamentarians only and no provisions will be made for accompanying members of staff.

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 Workshop, a cancellation fee will be charged by CPA UK as a result of a delegate failing to arrive, departing early or not attending the programme.

Panel on Constitutional Affairs

**Proposal to nominate a Member to attend the
Westminster Workshop on Gender Sensitive Scrutiny of the
Commonwealth Parliamentary Association, United Kingdom**

Preliminary estimate of expenditure

Duration of Seminar: 17 to 19 June 2019

Venue: London, United Kingdom

Breakdown of expenses

Items	Estimated expenses HK\$ (per person)		
	<u>Economy Class</u>	<u>Premium Economy Class</u>	<u>Business Class</u>
1. Air passage ^(Note 1) Hong Kong/London/ Hong Kong	16,124	28,748	60,988
2. Hotel accommodation <i>(60% of the subsistence allowance)</i> ^(Note 2) London (4 nights) ^(Note 3)	8,971		
3. Meals, in-town travelling and sundries <i>(40% of the subsistence allowance)</i> ^(Note 2) London (16 to 19 June 2019) ^(Note 3)	5,981		
4. Travel insurance	400		
TOTAL :	31,476	44,100	76,340

NOTE :

1. Airfare quotation obtained on 13 March 2019. Price is inclusive of tax and surcharges.
2. Subsistence allowance for London: GBP 358 a day (as at March 2019, subject to revision).
Exchange rate as at March 2019: GBP1= HK\$10.441
3. Participating Members are requested to arrive in London on 16 June 2019.