



HOUSE OF COMMONS

Visits & Engagement | Interparliamentary Relations Office

Knowledge Exchange Programme (Parliamentary Practice & Procedure)

Monday 30 October – Thursday 2 November 2023

INFORMATION NOTE

About the programme

This Interparliamentary Relations Office (IPRO) Knowledge Exchange Programme is a 4-day visit programme and will take place from **Monday 30 October to Thursday 2 November 2023** in the UK Parliament at Westminster.

The programme will primarily focus on parliamentary practice and procedure and is designed to provide clerks and senior parliamentary officials from overseas legislatures with an insight and understanding into the procedural work of the Chamber and Participation Team (CPT) and Select Committee Team (SCT) within the House of Commons. It is intended to give officials an opportunity to exchange ideas and discuss matters of common interest with their peers.

The programme will be hosted by the Head of the Interparliamentary Relations Office. It will include introductory meetings to the following offices within the House of Commons where senior clerks will discuss their work, share experiences, and answer questions:

- Interparliamentary Relations Office
- Table Office
- Journal Office
- Public Bill (Legislation) Office
- Select Committees.

We also hope to include the following:

- Historical Tour of the Palace of Westminster
- Observing the Speaker's Procession from Central Lobby
- Gallery tickets to watch Prime Minister's Question Time
- A day spent with colleagues in the House of Lords (*organised by the HL Inter-parliamentary Relations Office*).

Additionally, applicants will be asked to select some further meeting options within the application form.

The programme can accommodate a maximum of six participants; as there are limited places and we want to encourage diversity of engagement, we recommend no more than **one** official from the same legislature apply. All parliamentary officials benefit from the opportunity of meeting colleagues from other parliaments.

The programme will run over four days (Monday-Thursday from approx. 09:00 to 17:00). All participants' evenings will be free.

Suitable participants

This Knowledge Exchange Programme, focussing on Parliamentary Practice & Procedure, is aimed towards senior clerks and parliamentary officials who support the work of Members of Parliament in the Chamber and in Committees. They should usually have worked in their legislature for at least 2 years and be progressing within their professional career.

An important part of the attachment is that all participants can contribute to the overall programme; they should be able to share their own knowledge and experience as well as learn more about UK parliamentary procedures over the course of their visit.

All applicants must have a high standard of spoken English and an advanced ability to read English.

Financial arrangements

The UK Parliament makes no charge for attending an IPRO Knowledge Exchange Programme, however, it is unable to meet the cost of participants' transport, subsistence, or accommodation. The guest legislature therefore must agree (on application) to assume the cost of any travel fares, hotels and living expenses for its participant while in London.

IPRO would suggest budgeting at least £250 per person per day for accommodation, meals, and transport.

IPRO are unable to help with booking travel, accommodation or making personal arrangements.

Applying for the programme

IPRO asks that each legislature only nominate **one** colleague to take part in this Knowledge Exchange Programme as there are limited places. Nominated colleagues should complete the application form (*supplied on request from IPRO*) and submit it with a covering email from their Clerk/Secretary General (or equivalent) confirming their nomination and agreeing that their legislature will cover all travel, accommodation, and subsistence costs to: IPRO@parliament.uk.

The deadline for applying is Monday 26 June 2023.

All applications will be considered and reviewed by the Head of the Office and applicants informed directly by IPRO if they have been successful or not before 13 July.

Additional information

The Westminster Parliamentary Estate covers a large area and this visit programme may involve a significant amount of walking (including stairs) between meetings. If this may pose a concern for anyone or if there are any other considerations we should be aware of, please inform the Interparliamentary Relations Office so that we can make appropriate adjustments and accommodate any additional requirements. We strive to ensure inclusivity and accessibility for all participants.

Please note, due to the nature of Parliamentary Business,
all programme dates and visits can be subject to late changes or cancellations

If you need any further information about the programme, please contact:

Visits & Engagement Team
Interparliamentary Relations Office
House of Commons, London SW1A 0AA | UK Parliament
ipro@parliament.uk

(May 2023)