

MEMBER-SPONSORED EVENTS

Executive summary

1. This Paper seeks the SPCB's views on whether the current Guidance for Member-sponsored events (**Annex A**) should be amended to allow external organisations to be sponsored by Members for more than two events in any 12 month period on a case by case basis.

Issues and Options

2. In general the limit of two events in any 12 month period is working well as the majority of external organisations only host one event per year. However, occasionally external organisations do request to organise more than two events per year for a number of reasons including specific campaigns, issues, relevance to Members' parliamentary work and demand from Members.
3. We would therefore recommend that the Guidance be amended so that the Head of Events and Exhibitions has the authority to refer requests to the SPCB on a case by case basis.
4. These additional events would only be taken forward once approval had been given from the SPCB. Any requests would be referred to the SPCB only if the event could be organised within the resources already committed by the SPCB to support Member-sponsored events and within the agreed number of events and room availability.
5. Although organisations would be able to request additional events we would cap that at one additional Member-sponsored event per year.

Resource Implications

6. These additional events would form part of the agreed number of Member-sponsored events to be facilitated annually by the Events and Exhibitions Team. All costs associated with these events will be met by the organisers.

Publication Scheme

7. This Paper can be published.

Next steps

8. If agreed by the SPCB the Events and Exhibitions Team will amend the Guidance and refer any future requests to the SPCB for consideration.

Decision

9. The SPCB is asked to consider this Paper and to agree that Guidance for Member-sponsored events is amended to allow external organisations exceptionally to be sponsored by Members for more than two events in any 12 month period to be decided by the SPCB on a case by case basis.

GUIDANCE FOR MEMBER-SPONSORED EVENTS

General

1. The following is a guide to Members, their staff and external organisations involved in the organisation of a Member-sponsored event or photo call at the Scottish Parliament.
2. An event is a meeting or gathering of people that is not a meeting of the full parliament, a committee meeting or an ordinary internal or private meeting, but that uses the committee rooms, meeting rooms, any of the public spaces, the Garden Lobby, Members' Lobby, the Members' Restaurant, the Chamber Conference Room or the landscaped gardens and requires the services of the Events and Exhibitions Team to facilitate it for example visitor registration, booking audio visual equipment, hospitality etc. All Members will be invited to attend a Member-sponsored event.
3. Member-sponsored events must be related to parliamentary business e.g. launch of a Committee report or support Members in their parliamentary role by, for example helping inform / brief Members on a specific issue. They may provide a specific perspective e.g. promoting a particular energy source, reflecting a sponsoring Member's interest or policy position, but must not be party political e.g. a constituency Branch meeting of a political party could not be held in the Scottish Parliament.
4. Member sponsored events must respect the wide range of existing channels for influencing parliamentary business, by not lobbying on parliamentary business under current consideration.
5. No Member-sponsored events can take place at the same time as plenary or during parliamentary recesses.
6. This guidance should be read alongside the general policy for booking meeting accommodation on SPEIR.

Members' responsibilities as the event sponsor

7. An Event and Exhibition Request Form must be agreed and checked by Members or a nominated member of their staff on their behalf before it is submitted to the Events and Exhibitions Team thus ensuring that all parties are signed up to the event request before parliamentary resources are committed to the planning process.
8. By signing the Event and Exhibition Request Form, Members are confirming that they consider that the event fits the agreed criteria and conditions for events in the parliament, and that they will be in attendance for the duration of the event. It will continue to be possible for an event to be sponsored by more than one Member. Such events will require only one of those Members to be present.

9. Members or a nominated member of their staff authorised by them will be responsible for signing off the completed Event Plan and agreeing the guest list for the event in consultation with the external organisations to ensure that they are happy with the content and proposed balance of those invited to the event they are sponsoring in the Parliament.

Book launches

10. Accommodation may be booked to launch any book written by a Member. Members may also book accommodation to launch books written by other authors, provided they fall within the following categories:

- anthologies of Members' speeches and extracts from their diaries authorised by the Member or their family
- biographies of former Members of the Parliament authorised by the Member or their family
- books commissioned by or on behalf of the SPCB

and that the sale of books at any of the above launches is permitted.

Photocalls

11. There are two slots available for photocalls one on Wednesday lunchtime and one on Thursday lunchtime. Photocalls can take place either on the right hand side of the Garden Lobby stairs (as you descend) or in the Members' Garden.

12. Information about the photocalls will appear in the weekly Events and Exhibitions Bulletin so all Members would be aware of what is happening when.

13. All organisations wishing to hold a Member-sponsored photocall should complete the current Event and Exhibition Request Form, securing Member sponsorship and making sure that the photocall meets criteria for Member-sponsored events and exhibitions in that they seek to raise awareness of a particular organisation or its work and engage with Members. Members would be invited to attend the photocall by the sponsoring Member as they are for Member-sponsored events. The Events and Exhibitions Team will then liaise with the organisation on your behalf and take forward the arrangements.

Events and Exhibitions Team

14. The completed Event and Exhibition Request Form should be submitted to the Events and Exhibitions Team for approval. Once approved the Events and Exhibitions Team will inform the Member(s) directly and will allocate a dedicated Events Officer to manage all aspects of the organisation directly with the external organisations keeping Members updated as necessary. The Events Officer will act as a single point of contact for Members and the external organisations.

15. The Events Officer will make the necessary room bookings, send an Events Pack to the external organisations which contains an organiser's guide, hospitality options, Information for Guests and information on each of the venues and invite them to attend a

site visit. All the documents can be found on the Events and Exhibitions pages on the Scottish Parliament's website.

16. Once the site visit is agreed the Events Officer will inform the Member so they can attend the meeting if they wish. Following the site visit and receipt of the booking forms the Events Officer will draft an Event Plan which will be sent to both the Member and the external organisation to be agreed.

External organisations' responsibilities

17. For general queries and guidance on events, the Events and Exhibitions Team will be the main contact for external organisations. However, before the Team can discuss the event in detail the external organisation must secure a Member to sponsor their event.

18. No external organisation apart from the Scottish Government may be sponsored by Members for more than two events in any 12 month period.

19. External organisations will meet the costs in full for all services contracted from the Scottish Parliament and its suppliers within 30 days of the date of the invoice. The Events Officer will notify external organisations of these costs prior to the event and agree them. If the external organisations dispute part of an invoice, they must still pay the undisputed part within the 30 days.

20. External organisations will also be responsible for liaising with the sponsoring Member on the guest list and agreeing it with their sponsor. All invitations that are issued must clearly state that the event is being hosted / sponsored by a named MSP in the opening paragraph.

21. External organisations should be aware that by nature of the fact that the event is being held in Scottish Parliament it will be open for all Members to attend if they so wish.

Lead in times for events

22. The Events and Exhibitions Team will where possible always endeavour to deliver events on the first choice of date however owing to the high level of demand we recommend that Members and external organisations should be planning between 4 and 6 months ahead.

23. We plan and allocate events as follows:

Event Requests between January and June	Assessed and allocated beginning of September
Event Requests between September and December	Assessed and allocated beginning of April