



Associate Parliamentary Media Literacy Group

Associate Parliamentary Media Literacy Group CODE OF GOVERNANCE

Overview

1. The Associate Parliamentary Media Literacy Group (APMLG) Code of Governance is an agreement between the Officers and Members of the Group on the rules under which APMLG operates and is administered. The document is signed by each Officer and a copy is made available to all members and is publicly available on request. The intention of the Code is to supplement the statutory information that the Group provides on its entry in the Register of All-Party Groups, in order to ensure full transparency.

Parliamentary

2. The Associate Parliamentary Media Literacy Group (APMLG) is an all-party parliamentary subject group on the approved list of parliamentary groups, and abides by the rules and guidelines as laid down in the official booklet of all-party groups compiled by the Office of the Parliamentary Commissioner for Standards.
3. APMLG exists in order to help parliamentarians fully engage with issues related to and developments in media literacy.
4. APMLG is open to members of all parties and both Houses.
5. The group must have a minimum parliamentary membership of at least 20 'qualifying' members at any one time, 10 of which must be from the party of Government, and 10 from other parties. The parliamentary membership does not have an upper limit. No membership subscription fee is charged of parliamentary members of the Group.
6. The agenda of APMLG is set by the group's Officers. Officers are elected at least annually at the AGM, which is open to all parliamentarians. Parliamentarians have voting rights at the AGM.
7. The Officers of APMLG have executive authority over the group. Officers usually take the following positions:
 - a. Chair and Vice-Chairs - with shared overall responsibility for group
 - b. Secretary - responsible for coordinating group secretariat and for administration of official notices, correspondence and membership lists.
 - c. Treasurer - responsible for finances of group
8. APMLG is also comprised of an associate membership of organisations promoting media literacy.

(Continued over)

Associate Membership

9. The associate membership is open to non-Parliamentary organisations.
 - a. Membership subscriptions from these organisations provide an independent source of funding that allows APMLG to run a regular meeting programme and provide briefing materials for parliamentarians.
 - b. The associate membership of the group is balanced to ensure that all media literacy stakeholders are represented.
 - c. The associate membership also offers the group a useful insight into present developments and the views of stakeholders working to promote media literacy.
 - i. Member organisations are invited to send at least two representatives to all group meetings and registered to receive all official group correspondence.
 - ii. At meetings, associate members are asked to participate actively in discussions, whilst recognising that the APMLG is intended as a means of disseminating impartial information and that Parliamentarians have priority in their contributions.
 - iii. The Officers meet with the collective associate membership over the year in order to develop a programme that reflects the latest developments in media literacy and communications technologies.
 - iv. Associate members are also invited to support additional resources and meetings that fall outside the standard programme.

Secretariat

10. APMLG will be administered by Ofcom with the assistance of the Officers of the group and their staff. Together they are responsible for executing the programme and activities of the group agreed by the Officers. The arrangement with Ofcom will continue as long as it is supported by the Officers of the group and Ofcom.
11. The secretariat role of Ofcom and other administrative services are provided on the following basis:
 - a. Ofcom undertakes its activities in support of the group on a not-for profit basis, dedicated to stimulating positive change in the UK by generating dialogue and understanding between key stakeholders and may, where interests coincide, work in conjunction with other all-party groups and initiatives.
 - b. None of the Grant in Aid funding that Ofcom receives from DCMS for its work to promote media literacy will be used by Ofcom in this role, though funding may come from other sources within Ofcom.
 - c. Secretarial and other administrative services may include provision of: Ofcom staff acting on occasion as Clerks to the Group; project and event management; shared costs of telephone, IT, web and email hosting; financial services; and use by agreement of space external to the Palace of Westminster and other public buildings.
 - d. Ofcom may advise officers as a subscriber to APMLG, but does not set the group's agenda or programme.
 - e. The finances of APMLG are administered as follows:
 - i. Annual membership subscriptions and any additional sponsorship from associate members of APMLG are received by Ofcom on behalf of APMLG, and used exclusively to cover all overheads and running costs of the group.

- ii. Ofcom administers the group's finances on a not-for profit enterprise, with all finances generated by the group expended on APMLG's own activities and administration.
 - iii. Ofcom presents itemised annual accounts to the Treasurer and Officers of APMLG at the AGM.
 - iv. All monies and other benefits received by Ofcom on behalf of APMLG, and the source from which they were received, are declared on Group's entry on the Register of All-Party Groups.
- f. The above arrangement allows the group to share administrative and accommodation costs with other similar organisations, and acts as a safeguard to the financial liabilities of the APMLG's parliamentary Officers.

Other organisations

12. Where possible and appropriate, other relevant organisations are invited to participate in Group meetings and resources.
- a. Internal to Westminster, APMLG meetings and resources are open to other Parliamentary bodies such as Committee and Parliamentary Office staff, the House of Commons and Lords Libraries, and Member's own research staff.
 - b. External to Westminster, representatives from charity and voluntary sector agencies and other relevant organisations are invited to attend meetings at which their contribution is of relevance to the subject area.
 - i. In order to comply with security and room booking regulations of the Palace of Westminster, attendance at meetings must be by invitation of the Group.

Endorsement

13. This code of governance is endorsed by the Officers of the APMLG, representing an agreement on how the group operates and is administered.
14. Copies of the code are signed individually by representatives from the parliamentary Officers and are available for inspection upon demand. A copy of the text of the code of governance is also made available on the Group's website.
15. THIS COPY OF THE APMLG CODE OF GOVERNANCE CERTIFIES THAT:

..... (Full Name)

REPRESENTING

HAS READ AND UNDERSTOOD THE APMLG CODE OF GOVERNANCE AND UNDERTAKES TO FOLLOW THE GUIDELINES THEREIN

SIGNED

DATE