



2018 Westminster Seminar on Effective Parliaments

Houses of Parliament, Westminster, London
Monday 26 November – Friday 30 November 2018

Youth Engagement Programme

Summary Writers

The Commonwealth Parliamentary Association UK branch, are looking for young people with a background in Politics and international relations to be summary writers for three days of our flagship seminar, at the Houses of Parliament. On behalf of the Houses of Parliament, the Commonwealth Parliamentary Association UK (CPA UK) is hosting the 2018 Westminster Seminar on Effective Parliaments in Westminster from Monday 26 - Friday 30 November 2018. The annual Westminster Seminar is CPA UK's flagship capacity-building programme for parliamentarians and appointed procedural/committee Clerks from across the Commonwealth. Every year the five-day programme provides a unique platform for participants to network and engage with counterparts; exploring differing approaches to parliamentary democracy, practice and procedure in the context of the Westminster System and comparative Commonwealth parliamentary structures.

For more information on The Westminster seminar, please click [here](#).

Summary writers are paid London Living Wage (£10.20 per hour), lunches will be provided; however, travel costs will not be reimbursed.

Days needed:

- Monday the 26th of November
- Tuesday the 27th of November
- Wednesday the 28th of November

Selection Criteria & Application Process

To be eligible to work as a summary writer you are required to:

- Have a proven interest in politics and/or international relations
- Have an excellent academic record;
- Have excellent written and spoken English;
- Be able and willing to engage fully with the seminar material;
- Have access to a laptop.
- Be aged between 18-30





Previous communications and events experience would be desirable.

Selected persons will be required to work on at least two full days of the Seminar. Applicants are required to indicate their availability on the application form below.

Applicants must have the right to work in the UK and evidence will be required before starting work. For EEA nationals a copy of passport or ID card is sufficient evidence. Other nationalities will need to provide evidence of the right to work.

As a summary writer at one of our conferences, you will be paid the London Living Wage (**£10.20 per hour**) for the number of hours worked during the conference/workshop. The cost of lunch up to the value of £5 per day will be covered; however, travel costs will not be reimbursed.

If you are interested in applying to act as a summary writer, please return the fully completed application form via email to cpauk@parliament.uk no later than by **Sunday 28 October 2018**. Successful applicants will be informed no later than by **Monday 5 November 2018**.

