The conditions set out in this agreement and in the related guidance must be followed by all IPSA funded pooled staffing services, which provide research, briefing and drafting services to MPs.

All pooled services registered with IPSA on a direct payment basis must sign this agreement as a condition of funding. Failure to meet these conditions could lead to IPSA no longer being able to fund a service.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hereby agrees:

* To comply with IPSA’s Guidance on Pooled Staffing Services.
* To comply with the Scheme in particular the Fundamental Principles (Part A) and General Conditions (Part B, Chapter 3) set out in IPSA’s Scheme and in doing so to ensure that the written materials produced are parliamentary in nature, not party-political, not aimed at gaining a campaigning advantage and not for lobbying purposes.
* To make materials available for inspection by IPSA when requested, and at least once every parliament.
* To provide the necessary financial details and information about subscribers to IPSA’s Finance Team in a timely manner.