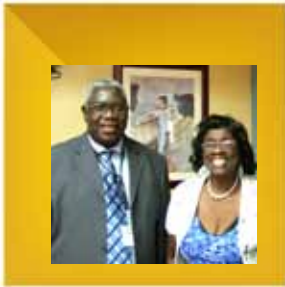


Annual Report 2013



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History

The Commonwealth Parliamentary Association (CPA) was originally established in 1911 as the Empire Parliamentary Association. In 1948, the name was changed to the Commonwealth Parliamentary Association.

The CPA is a registered charity (registration number 263147) under the laws of the United Kingdom with its principal office and registered address located at Suite 700, Westminster House, 7 Millbank, London SW1P 3JA, United Kingdom.

The CPA is run by an Executive Committee which acts as the board of trustees of the charity and determines its strategy and overall management. Day-to-day direction of the charity is vested in the Secretary-General, the Chief Executive Officer (CEO).

CPA Statement of Purpose

The CPA connects, develops, promotes and supports Parliamentarians and their staff to identify benchmarks of good governance, and the implementation of the enduring values of the Commonwealth.

Patrons and Executive Committee Members as at 31 December 2013

PATRON

H.M. Queen Elizabeth II
Head of the Commonwealth

VICE-PATRON

H.E. Paul Biya
President, Cameroon

OFFICERS OF THE ASSOCIATION

PRESIDENT OF THE ASSOCIATION

Rt Hon. Cavayé Yéguié Djibril, MP
Speaker of the National Assembly, Cameroon
(2013 – to date)

VICE-PRESIDENT OF THE ASSOCIATION

Vacant (2013 – to date)

CHAIRPERSON OF THE EXECUTIVE COMMITTEE

Rt Hon. Sir Alan Haselhurst, MP
United Kingdom (2011- to date)

VICE-CHAIRPERSON OF THE EXECUTIVE COMMITTEE

Hon. Datuk Ronald Kiandee, MP (*also regional representative for South-East Asia*)
Deputy Speaker of Parliament, Malaysia (2013 – to date)

TREASURER OF THE ASSOCIATION

Hon. Marwick Khumalo, MP
Swaziland (2011 – to date)

COMMONWEALTH WOMEN PARLIAMENTARIANS CHAIRPERSON

Rt. Hon. Rebecca Kadaga, MP
Speaker of Parliament, Uganda (2013 – to date)

REGIONAL REPRESENTATIVES

AFRICA

Hon. Elijah Okupa, MP
Uganda (2011 – to date)

Sen. the Hon. Letapata Makhola
President of the Senate, Lesotho (2011 – to date)

Dr the Hon. Benjamin Bewa-Nyog Kunbour, MP,
Minister for Parliamentary Affairs and Majority Leader
Ghana (2012 – to date)

Hon. Sheku Badara Basiru Dumbuya, MP,
Speaker of Parliament
Sierra Leone (2012 – to date)

Hon. NomaIndia Cathleen Mfeketo, MP
Deputy Speaker of the National Assembly
South Africa (2013 – to date)

Hon. (Rtd. Maj. Gen) Moeng Pheto, MP
Botswana (2013 – to date)

ASIA

Hon. Rana Muhamad Iqbal Khan, MPA

Speaker of the Provincial Assembly
Punjab (2011 – to date)

Hon. Abdulla Shahid, MP
Speaker of the People’s Majlis
Maldives (2012 – to date)

Hon Chamal Rajapaksa, MP
Speaker of Parliament
Sri Lanka (2013 – to date)

AUSTRALIA

Hon. Barry House, MLC
President of the Legislature Council
Western Australia (2011 – to date)

Hon. David Buffett, AM, MLA
Speaker of the Legislative Assembly
Norfolk Island (2012 – to date)

Mrs Vicki Dunne, MLA
Speaker of the Legislative Assembly
Australian Capital Territory (2013 – to date)

BRITISH ISLANDS AND MEDITERRANEAN

Deputy Michael George O’Hara
Minister of Culture and Leisure, Guernsey
(2011 – to date)

Dr Roberta Blackman-Woods, MP
United Kingdom (2012 – to date)

Hon. Carmelo Abela, MP
Malta (2013 – to date)

CANADA

Hon. Gene Zwozdesky, MLA

Speaker of the Legislative Assembly
Alberta (2011 – to date)

Mr Russ Hiebert, MP
Canada (2012 – to date)

Hon. Ross Wiseman, MHA
Speaker of the House of Assembly
Newfoundland and Labrador (2013 – to date)

CARIBBEAN, AMERICAS AND ATLANTIC

Dr the Hon. Kendal Major, MP
Speaker of the House of Assembly, Bahamas
(2011 - to date)

Hon. Hendrick Alexander, OBE, MP
Speaker of the House of Assembly,
St Vincent and the Grenadines (2012 - to date)

Hon. Teresina Bodkin, MP
Speaker of the House of Assembly
Montserrat (2013 - to date)

INDIA

Hon. Kiyanielie Peseyie, MLA
Speaker of the Legislative Assembly, Nagaland, India
(2011- to date)

Shri Prem Das Rai, MP
India (2012- to date)

Hon. Nadendla Manohar, MLA
Speaker of the Legislative Assembly
Andhra Pradesh (2013- to date)

PACIFIC

Hon. Ludwig Scotty, MP
Speaker of Parliament
Nauru Island (2011– to date)

Lord Fatafehi Fakafanua, MP
Speaker of Parliament
Tonga (2012 – to date)

Ms Moana Mackey, MP
New Zealand (2013 – to date)

SOUTH-EAST ASIA

Dr Lam Pin Min, MP
Parliament House, Singapore, (2011 – to date)

Hon. S.K. Devamany, MP
Speaker of the Perak State Legislative Assembly
Perak (2013 – to date)

PERSONS SERVING ON THE EXECUTIVE COMMITTEE DURING THE YEAR (BUT NOT AT THE TIME OF APPROVING THIS REPORT):

Former Vice-Patron
H.E. Jacob Gedleyihlekisa Zuma (President of South Africa) 2012 – 2013

Former President
Hon. Mninwa Johannes Mahlangu, MP, Chairperson of the National Council of Provinces, Cape Town (South Africa) 2012 – 2013

Former Vice-President
Rt Hon. Cavaye Yeguie Djibril, MP, Speaker of the National Assembly (Cameroon) 2012 – 2013

Former Vice-Chairperson (*and also regional representative for Asia Region*)
Hon. Dr Nafisa Shah, MNA, National Commission for Human Development, Islamabad (Pakistan) 2011 – 2013

Former Commonwealth Women Parliamentarian (CWP)
Hon. Alix Boyd Knights, MHA (Speaker of the House of Assembly (Dominica) 2010 – 2013

Former Regional Representatives
Africa Region:
Hon. Asser Kuveri Kapere, MP, Chairman of the National Council, Windhoek (Namibia) 2011 – 2013

Rt. Hon. Henry F. Chimunthu Banda, MP, Speaker of the National Assembly Lilongwe (Malawi) 2011 – 2013

Hon. Abel Stronge, MP, Speaker of the House of Parliament (Sierra Leone) 2012 – 2013

Hon. Cletus Apul Avoka, MP (Ghana) 2012 – 2013

Australia Region:
Dr the Hon. Mark Robinson, MP, Deputy Speaker of the Legislative Assembly, Queensland (Australia) 2012 – 2013

British Islands and Mediterranean Region:
Dr Pambos Papageorgiou, MP, House of Representatives (Cyprus) 2011 – 2013

Canada

Hon. Dale Allison Graham, MLA, Speaker of the Legislative Assembly, New Brunswick (Canada) 2010 – 2013

Caribbean Region:

Hon. Juliana O'Connor-Connolly, MP (Deputy Premier (Cayman Islands) 2010 – 2013

India Region:

Hon. Sardar Harmohinder Singh Chatta, MLA, Minister of Finance, Haryana (India) 2010 – 2013

South East Asia Region:

Hon Dato' Seri Diraja Syed Razlan Syed Putra, MLA, Perlis (Malaysia) 2010 – 2012

Hon. Wee Choo Keong, MP (Malaysia) 2012 – 2013

TRUSTEES OF CPA TRUST FUNDS

Hon. Marwick Khumalo, MP
Parliament of Swaziland,
Swaziland

Mrs Clare Christian, MLC
Legislative Buildings
Tynwald Precincts,
Bucks Road
Douglas,
Isle of Man IM 13PW

Dr William F. Shija
Secretary-General
CPA Secretariat
Suite 700, 7 Millbank
London SW1P 3JA

EXECUTIVE MANAGEMENT TEAM

Secretary-General and Chief Executive Officer
Director of Finance
Director of Programmes

Dr William F. Shija
Mr Joe Omorodion
Mrs Meenakshi Dhar

OTHER RELEVANT ORGANIZATIONS

Auditors:

Haysmacintyre, Registered Auditors
26 Red Lion Square, London WC1R 4AG
National Westminster Bank plc, 27-29 Horseferry Road
London, SW1P 2AZ

Bank:

Coutts & Co, 440 Strand, London, WC2R 0QS

Investment Managers:

Legal Advisers:

Dentons UKMEA LLP, One Fleet Place, London EC4M 7WS

Commonwealth Secretariat:

Marlborough House, Pall Mall, London SW1Y 5HX

Inter-Parliamentary Union:

5 Chemin du Pommier, Case postale 330, CH-1218
Le Grand Saconnex, Geneva, Switzerland

Secretary-General's Foreword



Speaking at the opening plenary session in South Africa

In 2013, a new Commonwealth Parliamentary Association (CPA) Business Plan was developed, based upon the CPA Strategic Plan 2013-2017. The Plan, facilitated by the Cass Business School's Centre for Charity Effectiveness (CASS CCE), provides a route map for the Association for 2013 to 2015 and will ensure among other things:

- A focus on Members and Member needs, so that by the end of the Plan period Members feel more effective to seek new, greater involvement with the CPA; and
- Increased support for Members: promoting parliamentary knowledge, excellent two-way communications by taking advantage of ICT, exchange of good practice.

The outcomes that provide the focus for all Secretariat activity in the period to the end of 2015 include:

- Parliaments and their Members are taking every opportunity to see beyond their work to exchange

good practice with other Parliaments and take an interest in the Commonwealth; and

- Enhanced individual capacity of Members of Parliament and parliamentary staff.

Certain factors are of course vital and critical in ensuring the success of the Business Plan within the Secretariat, and these include:

- A deep understanding of Member needs; and
- Greater accountability for delivering results.

One key CPA event that ties into the Business Plan is the running of the Annual Conference. The largest CPA annual gathering brings Parliamentarians together to discuss parliamentary and political issues in an effort to improve the way Parliaments work and broaden the understanding of MPs.

With approximately 600 people from 52 countries coming together as a collective, the conference not only provides a crucial platform for Members and parliamentary officials to discuss and share ideas, it also provides ample opportunity for the Host Branch to showcase their country as well as their Parliament. The concept of hosting is integral to the Association and encouragement is given to Branches keen to host.

Keeping in line with the Annual Conference, the 59th Commonwealth Parliamentary Conference held last year in Johannesburg, South Africa, was well organized and wonderfully executed by the Host Branch. It is always encouraging to witness a successful conference and I would like to thank everyone from the



Meeting local children at a primary school in Johannesburg, 2013

Parliament of South Africa, the respective CPA Branch and everyone that diligently worked to deliver a successful conference.

The 59th Commonwealth Parliamentary Conference also welcomed a new Chairperson of the Commonwealth Women Parliamentarians (CWP). The Speaker of the Parliament of Uganda, Rt Hon. Rebecca Kadaga, MP, was voted as the new Chair for a three-year term, taking over from Hon. Alix Boyd Knights, MHA, of Dominica. We thank Ms Boyd Knights for her tireless work during her role as CWP Chair, and wish the new Chair every success in this challenging and exciting role.

One cannot write about South Africa without mentioning the passing of the country's first black President Nelson Rolihlahla Mandela, or 'Madiba' as he was also known. Though his death on 5 December 2013 was a dark day for many South Africans, his legacy for advocating peace and democracy will live on forever.

The Association's Programmes activities is one of the key focal areas of the new CPA Business Plan. Due

to its ongoing success, the CPA Youth Parliament is to be held as an annual event, as was decided at the meeting of the CPA Executive Committee in Tonga in 2012. The Youth Parliament will rotate alphabetically according to regions, with the 6th Commonwealth Youth Parliament set to take place in the North-West Province of South Africa from 2 to 8 November 2014. Other ongoing programmes include the CPA's work with the International Monetary Fund (IMF) and the World Bank Institute (WBI), as well as the Human Rights programme with the Commonwealth Secretariat.

In 2013, the CPA undertook a major restructuring at the Secretariat. Two new directorates were introduced, namely the Programmes Directorate and the Finance Directorate, which aim to help deliver the CPA Business Plan. Ms Meenakshi Dhar was appointed the Director of Programmes, while Mr Joe Omorodion was appointed the Director of Finance during the Annual Conference in South Africa. Both directors were appointed in 2013 with their new positions taking effect from 1 January 2014.

The restructuring also saw the departure of two long-service staff members, Mr Andrew Imlach, former Director of Communications and Research, and Ms Christine (Tina) Ngwira, former Assistant Director of Conference and Events. With each having served more than 30 years at the CPA Secretariat, their experience and expertise in their respective fields provided immense value to the Association. I wish both Tina and Andrew the best for the future.

Chairperson's Foreword



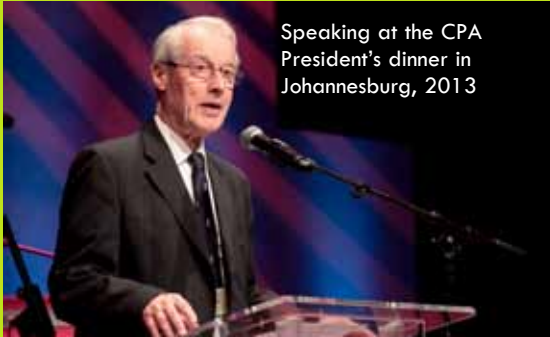
Presenting a plaque to outgoing 2013 CPA President, Hon. Johannes Mwinwa Mahlangu, MP (right), with assistance from the Speaker of the Parliament of Malaysia, Tan Sri Pandikar Amin Mulia, MP (left)

attended, testament to the popularity of the CPA and the importance placed on our annual conference by Commonwealth Parliamentarians. The range of workshop topics was particularly valued by Members and this is a key aspect of the programme that the CPA will develop for our future conferences. The Secretariat is tasked with furthering collaboration with interna-

I am pleased to present to you the CPA Annual Review for 2013. The CPA has continued to enhance the number and quality of its programmes and has undergone significant organizational change this year. Much of this change will improve the effectiveness of communication between the Secretariat and Branches and ensure there is more opportunity for Branches to contribute and attend CPA programmes. It is a pleasure for me to look back on the goals achieved in 2013.

The highlight of 2013 has been our annual conference held in Johannesburg. Over 500 delegates

attended, particularly the United Nations Development Programme (UNDP), on the workshop format and outcome. At the conference, the term of Hon. Speaker Alix Boyd-Knights as Chair of the Commonwealth Women Parliamentarians came to an end; I am extremely grateful to the Honourable Speaker for her commitment to the CWP cause over the last three years. Women Parliamentarians were asked to elect a new Chair and Rt Hon. Speaker Rebecca Kadaga, MP, was successful in her candidacy. I am delighted to welcome the Honourable Speaker to the Executive Committee and look



Speaking at the CPA President's dinner in Johannesburg, 2013

forward to hearing about the success of CWP programmes the Chair will oversee in the next three years. I extend my thanks to the 2013 organizing team for hosting a most memorable conference in Johannesburg.

I also extend my thanks to the hosts of the mid-year Executive Committee meeting, held in the Cayman Islands in March 2013. Our discussions in the Cayman Islands were extremely productive, which I'm sure was due in part to the wonderful weather we experienced and the friendly disposition of our hosts.

The Annual Review notes the key decisions made by the Executive Committee during 2013, which includes the introduction of a number of initiatives including a Members Survey to establish the preferred focus of the Secretariat's work in 2014; a Parliamentarians Mentoring Scheme and discussion on the possibility of establishing a Small Branches Chairperson, akin to the role of the Chair of the CWP. I am fully supportive of these initiatives as I feel each improves the transparency of our internal governance, appeals to new Members and supports the unique composition of the CPA.

Within the pages of this Annual Review you will find descriptions of the two CPA regional conferences held in 2013, plus two parliamentary seminars in Canada and Singapore and a post-election seminar in Lesotho. Unfortunately, due to the political situation in the state of Andhra Pradesh in India, the 6th Commonwealth Youth Parliament was postponed and is due to take place in the North West Province of South Africa in November 2014. It is essential the CPA continues to appeal and reach out to the millions of young people in the Commonwealth and I am delighted that the Youth Parliament programme will continue in 2014 and beyond. This work was made possible only through the dedication and commitment of CPA Secretariat staff, headed by our Secretary-General Dr William F. Shija, and I would like to express my gratitude to all staff for their continued commitment and hard work on behalf of the CPA.

Many of the CWP Regions used their allocated funds for 2012 to plan ambitious projects and programmes for the following year. The Australia region delivered a Youth Women's Forum event in Sydney in November 2013, details of which are contained in the Review. I am delighted that each of the CPA Regions and individual Branches has continued to create and deliver their own programmes, inviting CPA colleagues to attend. The CPA remains dynamic and vibrant because of this additional level of programme activity among Branches and within each Region and I am grateful to the Members, clerks and officials that carry out such a wide variety of work on behalf of the CPA.

As Chairperson of the CPA Executive Committee, I commend this review to colleagues.

Structure, Governance and Management: Governing Document

The CPA has its own constitution 'Constitution of the Commonwealth Parliamentary Association' as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993, and amended by the General Assembly of the Association at its meetings in New Zealand on 19 October 1998; in Canada on 7 September 2004; in India on 28 September 2007; in Kenya on 18 September 2010; and in South Africa on 5 September 2013.

RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES

Trustees are appointed by the Executive Committee on the basis of eligibility, specialist skills and availability, and all of our Trustees give of their time freely.

INDUCTION AND TRAINING OF NEW TRUSTEES

An induction session is organised by the Secretariat for new Trustees. New Trustees are also provided with recent data on the operations of the CPA, including financial reports and minutes of immediate past meetings.

At their bi-annual meetings, Trustees are kept apprised of recent charity legislation/developments by the management team of the Secretariat.

ORGANIZATIONAL STRUCTURE

The responsibility for the day-to-day management of

“

The CPA has its own constitution... as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993....

”

the CPA Secretariat rests with the Secretary-General. He is supported by two Directors: Director of Finance and Director of Programmes.

The Secretary-General reports on the operations of the CPA Secretariat to the Executive Committee, which has a Co-ordinating Committee and two Sub-Committees.

Decisions on daily operational matters are made by the Secretary-General, in consultation with the Directors.



The Commonwealth Secretary-General, Mr Kamallesh Sharma (left), and the CPA Secretary-General, Dr William F. Shija, at Marlborough House celebrating International Women's Day, 2013

ADDITIONAL BRANCHES

The Commonwealth Parliamentary Association Secretariat is the International Headquarters for the Association. It has close links with 178 branches (2012: 182 branches) on a day-to-day working level and also in the organization and payment for the Parliamentary Seminars, meetings and conferences, etc.

However, each Branch is autonomous, raises its own finance and pays an annual subscription to the Association's International Headquarters. The annual

subscription is determined at the Association's annual meeting of the General Assembly.

COMMONWEALTH SECRETARIAT

The Commonwealth Secretariat is the governmental wing of the Commonwealth and has 53 countries as its members. The CPA's relationship with the Commonwealth Secretariat is informal. However, it is recognized that the CPA is the Parliamentary wing of the Commonwealth and some CPA programmes are jointly implemented. The Commonwealth



RISK MANAGEMENT



Secretary-General or his representative attends the CPA Annual Conference and the CPA Secretary-General and/or the Officers of the Association participate in the Commonwealth Heads of Government meeting.

a regular basis and are satisfied that systems are in place to mitigate the exposure to any major risks. In addition, the Association has insurance cover in place and its finances are kept under ongoing review.

Inter-Parliamentary Union
The Inter-Parliamentary Union (IPU) deals with the national parliaments of all countries around the world. The Association's relationship with the IPU is informal. However, many CPA members are also members of the IPU.

RISK MANAGEMENT

The Trustees have assessed the major risks to which the CPA is exposed, in particular, those related to the operations and finances of the Association. They have established a Business and Finance Risk Management Plan and developed a Business Plan which document the major risks by areas of activity, the nature of those risks, the likelihood of the risks happening, the likely impact of such an event occurring, the controls in place and the persons holding the responsibility to manage each risk. The Trustees review the Plan on

AIMS, OBJECTIVES AND PUBLIC BENEFIT

MAIN OBJECTIVES FOR THE YEAR

The CPA's strategic objectives for the year, as contained in the 2013 - 2017 Strategic Plan, were:

1. To assist Members
2. To promote the Commonwealth

3. To encourage professional development

4. To strengthen the CPA through communication.

5. To assist developing Parliaments

6. To promote gender equality.

7. To address concerns of Small Branches.

8. To improve the Association's organizational development.

AIMS

Under section 1(1) of the Constitution of the CPA, the aim of the Association is 'to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy with particular reference to the countries of the Commonwealth of Nations.'

Each year, the Trustees review the objectives and activities to ensure that they continue to be relevant. In carrying out this review, the Trustees have considered the Charity Commission's general guidance on public benefit when reviewing the aims and objectives that have been set, and in planning the charity's future activities. In particular, the trustees consider how planned activities contribute to the aims and objectives they have set.

STRATEGIES TO ACHIEVE OBJECTIVES

Under section 1 (2a), (2b), (2c) and (2d) of the Constitution of the CPA, the Association's strategies to achieve its objectives are:

(a) 'By arranging Commonwealth Parliamentary Conferences and other conferences, seminars, meetings and study groups,'

(b) 'By providing facilities for the exchange of visits between members of the Branches of the Association,'

(c) 'By publishing material relevant to the aims and activities of the Association, which shall include the regular publication of a periodical devoted to constitutional and parliamentary affairs,'

(d) 'By maintaining at the Secretariat of the Association a centre for the dissemination and exchange of information on parliamentary matters.' We have made the Association both accessible and welcoming to all Commonwealth countries who wish to enhance parliamentary democracy. In particular, we are committed to assisting Commonwealth countries that are less developed both financially and democratically. Our annual membership fee is structured to provide assistance to all Branches by providing funding to assist their

Parliamentarians to attend the Association's events.

ACTIVITIES AND PUBLIC BENEFIT

The Association carries out a wide range of activities in pursuance of its charitable aims

and the Trustees consider that these activities, as summarised below, provide benefit both to the Association's members and (indirectly) to the wider community in many Commonwealth countries/dependencies.

To achieve its objectives, the CPA's activities in 2013 included (but were not limited to) the following (see next page):

“ Each year, the Trustees review the objectives and activities to ensure that they continue to be relevant. ”

CONFERENCES

to provide members with an opportunity to exchange views on current issues pertaining to democracy, governance and the institution of Parliament:

- Annual Commonwealth Parliamentary Conference.
- Regional Conferences and other symposiums.
- Small Branches Conference.
- Women Parliamentarians Meetings.

SEMINARS, PROJECTS AND COMMONWEALTH DEVELOPMENT

The provision and/or facilitation of various seminars and workshops for members and parliamentary staff on key factors affecting the operations of Parliament.

TECHNICAL ASSISTANCE PROGRAMMES

These provide assistance to Members and Parliaments of a technical nature and/or in providing advice on or resource persons for seminars and workshops. We are committed to providing financial assistance to developing countries to undertake such activities as:

PUBLICATIONS AND COMMUNICATIONS

To provide members with access to recent information on the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy and other issues affecting Parliaments today.

- Purchasing computer equipment and providing ICT support.
- Attending Association workshops and seminars.

- Public accounts committee workshops.
- Commonwealth Day observation.
- Commonwealth Women Parliamentarians activities.
- Commonwealth Day youth activities.

- Benchmarking workshops on democratic legislatures.
- Inter-parliamentary visits.
- Regional seminars on human rights.
- Regional strengthening and gender workshops.
- Workshop on cyber security.

- Communications – Commonwealth Parliamentary Reference Service
- Website – To keep up-to-date with the Association's activities.

- Publications – *The Parliamentarian* and 'CPA Update' periodicals on CPA activities, parliamentary and political events.

- Parliamentary seminars and workshops, including the Commonwealth Parliamentary seminar.
- Post-election seminars.
- Training programme for parliamentary staff.

ACHIEVEMENTS AND PERFORMANCE

Most of the following events were generally conducted on a regional basis with members and parliamentary staff attending from countries and dependencies located within a specific region. Regions in which events were held during the year included: Africa, Asia, British Islands and Mediterranean, Canada, Caribbean, Americas and Atlantic, Pacific and South East Asia.

STRATEGIC OBJECTIVE PERFORMANCE

1. To assist Members: Five workshops and/or seminars were held on such topics as governance, benchmarking, public accounts committees operations.

Four issues of *The Parliamentarian* containing more than 60 articles on good governance and one good parliamentary practice booklet were published and circulated to Members and Branches; a reference service was operated to

provide comparative information to Members and officials and information on good practices was regularly posted on the website. Good practice issues were discussed at the annual Commonwealth Parliamentary Conference for more than 400 Members and 300 officials and invited representatives. Parliamentary seminars were held in Singapore and Canada for approximately 60 Commonwealth Members.

2. To promote the Commonwealth: Commonwealth youth day was held and over the year, official (recorded) delegations visiting the head office of the Association numbered 50. The Commonwealth Secretary-General addressed the annual conference on Commonwealth issues.

3. To encourage professional development: Thirteen workshops and/or seminars were held on such topics as parliamentary staff development, post-election seminars, constituency development fund

and trade policy, etc.

4. To strengthen the CPA through communication: Of the workshops and/or seminars noted in objective 3 above, five of the workshops were delivered in joint ventures with external partners.

“

Five workshops and/or seminars were held on such topics as governance, benchmarking, public accounts committees operations.

”

5. To assist developing Parliaments: Two regional conferences were held, and the Secretariat's Commonwealth Parliamentary Reference Service (CPRS) provided information on comparative practices in response to queries from Branches.

6. To promote gender equality: CWP meetings were organized at the Commonwealth Parliamentary Conference. The Commonwealth Women Parliamentarians section on the website was updated and made more visible.

“

As a result of the feedback received from participants and recipients, the Trustees are satisfied that the workshops continue to be of great benefit to members and Branches.

”

Secretariat's office facilities are always open to our members and during the year we received in excess of 140 delegations to our offices. In addition, work continued on the Association's website and further finance and administrative policies/procedures continued to be effectively maintained.

Each workshop/seminar/conference is generally developed in partnership with the host country and/or participating countries. Most of the above mentioned workshops/seminars and conferences were held in countries around the Commonwealth. As a result of the feedback received from participants and recipients, the Trustees are satisfied that the workshops continue to be of great benefit to members and Branches. Similarly, the publications of the CPA continue to be well received by members and Branches.

FACTORS AFFECTING PERFORMANCE

In some instances, the hosting of workshops, seminars or conferences are totally outside the CPA's control.

7. To address Small Branches' concerns: The annual Small Branches Conference was held and reports of its meeting were published. The Small Branches also shared a workshop topic with the plenary conference that enabled Members from Small Branches to explain their issues to Members from large Branches.

8. To improve the Association's organizational development: An Annual Conference was held. The



59th Commonwealth Parliamentary Conference, South Africa

More than 500 Members from Commonwealth national, state, provincial and territorial Parliaments and Legislatures from more than 150 Branches attended the 59th Commonwealth Parliamentary Conference and associated meetings.



President Jacob Zuma leaving the Official Opening Ceremony

Commonwealth Parliamentarians and officials came together to recognize the values and aspirations for which the Commonwealth strives to achieve as contained in the Commonwealth Charter.

The conference and associated meetings – held from 28 August to 6 September at the Sandton Convention Centre in Johannesburg – were hosted by the Parliament of South Africa under the Chairperson of the National Council of Provinces, Hon. Mninwa Johannes Mahlangu, MP, the 2013 President of the Association. The conference theme “Effective Solutions to Commonwealth Developmental

Challenges” was particularly pertinent given the Commonwealth’s commitment to equality and the respect of political, economic, social and cultural rights, including the right to development. The 59th Commonwealth Parliamentary Conference introduced a new Conference Concluding Statement that was published shortly after the closing of the conference. The Statement featured Commonwealth parliamentary opinion as expressed by conference delegates, as well as the 25-word recommendations provided by discussion leaders prior to the meetings. The recommendations were either endorsed or noted by the workshop delegates.

Delegates highlighted a number of methods to finding possible solutions when debating the topic of land access and ownership in South Africa. Suggestions included using land as collateral, engaging traditional leaders, and classifying co-operatives as legal entities. Members endorsed the recommendations that “Governments must understand the needs of rural communities by creating effective platforms for discussion and Parliamentarians must pass responsive legislation to correct imbalances”. Despite there being general agreement that progress had been made towards achieving the Millennium Development Goals (MDGs), delegates acknowledged there was more work to be done. It was observed that progress had been slow on the promotion of gender equality and women empowerment, and challenges still remained regarding the existing inadequate funding to ensuring that

true gender equality existed beyond just numbers. Consequently, Members endorsed the recommendation that “People everywhere need to be conscious of their responsibilities and should press governments and international developmental partners to augment, not deduct, resources dedicated to the MDG[s] effort”.

Delegates during the Final Plenary recognized the principles enshrined in the Commonwealth Charter, such as democracy, human rights, international peace and security. They generally agreed that the Charter is a useful instrument in upholding and enforcing the Commonwealth principles.

The commitment of some countries to uphold the values contained in the Charter was seen as a milestone in the development and prosperity of the Commonwealth. Subsequently, Members endorsed the recommendation that “CPA Member Parliaments must integrate the provision of the Charter in their work. Parliaments should popularize, monitor and exercise oversight on the Executive for compliance”.

The conference was officially opened on Monday 2 September by the President of the Republic of South Africa, H.E. Jacob Zuma. He spoke about the significance of the CPA’s role in promoting the advancement of parliamentary democracy and thanked the association for its support and solidarity during the country’s struggle for liberation. CPA Secretary-General Dr William F. Shija and Commonwealth Secretary-General H.E. Kamalesh Sharma addressed the conference on CPA and governmental activities respectively.

Two representatives from the CPA Youth Parliament programme, Ms Candace Ramnanan from Trinidad and Tobago, and Mr Mason Nkabinde from Mpumlanga, delivered compelling speeches on the future of the Commonwealth.



As well as the plenary and workshop sessions, the 59th Commonwealth Parliamentary Conference also hosted the 33rd Small Branches Conference, and a Commonwealth Women Parliamentarians Conference (see relevant sections for further information). A Conference of the Society of Clerks-at-the-Table (SOCATT) in Commonwealth Parliaments was also held in the wings of the annual conference.

Participants that attended were impressed by, and indebted to, the CPA President, the South African Parliament and its CPA Branch for providing an incredibly warm welcome, and for hosting a successful annual conference.

Brief summaries of the discussions and recommendations from the sessions were included in the Conference Summary Statement. The Statement was also circulated to Heads of Government, Heads of International Organizations and High Commissioners. Longer summaries from all conference meetings were circulated to Commonwealth Heads of Government, Opposition Leaders and relevant international agencies and published for all Members in Issue Four 2013 of *The Parliamentarian*.

33rd Small Branches Conference, South Africa



Hon. Mahlangu speaking at the opening of the Small Branches Conference

the CPA Executive Committee, Rt Hon. Sir Alan Haselhurst, MP, and the CPA Secretary-General, Dr William F. Shija. Sessions began with a discussion on “Separation of powers and good governance in small states”, a subject that was also debated at the main conference given its relation to all Parliaments.

Additional topics covered over the two-day conference included:

The 33rd Small Branches Conference took place from 30 to 31 August in the Sandton Convention Centre in Johannesburg. The conference, catering for Members from jurisdictions with populations of up to 500,000, discussed the effects of four issues on small Parliaments.

The Conference was officially opened by CPA President Hon. Mninwa Johannes Mahlangu, MP, Chairperson of the National Council of Provinces, and included a brief address from the Chairperson of

“

Delegates...led the debate on issues that affect small-sized Parliaments

”



View from the tablet: Delegates seated for the start of the Small Branches Conference.

- Self-determination, self-sufficiency and self-governance; and
- Ensuring technical and legislative capacity for ethical tax-raising in small states.

With regards to the subject of self-determination, self-sufficiency and self-governance, delegates agreed that self-determination should be premised on the will of the people as opposed to the interests of outside factors.

Ultimately, Members endorsed the recommendation that “Small countries should seek to achieve self-determination, self-sufficiency and self-governance

by a process of peaceful evolution and/or peaceful revolution”.

Delegates from across the Small Branches chaired the various sessions, and led the debate on issues that affect small-sized Parliaments, which lack the size and have less ability to influence affairs beyond their borders.

Brief summaries of the sessions were included in the Conference Summary Statement and longer summaries were circulated to Commonwealth Heads of Government, Opposition Leaders and relevant international agencies and published for all Members in Issue Four 2013 of *The Parliamentarian*.

CPA Governance

EXECUTIVE COMMITTEE MID-YEAR MEETING, CAYMAN ISLANDS

Caribbean Regional Representative Hon. Julianna O'Connor-Connolly, MLA, welcomed her Executive Committee colleagues to George Town in her capacity as Premier of the Cayman Islands on 18 March when the Committee began its 2013 Mid-Year Meeting. This was the second time the Caymanian Legislative Assembly and its CPA Branch have hosted the Committee.

The opening ceremony in the Assembly Chamber was chaired by the Speaker of the Assembly, Hon. Mary Lawrence, MBE, JP, who attributed the British Overseas Territory's inclusive and stable society to the leadership of its elected Parliamentarians over many years. Ms O'Connor-Connolly, Opposition Leader Hon. Alden McLaughlin, MLA, and the Leader of the Assembly's third party and its longest-serving Member, Hon. McKeever Bush, MLA, all welcomed the Executive Committee to the Cayman Islands, reinforcing the Premier's opening statement that all Caymanian Parliamentarians were united in their support for the CPA and its role in keeping democracy alive and well throughout the Commonwealth.



Speaker of the Cayman Islands, Mrs Julianna O'Connor-Connolly (second, right), with Members of the CPA Executive Committee

In its deliberations, the Committee agreed the theme and sessions subjects for discussion at the 59th Commonwealth Parliamentary Conference to be hosted in Johannesburg by the Parliament of South Africa in September. The Committee also agreed the agenda for the 33rd Small Branches Conference in Johannesburg immediately before the plenary conference. Implementing a change in conference practice recommended by the 2013 CPA Working Party, the Committee agreed that a Conference Concluding Statement should replace the Conference Summary Statement beginning with

the South African meeting. The new Concluding Statement would include specific recommendations submitted by lead speakers at various sessions.

The Committee agreed to several changes in governance, including adding the Co-ordinating Committee to the Constitution and amending the suspension process for Branches in arrears. It was also agreed that details for a new internal audit committee should be presented to the Committee at its next meeting. The issue of the status of the CPA was considered further and it was agreed the discussion would continue when the African Region reported back on its consultations within its Region.

A new regular consultation by the Secretariat with Branches was agreed, beginning with a questionnaire on CPA programming.

The Committee increased support for programmes to advance the role of women in Parliament in addition to holding the 3rd Commonwealth Women Parliamentarians Conference prior to the Johannesburg meeting and sending a CPA delegation to the Commonwealth Women's Affairs Ministers Meeting in June in Bangladesh.

Other new programmes were also added by the Executive Committee to the Association's extensive programme of meetings and services to support the advancement of Parliaments and Legislatures and the profes-

sional development of their Members and staff. It approved the budget for the coming year.

A preliminary draft of the new CPA Business Plan was received by the Committee which noted that further work on it was awaited, including the incorporation of budgetary details.

EXECUTIVE COMMITTEE MEETING, SOUTH AFRICA

The conference meeting of the Executive Committee took place during the Commonwealth Parliamentary Conference at the Sandton Convention Centre in Johannesburg. Rt Hon. Sir Alan Haselhurst, MP, Chairperson of the Executive Committee, chaired the meeting which was held on 30 and 31 August.

In relation to the ongoing issue of changing the CPA status, the Committee resolved to seriously explore the subject by using a number of approach-



**The Committee
increased support for
programmes to advance
the role of women in
Parliament....**



es, including a letter to Commonwealth Heads of Government, highlighting the difficulties of the cur-

rent status, copied to all Branches and Speakers for lobbying purposes; and bringing up the matter at the Commonwealth Speakers and Presiding Officers Conference (CSPOC) in January 2014.

The Committee therefore mandated the Chairperson and the Secretary-General to write to Heads of Government, CPA Branches and Branch Presidents, to seek their support for a change of status of the CPA.

The Secretary-General informed Members that two nominations had been received for the fourth election of the Commonwealth Women Parliamentarians to take place at the CWP Business Meeting on 4 September 2013, in accordance with the CPA Rules for Contested Elections.

The Committee noted the Secretary-General's report which focused on the various initiatives aimed at improving accountability and communication between the Secretariat and Members of the Executive Committee; and raising the profile of the Association with the public within Branches and among international organizations. The report outlined developments in staff/office administration, information and communications technology, links with partner-organizations, governance issues and CPA programmes.

In their discussions, the Committee agreed that the paper survey on CPA Programmes be piloted at the 59th Commonwealth Parliamentary Conference in South Africa, and Regional Secretaries given a role in securing feedback from the Branches on the Survey. It was also agreed that the Parliamentarians

Mentoring Programme be launched at the conference.

Membership fees for 2013 were noted along with the delegation and secretary entitlement of each Branch for the plenary conference, the geographical regions into which Branches are grouped and the number of Regional Representatives permitted.

An application to re-join the Association had been received from the Turks and Caicos Islands Assembly. The Assembly had passed the required resolution and the CPA Secretary-General had received the application in the correct form. A motion to accept the application was moved and seconded. The Committee therefore agreed to recommend to the General Assembly the reinstatement of the Turks and Caicos Islands to the membership of the CPA.

The Committee were also notified that an application to form a Branch of the Association had been received from Kiambu Country, Assembly of Kenya.

Looking ahead to future conferences, and the Committee received an offer from Hon. Barry House, MLC, Speaker, Western Australia, to host the Mid-year Meeting in Perth, in 2015. It was also briefed by the CPA Maldives Branch, on the arrangements for the mid-year meeting scheduled to take place in The Maldives in February 2014.

The Committee noted and welcomed the confirmation by Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker, that the CPA Cameroon Branch would host the 2014 Commonwealth Parliamentary Conference, in Yaoundé, Cameroon from 2 to 10 October 2014.



Sen. the Hon. Chief Letapata Makhaola, President of the Senate of Lesotho (left), Hon. Asser Kuveri Kapere, MP, Namibia (centre) and Mr Karam Ellahi Bandial, MP, Pakistan

Sandton Convention Centre in Johannesburg during the 59th Commonwealth Parliamentary Conference.

The Chairperson of the Executive Committee, Rt Hon. Sir Alan Haselhurst, MP, updated delegates on the Secretariat activities undertaken during the first half of the year. He also informed delegates about a consultation about uplifting the position of small branches within the association, through which small Branches would indicate their wishes to the Executive Committee.

The Secretary-General reiterated his appeal for future hosts in view of the lack of hosts for the conference beyond 2014.

The Chairperson reported that the Co-ordinating Committee meeting held on 29 August 2013, prior to the Executive Committee meeting and Plenary Conference, provided an opportunity for the Secretary-General to brief Members of the Committee about the meeting documents.

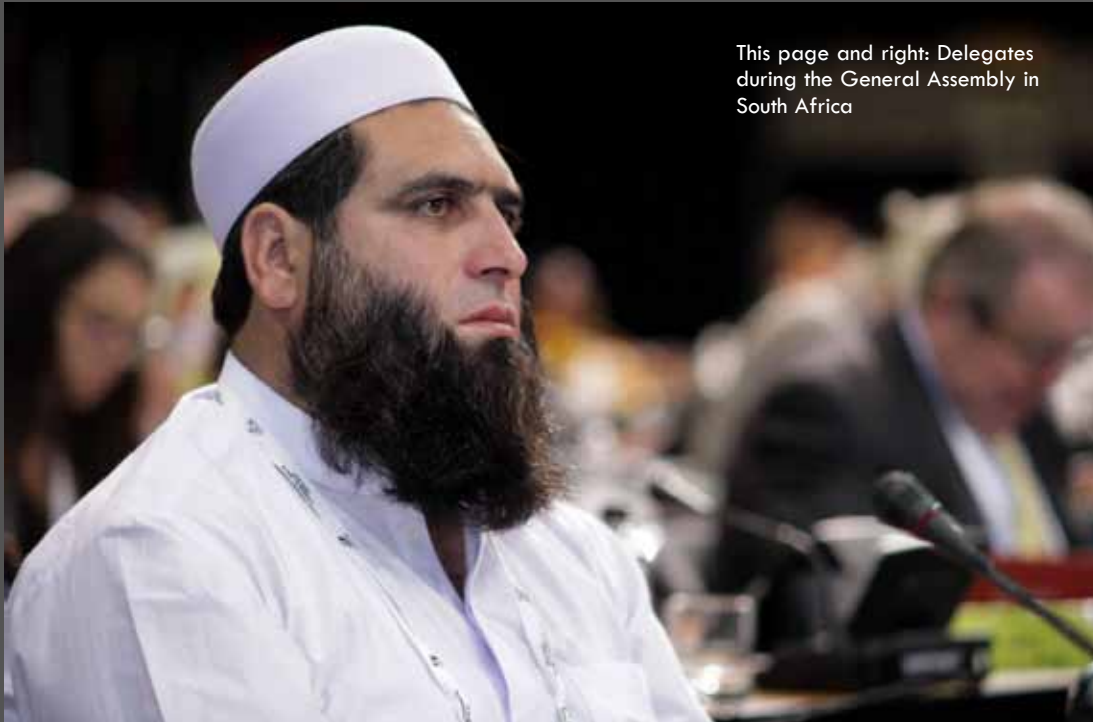
GENERAL ASSEMBLY, SOUTH AFRICA

The CPA's supreme governing body, the General Assembly, passed the recommendations from the Executive Committee on the CPA. The Assembly's 2013 meeting, chaired by the President of the Association, Hon. Mninwa Johannes Mahlangu, MP, Chairperson of the National Council of Provinces, was held on 5 September at the

Rt Hon. Sir Alan Haselhurst, MP, thanked the outgoing Chairperson of the Commonwealth Women Parliamentarians, (CWP) Hon. Alix Boyd Knights, MHA, Speaker of the House of Assembly, Dominica, and commended the strides that the CWP network was making in improving its work programme. He also welcomed the incoming CWP Chairperson, Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda.

Delegates were informed of a new Parliamentary Mentoring Scheme that had been launched at the Conference. Delegates interested in strengthening bonds with other Parliamentarians elsewhere in the Commonwealth were invited to sign up for the scheme at the CPA shop in the Convention Centre.

A delegate from Scotland extended an invitation to all participants to the referring to the 20th



This page and right: Delegates during the General Assembly in South Africa

Commonwealth Games to be held in Glasgow in 2014 and gave a brief update on the preparations for the games.

In the absence of other comments the minutes of the General Assembly held in Colombo, Sri Lanka on 14 September, 2012, were adopted as circulated.

CO-ORDINATING COMMITTEE MEETING, JOHANNESBURG, SOUTH AFRICA

The Co-ordinating Committee met in Johannesburg, South Africa on 29 August to deliberate matters

from the Executive Committee meeting held in London, United Kingdom on 18 April.

The Committee, comprised of the Chairperson and Vice-Chairperson of the Executive Committee, Rt Hon. Sir Alan Haselhurst, MP, and Dr Nafisa Shah, MNA, and the Chairperson of the CWP, Hon. Alix Boyd Knights, MHA, met at the CPA Secretariat to agree the agenda for the forthcoming Meeting of the Executive Committee.

The CPA Secretary-General advised the Co-ordinating Committee that following an Executive Committee decision, a Human Resources



Adviser had been contracted for a period of six months, to assist the Secretariat in its restructuring process.

The HR Advisers' services were sought through the CASS Centre for Charity Effectiveness, City University, London. In consultation with the Chairperson, the Secretary-General had arranged for the HR Adviser to be in Johannesburg to help clarify areas related to the staff restructuring review.

With regard to the Status of the CPA, the Chairperson said that the Africa Regional Representatives had requested to further consider the paper he had presented in Cayman Islands, at their regional meeting in Windhoek, Namibia.

Proposing a way of moving the process forward, the Chairperson suggested the composition of a group up to six Eminent Persons, with knowledge of the CPA, who would meet as often as possible over a period of six months to produce a report covering various aspects related to the status of the CPA, in order to get clarification of possibilities and a way forward. The alternative was for the CPA to maintain its current status.

The Co-ordinating Committee further discussed the issue of location of the CPA Secretariat as other Commonwealth organizations such as the Commonwealth Foundation and the Commonwealth Secretariat had done so in the past.

Regional Conferences

43RD BRITISH ISLANDS AND MEDITERRANEAN REGIONAL CONFERENCE, FALKLAND ISLANDS

The Falkland Island Branch hosted the 43rd British Islands and Mediterranean Regional Conference from 11 to 15 February. The theme of the conference was "Self-Determination and its Role in Self-Governance and Devolution."

The plenary and workshop topics included:

- Self-determination and its role in self-governance;
- Arguments about self-determination;
- The challenges of governance in smaller territories and regions;
- The right to self-determination is not curtailed by sovereignty claims; and
- Experiences in the development of greater regional and national autonomy.

The conference was chaired by the Speaker of the Falklands Legislative Assembly, Hon. Keith Biles, MLA. A speech by the Chief Minister of Gibraltar,

Hon. Fabian Picardo, MP, was delivered on his behalf by Hon. Samantha Sacramento, MP.

Rt Hon. Sir Alan Haselhurst, MP, Chairperson of the CPA Executive Committee, was also in attendance. Former United Kingdom Attorney General Rt Hon. Baroness Scotland of Asthal, PC, QC, and Professor Michael Keating, Professor of Politics at the University of Aberdeen and the University of

Edinburgh, attended as guest speakers.

The discussions were particularly relevant as they were held on the eve of the Falklands' referendum on whether to

remain a British Overseas Territory. The referendum produced a resounding 99.8 per cent vote in favour of remaining a territory of the United Kingdom.

“ The referendum produced a resounding 99.8 per cent vote in favour of remaining a territory of the United Kingdom. ”

14TH ANNUAL CONFERENCE OF THE CPA'S NORTH EASTERN REGION (NERCPA), ASSAM

The North Eastern Region Commonwealth Parliamentary Association held its Annual

Conference in Dispur, Assam from 5 to 7 April. The conference was inaugurated by the Chief Minister of Assam and presided over by Speaker of Arunachal Pradesh, Mr W. Lwangdong.

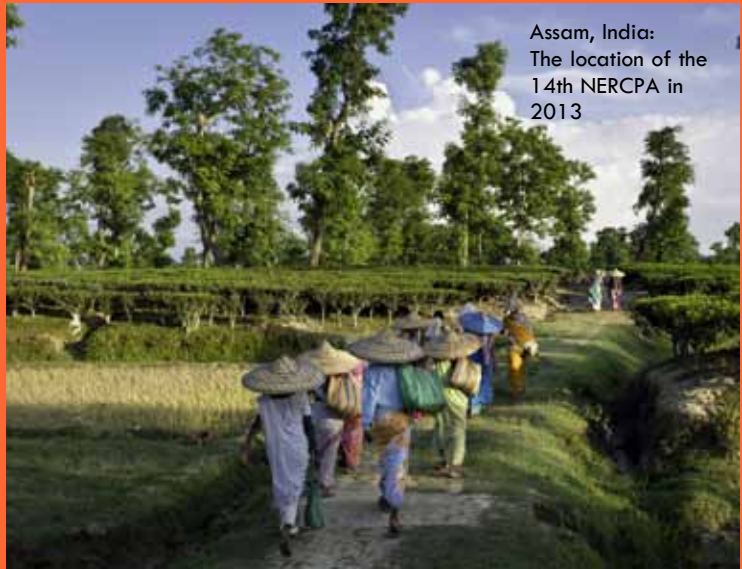
Topics included “Combating corruption for effective functioning of Parliamentary democracy” and “Progress of Industrialisation in North East Region- New Vistas for socio-economic development.”

The Conference was well attended, and included almost all the Speakers, Deputy Speakers and Secretaries of the North East States, as well as several MPs and Ministers.

Established in 1996, the NERCPA comprises Legislatures of eight Indian north-eastern states, whose aim is to address the special development needs of Parliamentarians in that region. It is the only common platform for Legislators of the North-East States. Over the years, it has evolved into a vibrant and effective forum for not only advancing the interests of the region, but also for strengthening inter-parliamentary cooperation and acting as a representative body on issues of common concern.

51ST CANADIAN REGIONAL CONFERENCE, ALBERTA

The 51st Canadian Regional Conference which took place in Alberta, Canada, between 16 and 19 June



**Assam, India:
The location of the
14th NERCPA in
2013**

was held in the Chamber of the Alberta Legislative Assembly building and opened by Hon. Gene Zwozdesky, MLA, Speaker of the Alberta Legislative Assembly.

Attendees at the conference numbered in excess of 90 Members and support staff, and included Speakers and/or Deputy Speakers from 13 of the Canadian provinces/territories. Also in attendance were delegates from the Caribbean, Americas and Atlantic and India Regions.

Delegates discussed several important topics including:

- Trends and developments in Private Members' Business;

Women delegates at
the 51st Canadian
Regional Conference in
Alberta



- Oil battles, funny money and disallowed legislation: A brief history of Alberta's Assembly;
- Impact of technology and new media on Members;
- Assessing the use of social media and Web 2.0 to enhance democratic political representation;
- Variations in women's representation in provincial Legislatures;
- Developments in making Members' expenses public;
- Labour market trends: planning for tomorrow's workforce; and
- What are the tools of the trade: new Members' expectations and requirements for their role as Parliamentarians?

Held immediately prior to the Regional Conference was a meeting of the Canadian region Commonwealth Women Parliamentarians which took place on 15 June. Delegates received the following guest speakers:

Women of Inspiration
Honourable Alison Redford, Premier of Alberta

Ms Leslie Scorgie
Author of *Rich by Thirty: A Young Adults Guide to Financial Success*, Rich by Inc.

Ms Margaret Bateman
Calder Bateman



Members and participants in attendance at the 44th African Regional Conference in Windhoek

44TH AFRICAN REGIONAL CONFERENCE, NAMIBIA

The African Region met at the Safari Court and Conference Centre in Windhoek, Namibia, from 21 to 27 July.

Under the conference theme of “Utilizing our Commonwealth partnership to promote peaceful conflict resolutions and economic development on the African continent” the following topics discussed by delegates included:

- The elimination and prevention of all forms of gender-based violence; and
- Youth unemployment in Africa: challenges and solutions.

The conference was officially opened by H.E. President Hifikepunye Pohamba. In his opening address, he praised Namibia’s Commonwealth partners for how they helped Namibia during its liberation struggle against apartheid and colonialism. President Pohamba also mentioned how Namibia had benefited from the partnerships of the Commonwealth saying “it has been reported that 6 out of 10 top performing economies in the world are in Africa”. He lastly touched upon the importance of empowering the youth and ensuring that gender equality becomes a reality in all societies.

“It is important that the wealthier partners in the Commonwealth contribute to the development of Africa and be guided by our own priorities and our own terms,” he said, calling for improvements



A session in progress during the 38th CAA Regional Conference in Antigua and Barbuda

A CPA African Region CWP Conference was also held, where Hon. Lucia Witbooi, MP, Namibia, was elected as its Regional Chairperson.

38TH CARIBBEAN, ATLANTIC AND AMERICAS REGIONAL CONFERENCE, ANTIGUA AND BARBUDA

The 38th Caribbean Regional Conference was hosted by the Parliament of Antigua and Barbuda from 28 July to 2 August on the theme of “Challenges to Caribbean democracy”. Dr Baldwin Spencer, Prime Minister of Antigua and Barbuda, officially opened the conference in the presence of the Governor-General, Dame Louise Lake-Tack, GCMG, DSTJ.

The CPA Secretary-General, Dr William F Shija, also presented on the role of the Commonwealth Parliamentary Association. In his remarks, he said that the Regional Conference would serve as one of the sources of the wider discussion and deliberations on the 59th Commonwealth Parliamentary Conference theme, “Effective Solutions to Commonwealth Developmental Challenges”.

to Africa’s transportation and telecommunications infrastructure to facilitate trade within the continent.

The Chairperson of the CPA Africa Region Executive Committee, and Speaker of the Gauteng Provincial Legislature, Hon. Lindiwe Maseko, MPL, praised the Commonwealth Women Parliamentarians (CWP). She informed delegates how the CWP had adopted its strategic 2012 - 2015 plan which would assist in guiding the CWP Africa Region. Hon. Maseko also reiterated the importance of continuing work to help improve the lives of African women.

Speaking on the topic “Losing confidence in the no confidence motion”, Attorney General Justin Simon, QC, Antigua told the conference that such a motion is a very important part of the parliamentary procedure and must be taken seriously. However, he stressed that a censure motion should be the preferred route to achieve the required result. The motion could lead to divisiveness and “we cannot have an unstable government.”

The conference included discussions on: Losing confidence in the No-Confidence Motion; Profit and

loss: the costs of corruption; How TVET education can save Caribbean economies; A House undivided: no Opposition bench; The role of a stable economy in the development of the ECCU; and Hunger: more than a bread-and-butter issue.

31ST AUSTRALIAN AND PACIFIC REGIONAL CONFERENCE, VICTORIA

The Parliament of Victoria hosted the 2013 Australia and Pacific Regional CPA conference from 19 to 22 November. Delegates from Australia, New Zealand and the Pacific Islands came together to share the issues facing their own jurisdictions and to learn from the experiences of their colleagues on the broad theme of "Ethics and Accountability".

Conference delegates participated in a series of plenary sessions, where papers on a wide range of issues were presented. Topics discussed included:

- The role of the Whip in providing ethical advice to Members;
- Case Study (Queensland): Parliamentary Crime and Misconduct Committee inquiry into the actions of the Crime and Misconduct Commission;
- A Pacific view of ethics and accountability;
- The quest for the perfect politician; and
- Case Study (Kiribati): Removal of Privileges Immunities and Powers of the Members in the Kiribati Parliament.

The discussions that followed each paper presentation was candid and thought provoking, and provided great insight on the challenges facing modern



Attendees at the 31st Australian and Pacific Regional Conference.

Parliamentarians within the realm of ethics and accountability. Recurring themes raised included the management of expenses and the role of the media in reporting parliamentary proceedings.

A keynote presentation was made by Mr Simon Heath, Deputy Commissioner of the newly established Independent Broad-based Anti-corruption Commission (IBAC). Mr Heath addressed conference delegates on the integrity regime in Victoria and the role of IBAC in relation to protected disclosures and preventing corruption within the public sector.

Delegates also received a report from Ms Lisa Baker, MLA, on behalf of the Commonwealth Women Parliamentarians (CWP) and a CPA regional report from Hon. David Buffett, AM, MLA, Speaker of the Norfolk Island Assembly. The conference was a valuable opportunity for Parliamentarians from a range of Legislatures to meet and share knowledge, creating lasting professional links into the future.

Parliamentary Seminars



POST-ELECTION SEMINAR, FREETOWN, SIERRA LEONE

The Post-Election Seminar, held in Parliament House in Freetown, Sierra Leone from 11 to 12 April, was designed to assist the capacity of the Members of Parliament of Sierra Leone. The seminar followed the General Election of November 2012 and was attended by over 135 participants, consisting of Parliamentarians, parliamentary staff and the media.

Topics discussed over the two-day seminar included:

- The Administration and Financing of Parliament;
- Parliamentary Committees;
- Party Organization within Parliament;
- Women in Parliament;
- Privileges and Members' Interests;
- Parliament and Human Rights;
- Parliament and the Media and Parliament; and
- Democracy and Civil Society.

The resource team for the Seminar was comprised of: Hon. Jerry Thibedi, MP, South Africa; Justice Edmond Cowan, Ombudsman and former Speaker of the Parliament of Sierra Leone; Mr Rex Owusu-Ansah, former Clerk of the Parliament of Ghana; Dr Rasheed Draman of the Parliamentary Centre's Ghana Office; Ms Kemi Ogunsanya, Gender and Political Development Adviser at the Commonwealth Secretariat in London, the CPA Secretary-General, Dr William F. Shija, and Ms Wilhelmina Mensah, Regional Co-ordinator of the Commonwealth Human Rights Initiative's African Office.

The collective expertise of the resource persons was much appreciated by the Members. Their experience and knowledge, particularly having worked extensively with African Parliaments, made invaluable contributions to the seminar, including the

ability to compare the different systems of Parliament and government in the region.

The Seminar was extremely well attended. Members took an active interest and interacted with resource persons as well as each other. Members also appealed for educating constituents to clarify the duties of a Member of Parliament, thereby dispelling unrealistic expectations from constituents.

24TH COMMONWEALTH PARLIAMENTARY SEMINAR, SINGAPORE

The 24th Commonwealth Parliamentary Seminar was hosted by the Singapore Parliament, South-East Region, from 27 May to 1 June. The Seminar rotates around the nine regions of the Association. The 25th Commonwealth Parliamentary Seminar in 2014 will be hosted by the Parliament of Tanzania in the Africa Region.

The Commonwealth Parliamentary Seminar is designed to enhance the capacity of participants to work more effectively in their Legislatures and to share good parliamentary practices and also to provide an intensive learning exercise in parliamentary



Participants from the Commonwealth Parliamentary Seminar in Singapore, June 2013

matters. This is particularly significant for newer Parliamentarians that are likely to play a significant role in the future in their home jurisdictions.

The seminar was officially opened by Mdm Halimah Yacob, Speaker of the Singapore Parliament and a Vote of Thanks was delivered by the Chairperson of the CPA Executive Committee Rt Hon. Sir Alan Haselhurst, MP. The closing remarks were made by the Chairperson of the Host Branch, Ms Ellen Lee, MP, CPA President Hon. Mninwa Johannes Mahlangu, MP, and CPA Secretary-General, Dr William F. Shija.

A total of 84 participants attended the seminar, with resource persons and observers drawn from

31 Branches of the CPA's nine regions. Of these, there were 36 Members; 26 male and 10 female MPs. Four Members from Singapore participated on a rotational basis each day. Aside from Dr Lam Pin Min, MP, (Singapore), representing the South East-Asia Region, other Regional Representatives representing their Branches as participants were: Hon. Elijah Okupa, MP, Uganda, Africa Region; and Hon. Dr Mark Robinson, MLC, Queensland, Australia Region. The CPA Chairperson acted as a resource person for one day during the seminar before proceeding to Bangladesh for an official visit. The CPA Secretary-General represented the CPA HQ Secretariat.

In discussions led by participants, resource persons and local invited guests, delegates considered topics that included:

- The Commonwealth and the role of the CPA;
- Introduction to the Singapore parliamentary system;
- The Role of the Speaker and Deputy Speaker;
- The Role of an MP;
- Innovations to Standing Orders and parliamentary practices;
- Parliamentary Questions and Question Time;
- Delivering social services to the needy and constituency work;
- Working visit to a meet-the-people;
- Scrutiny of the Executive: Public Accounts Committee;

Overlooking the Parliament of Canada, Ottawa. Home to the 10th Canadian Parliamentary Seminar, 2013.



- Challenges facing Women in Politics and Parliament; and
- MPs and the New Media.

A particular highlight of the seminar which participants enjoyed was the session on a working visit to 'a meet-the-people' session. Participants were taken to a constituency where they had dinner at a local restaurant and thereafter witnessed an open surgery. This session provided significant opportunity to gaining an insight into the role of the MP in their constituency in Singapore.

The sessions were presented by a group of resource persons that included: Dr the Hon. Margaret Wilson, Professor, University of Waikato, New Zealand; and Mr Crispin Poyser, Clerk of the Overseas Office, United Kingdom.

The seminar was a valuable experience for Participants, offering them lessons and experience to share with fellow Members, and new members, in their home jurisdictions.

10TH CANADIAN PARLIAMENTARY SEMINAR, CANADA

A total of 19 Parliamentarians from 18 Branches from eight of the nine CPA Regions attended the 10th Seminar hosted in Ottawa by the Canadian Branch and financed jointly by the Branch and the CPA Secretariat.

This year's seminar, held from 2 to 8 June, brought one Member from each of 17 Branches and two from Lesotho to witness the Canadian Senate and House of Commons in a busy period as Parliament moved toward its scheduled summer recess. Three of the Members were women. The only Region unable to attend was South-East Asia.

The seminar was officially opened by the Chairperson of the Canadian Branch, former CPA Canadian Regional Representative Mr Joe Preston, MP, who noted that the seminar provided many opportunities for delegates to exchange views with Canadian Parliamentarians, parliamentary officials and other experts. He expressed the hope that visitors and hosts alike would learn from each other, just as the Canadian Region was following the Australian lead in setting up twinning arrangements with other Branches. A message of welcome from the CPA Secretary-General, Dr William F. Shija, was delivered by Mr Andrew Imlach, Director of Communications and Research at the CPA

Secretariat. Mr Imlach also led a discussion on "The Commonwealth and the Role of the CPA".

Other discussions focused on such aspects of the parliamentary process as:

- Overview of the Role and Operation of the Canadian Parliament;
- The Canadian Political Scene;
- Parliamentary Committees: What Works and What Doesn't;
- The Parliamentary Presence of Political Parties: The Role of Party Caucuses;
- Financing Elections;
- How an MP's Office Works;
- Democracy, Human Rights and Development;
- Dealing with the Competition: Have the Media taken over the Representational Job of Parliamentarians?;
- Engaging Citizens: Resources and Tools;
- Connecting with Constituents: Representing Pluralistic Constituencies; and
- Influencing Governments and Regulating Influence: Parliament and Lobbyists.

The participants were welcomed to the seminar by Sen. the Hon. Noël Kinsella, Speaker of the Senate, and by Hon. Andrew Sheer, MP, Speaker of the House of Commons. They also were introduced in the Senate Chamber when they viewed a sitting from the upper House's gallery prior to watching the House of Commons Question Period from its gallery. As well as a tour of the Centre Block of Canada's historic Parliament Buildings, delegates also had an opportunity to visit the Canadian Museum of Civilization.



In session: The Post-Election Seminar in Maseru, Lesotho, 2013

The programme was designed to assist and develop the capacity of the newly elected Members of Parliament. Some of the topics discussed included:

- Parliament, Democracy and Civil Society;
- Administration and Financing in the House;
- Women in Parliament;
- Human Rights and Ethics; and
- Accountability of Members of Parliament.

Following the seminar, the CPA Secretariat set up a Commonwealth Connects online site to enable Members to continue their consultations after they returned home.

POST-ELECTION SEMINAR – MASERU, LESOTHO

A CPA Post-Election Seminar was held for the Kingdom of Lesotho, from 15 to 19 September. This followed on from the General Election which took place in May 2012. The results of that election saw no party securing an outright majority and the first ever coalition government for the country was formed with 70 per cent of the elected Members being new to Parliament.

The Resource Team for the Seminar consisted of: The CPA Secretary-General Dr William F. Shija, Hon. Lindiwe Maseko, MPL, Speaker, Gauteng Provincial Legislature, South Africa; Mr Ian Lucas MP, Shadow Minister for Africa and the Middle East, United Kingdom; Ms Jacky Sharpe, Clerk of Legislation, House of Commons, United Kingdom; Ms Karen MacKenzie, Acting Head of the Human Rights Unit, Commonwealth Secretariat; Dr Rasheed Draman, Director, Africa Programmes, Parliamentary Centre Ghana Office; Advocate Hoolo Nyane, UNDP and Former Executive Director, Transformation Resource; Prof. Francis Makoa, Consultant and Retired Professor of Political Science, National University of

The group of participants and resource persons at the Post-Election Seminar in the Cayman Islands, 2013



Lesotho; and Mr. Tsebo Mats'asa, Executive Director, Media Institute of Southern Africa, Lesotho Chapter.

POST-ELECTION SEMINAR, CAYMAN ISLANDS

The CPA in collaboration with the Cayman Islands Legislative Assembly held a Post-Election Seminar for the Members of the Legislative Assembly from 13 to 14 November. The seminar took place in the Legislative Assembly Chambers in George Town, Cayman Islands.

The Islands' General Elections took place in March 2013 and resulted in a change in government with eight new Members.

The seminar was opened by Hon. Premier Alden McLaughlin, MBE, JP, MLA, with two Addresses, the first on behalf of the CPA Secretary-General, Dr. William F. Shija and the second by the Speaker, Hon. Juliana O'Connor-Connolly, JP, MLA. The two day seminar had a total of nine Sessions with the final one addressing "The Way Forward".

The CPA Resource Team included: Hon. Alix Boyd Knights, MHA, Speaker of the House of Assembly, Dominica; Hon. Wade Mark, MP, Speaker of the House of Representatives, Trinidad and Tobago; Hon. K. H. Randolph Horton, JP, MP, Speaker of the House of Assembly, Bermuda; and Mrs Heather Cooke, Clerk to the Houses of Parliament, Jamaica.

Commonwealth Women Parliamentarians



The CPA Secretary-General, Dr William F. Shija, speaking at Marlborough House on International Women's Day, 2013

women together, must review existing legislation and practices to ensure that they are adequately protecting women's rights and are protected properly by the judiciary.

The Chairperson intimated that even in situations where legislation and legal institutions protect women, other factors such as adequate evidence can often work against a conviction of a violent act towards a woman. With this in mind, the Chairperson proposed an initiative which she called "Let the Pocket Pay", where women who choose to pursue civil action can have access to legal aid, financial compensation and when culpability is admitted, a mediation framework can be established. The Chairperson invited others to come forward with ideas, proposals and suggestions on how to eliminate violence against women and girls to create a safer environment for us all.

INTERNATIONAL WOMEN'S DAY

To mark International Women's Day in March 2013, the CWP Chairperson Hon. Alix Boyd Knights, MHA, conveyed a special message to parliamentary colleagues and women everywhere. Commenting on the theme of the 2013 International Women's Day "A promise is a promise: time for action to end violence against women", she remarked that brutality against women is still prevalent the world over. Acknowledging that such violence is often perpetrated against women by men, she therefore held that men must play an active and equal role in finding a solution to this perpetual problem. Men and

ELECTION OF A NEW CWP CHAIRPERSON

At the 59th Annual Conference held in South Africa in September 2013, the CWP Business Meeting saw the election of a new Chairperson, Rt Hon. Rebecca Kadaga MP, Speaker of the Parliament of Uganda.

Speaker Kadaga, as CWP Chairperson, is an officer of the Commonwealth Parliamentary Association and will represent the CWP at the Executive Committee meetings. The role of the CWP Chairperson is wide-

ranging and this position plays a vital role in the operations of the CPA.

COMMONWEALTH WOMEN PARLIAMENTARIANS' TRIENNIAL CONFERENCE, JOHANNESBURG, SOUTH AFRICA

As part of the Commonwealth Parliamentary Association's 59th Annual Conference, the Commonwealth Women Parliamentarians (CWP) came together for their third triennial conference. The Conference was hosted by the CPA South Africa Branch in Johannesburg and was designed to bring together women Parliamentarians from across the Commonwealth to interact with colleagues from other jurisdictions, exchange ideas and develop a resourceful network of women leaders.

The conference covered four key areas under the umbrella theme "Engendering Democracy". The four key areas under scrutiny were: Increasing Women's Political Participation - Leadership, Electoral Systems

and Campaign Funding; Women Parliamentarians and Social Media; Informal Economy and Entrepreneurship; and Women, Poverty and Homelessness. Among others, speakers included Hon. Elizabeth Burain, MP, Bougainville, Ms Patricia Ferguson, MSP, Scotland, Hon. Nansubuga Seninde



Women Members singing the CWP anthem at the opening of the third triennial Conference in Johannesburg

Rosemary, MP, Uganda and Dr Syed Sadiq AJ, a women's rights specialist from UN Women.

PARLIAMENTARIANS WORKSHOP AT THE 10TH COMMONWEALTH WOMEN'S AFFAIRS MINISTERS MEETING (10WAMM), DHAKA, BANGLADESH

In partnership with the Gender Section of the Commonwealth Secretariat, the CWP convened a

workshop on Women's Political Party Caucusing as a satellite meeting to the 10th Commonwealth Women's Affairs Ministers Meeting (10WAMM) in Dhaka, Bangladesh in June.

The workshop issued a communiqué to Ministers attending the 10WAMM and the CWP Chairperson represented the CPA at the meeting. This workshop represented the fourth such collaboration between

patterns of women's political representation across the Commonwealth, highlighted the challenges facing women's political representation and provided an update on women's representation against the global target.

The statement also deliberated the role of Parliaments in progress towards the global target for female representation in Parliaments, the importance of gender sensitive Parliaments, the impact of

women reaching key parliamentary positions and the role of political party caucusing. The statement concluded with a series of recommendations to Commonwealth countries, the Commonwealth Secretariat and the CPA to promote democratic values in specific areas to:

- Encourage debate on achieving equitable democratic governance in

the CPA and the Commonwealth Secretariat at WAMM, the first in Fiji in 2004, Uganda in 2007 and Barbados in 2010.

An outcomes document was produced as a result of the workshop which set out the varied trends and

Commonwealth countries;

- Strengthen women's representation in Parliaments and support offered once in Parliament; and
- Share good practices and strategies to advocate women's engagement in politics and decision-making levels.

In session: The 10th Commonwealth Women's Affairs Ministers Meeting (10WAMM) in Dhaka, 2013



CWP REGIONAL STRENGTHENING WORK

As part of the CWP work programme for 2013, the CWP Regions were invited to use an allocated budget to work towards the establishment of CWP structures where one did not exist, or to strengthen existing ones. Submissions from the CAA, BIM, Australia, Africa, Pacific and Canada Regions included ideas ranging from targeted outreach programmes to inaugural conferences. The Australia Region held a successful two day forum in November for young Australian women to connect with the principles of the Commonwealth and CWP, based on the theme "Women, Community and Politics/Connect", while the Pacific Region introduced a communications plan to promote the work of the CWP and to reach out to members across the region. The Canada Region published brochures setting out the mission, values and vision of the CWP and has plans for further outreach work, while the CAA Region is working on putting together a two day conference to deliberate the progress of women in Parliament. The Africa Region is planning visits to assist in the establishment of CWP Chapters in Parliaments where they do not yet exist, and the BIM Region will host its inaugural CWP conference in Scotland in conjunction with International Women's Day.

“ ...the forum built on the successful women's forum held in 2011.... ”

AUSTRALIAN REGION YOUTH WOMEN'S FORUM

The CWP Australia Region undertook a two day forum for young Australian women to connect with the principles of the Commonwealth and the CWP based on the theme "Women, Community and Politics/Connect". The programme was in collaboration with the Australian Parliament, the Pacific Women's Parliamentary Partnerships funded by the Australian aid programme, and the UN Women Pacific Regional Centre.

Held in Sydney in November, the forum built on the successful women's forum held in 2011 which linked into the theme "Women as Agents of Change". On this occasion, the forum allowed delegates the opportunity

to hold discussions with female Parliamentarians, to observe them at work, to hear leading female Parliamentarians' views on gender perspectives on leadership and to participate in a roundtable discussion on issues of interest concerning the Commonwealth. A mock debate was also held on the use of quotas to increase the participation of women in politics. Delegates agreed the following actions:

- Become more involved in the community;
- Promote the involvement of women in politics;
- Improve understanding of the political system; and
- Continue the conversation.

Publishing for Parliamentarians

Several articles covering the new Commonwealth Charter, a girth of news items documenting the issue of encouraging more women into politics and The Parliamentarian online app being available on the Apple iTunes Newsstand, were among the highlights of the Secretariat's communications for Members in 2013.

THE PARLIAMENTARIAN

The journal featured over 50 articles on key parliamentary developments during the year in addition to the columns contributed by Sir Alan Haselhurst, MP, as Chairperson of the Executive Committee, Hon. Alix Boyd Knights, MHA, as Chairperson of the Commonwealth Women Parliamentarians and Secretary-General Dr William F. Shija. The newly elected Chairperson of the CWP, Rt Hon. Rebecca Kadaga, MP, contributed her first view for the Conference issue of the journal. Coverage was provided of parliamentary and political developments throughout the CPA's Regions, with the Kenya Branch submitting its first parliamentary news report in Issue One.

Issue One opened with the Vice-Chairperson of the CPA Executive Committee, Dr Nafisa Shah, MNA, writing about living with terrorism in Pakistan. Dr Shah called for global support for the country to

assist in its efforts to uphold democratic values, rights and freedoms. The Speaker of the Lok Sabha, India, Hon. Meira Kumar, contributed on the subject of managing water resources in the country, outlining the various ways being implemented to help improve water usage. Senator the Hon.

Raynell Andreychuk wrote

on the subject of the Crown in Canada, arguing that its role in Canadian society was integral, and one that needed to be explained and promoted to the youth.

Other articles focused on democracy in Kiribati since independence, the Opposition in the Cook Islands, and benefitting from extractive industries through parliamentary oversight. The first of two Profiles on individual Branches was published in Issue One. The Cayman Islands hosted the 2013 CPA Executive Committee Mid-Year Meeting, with its Profile featuring articles written by senior



Members. The Speaker of the Legislative Assembly, Hon. Mary J. Lawrence, submitted an article on the history of the country's Assembly, while the then Premier, Hon. Juliana O'Connor-Connolly, JP, MLA, discussed the Islands' constitutional status as an overseas territory of the United Kingdom.

More than 20 articles featured in the second Profile, highlighting the Parliament, politics and developments of South Africa as it prepared to host the 59th Commonwealth Parliamentary Conference. Along with an article by Hon. Mninwa Johannes Mahlangu, MP, on the role of the National Council of Provinces in promoting co-operation and engagement, the Profile additionally featured contributions from senior Parliamentarians. The Speaker of the National Assembly, Hon. Max Sisulu, MP, provided insight on the evolving role of Parliament in the 21st Century, while its Deputy Speaker, Hon. Nomaindya Mfeketo, MP, offered a piece on sectoral Parliaments for youth, women and rural South Africans.

The focal point for Issue Two highlighted the new Commonwealth Charter, consequently leading the way for several topics of discussion. The Prime

Minister of Trinidad and Tobago, Rt Hon. Kamla Persad-Bissessar, MP, favoured the new charter, arguing that it strengthened the contribution of the Commonwealth in attaining peace and democracy. The British Minister of State at the Foreign and Commonwealth Office, Rt. Hon. Hugo Swire, MP, maintained that the new charter dispelled any myths that the Commonwealth was outdated, and it could now concentrate on setting continuing goals that all could use to hold it accountable. Other articles centred on New Zealand's response to the global financial crisis, reducing child labour in India, and exercising the right to self-determination in the Falkland Islands.

Issue Three put women at the top of the agenda featuring three articles; two contributions from Members from Australia (Hon. Lisa Baker, MLC), and Wales (Hon. Rosemary Butler, AM), and a third submitted by the office of the Clerk of the National Assembly of Samoa. Other articles looked at Fiji's new constitution and the removal of ethnic-based seat allocation, improving oversight of the government in Zanzibar's House of Representatives, and fostering a community of practice among Commonwealth parliamentary budget offices.



The 59th Commonwealth Parliamentary Conference in South Africa was the focal point for Issue Four. Reports of the plenary sessions, workshop sessions as well as the 33rd Small Branches Conference and the Commonwealth Women Parliamentarians Conference and associated meetings featured in the journal. As in previous years, Issue Four was not just to Members but also to Heads of Commonwealth governments and Opposition Leaders and heads of relevant intergovernmental agencies.



The circulation of the journal remained constant during the period and printing and distribution continued to be undertaken by companies in the United Kingdom, India and Singapore. The subscription charges to non-Members remained unchanged from 2011.

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THE PARLIAMENTARIAN ONLINE

The Parliamentarian Online was marketed digitally through the Apple iTunes App Store's Newsstand in 2013. *The Parliamentarian* app is accessible by iPads and iPhones through Newsstand's Business and News and Politics sec-

tions. Issue Two/2012 can be downloaded free of charge as a sample to encourage users to buy the app at a price of £2.49 for a single issue and £6.99 for a year's subscription.

While *The Parliamentarian* app is currently only available on Apple devices, iTunes usage and demand from Members will determine whether the Secretariat will consider expanding access to android devices, including non-Apple tablets, in the future.

The Secretariat is continuing its policy of making the journal, and other publications, available in as many media outlets as possible to follow industry good practice of reaching readers in the varied media they prefer to use.

OTHER PUBLICATIONS

The CPA's booklet on its aims, organization and activities, *Promoting Parliamentary Democracy* was re-published in 2013, after a three-year hiatus, owing to austerity measures.



Three new booklets in total

were published; *The Role of Parliaments and Extractive Industries*, *Commonwealth Women Parliamentarians*, and the new *Strategic Plan 2013-2017* that featured as an insert in the 2012 Annual Report.

The Conference Concluding Statement from the annual conference in South Africa was posted on the CPA website and additionally sent to Heads of Government, High Commissioners and international organizations.

CONFERENCE DATA PAPERS

The Secretariat collected background Data Papers in preparation for the Commonwealth Parliamentary Conference and the Small Branches Conference in South Africa in September.

OTHER ELECTRONIC COMMUNICATIONS

The CPA website underwent a redesign at the end of 2013 improving the layout and design of the site. The redesign updated the interface in order to keep content modern, and also included: drop down

menus to improve navigation; new graphics on the homepage, an integrated Twitter feed, browser compatibility, and the CPA directory that contains integrated google maps functionality.

Issues of the electronic newsletter *CPA Update* were published by the Secretariat and circulated electronically to all Branches and to Members involved in Association events.



A survey was carried out in 2013 to collect Branch views on CPA Programmes using an online survey tool called Survey Monkey. The Programmes survey is the first of an annual series of surveys to enable Branches, Members and Secretaries to provide feedback and suggest areas for development or improvement in the work of the CPA

Secretariat.

Professional Development

INTERNATIONAL EXECUTIVE PROGRAMME FOR PARLIAMENTARY STAFF, CANADA

The CPA in partnership with the World Bank Institute and McGill University developed a prestigious 18-month university-based Executive Development Programme for parliamentary staff. Designed in close collaboration with senior parliamentary staff from Africa, Asia, Australasia, Europe and North America, the Programme was uniquely designed to meet the professional development needs of parliamentary staff in the 21st Century. The CPA was able to sponsor three parliamentary staff from Dominica, India and St Kitts and Nevis to the programme which began with a one-week residency at McGill University in Montreal, Canada from 14 to 20 April.

Topics included:

- Parliamentary Democracy;
- Accountability;
- Legislation;
- Oversight;
- Representation;
- Corporate Management of Parliaments; and
- Parliamentary Procedure.

Participants will undertake e-learning courses between May 2013 and December 2014 and cover the following topics:

- Parliamentary Governance;
- Public Financial Management;
- Committees;
- Corporate Management;
- Communications;
- Information Communications Technology;
- Research;
- Parliament & Media;
- Controlling Corruption;
- Climate Change; and
- Extractive Industries.

BRIEFING SESSION FOR COMMONWEALTH PARLIAMENTARIANS ON ELECTRONIC COMMERCE AND CYBER LAWS - CAMEROON

The CPA in partnership with the Commonwealth Telecommunications Organisation (CTO) and the United Nations Conference on Trade and Development (UNCTAD) organized a special briefing session for Parliamentarians on Electronic Commerce and Cyber Laws, in Yaoundé, Cameroon on 24 April. The event hosted by the CPA Cameroon Branch, attracted Members from Australia, Cameroon, Namibia, Nigeria, Trinidad and Tobago, and the United Republic of Tanzania.

Recognizing the central role played by Parliamentarians in reforming legislation to handle the transformation of commerce through ICTs, the briefing session gave Members an opportunity to analyse legal and regulatory issues pertain-

Attendees at the briefing session for Commonwealth Parliamentarians on Electronic Commerce and Cyber Laws in Cameroon, 2013



ing to electronic commerce, including legal recognition of electronic messaging for commerce and e-government, and addressing the perils of cybercrime and need for cyber security measures along with the role of Parliamentarians. Led by Professor Ian Walden, head of the Institute of Computer and Communications Law, Queen Mary University of London, this interactive workshop also facilitated the sharing of experiences between Parliamentarians from across the Commonwealth.

The group of Parliamentarians gathered in Cameroon deliberated at length on these issues and issued a concluding statement which contained recommendations for further action at the Commonwealth as well as the National level.

Participants then went on to attend the Commonwealth Cyber security Forum 2013 organ-

ized by the Commonwealth Telecommunications Organisation from 25 to 26 April at the same venue.

4TH WEST AFRICAN ASSOCIATION OF PUBLIC ACCOUNTS COMMITTEES ANNUAL GENERAL MEETING AND CONFERENCE, THE GAMBIA

The CPA in partnership with the World Bank Institute (WBI) and the Canadian Parliamentary Centre held the 4th West African Association of Public Accounts Committees (WAAPAC) Annual General Meeting and Accountability Conference in Banjul, The Gambia, from 1 to 5 July.

This meeting brought together over 20 participants from invited Commonwealth and non-Commonwealth countries in the West Africa Region to examine the role of the Parliament in the budget process and the work of Public Accounts Committees.

Participants at the Extractive Industries Conference in Vienna



CPA WBI ANNUAL CONFERENCE – VIENNA, AUSTRIA

The Commonwealth Parliamentary Association (CPA) joined with the International Monetary Fund (IMF), the World Bank Institute (WBI) and Revenue Watch Institute (RWI) to run a three-day seminar at the Joint Vienna Institute for Parliamentarians and industry practitioners on the issues facing Parliaments in overseeing the work and impact of the Extractive Industry.

The seminar, from 29 to 31 October, was attended by eight members from five regions whose governments

The conference, on the theme of “Parliamentary Oversight: Strengthening the Powers and Practices of Public Accounts Committees”, addressed issues such as corruption, public financial management, oversight committees, accountability synergy for PACs and the relationship between the audit institutions and the PAC. Different approaches between Francophone and Anglophone Parliaments were compared. The group adopted a resolution and work plan for 2013-2014.

The CPA funded delegations from the Ghana and Nigeria. Each of these delegations comprised two PAC Members, the PAC Clerk and the Auditor General or a representative.

have either a long history of non-renewable resource extraction programmes or are just entering this field. The Members exchanged views with senior experts from the field including from the programme partners, the World Bank, the Water Governance Institute and Extractive Industry Transparency Initiative, who presented Members with top-level international economics perspectives.

Preceding the main conference was a meeting for Extractive Industry practitioners. This innovation added to the value of the main conference agenda and enhanced the subsequent discussions with Parliamentarians on the role of Parliaments in the Extractive Industry.

The main conference agenda covered the suggested lack of proper policies and regulatory frameworks for effective management of natural resources, extractive industry developments from exploration agreements through to development and the use and oversight of sometimes extensive revenues and extractive industry contracts and how these feed into the national budget. They considered how Parliamentarians can ensure that the Extractive Industry revenues can be used for the benefit of citizens.

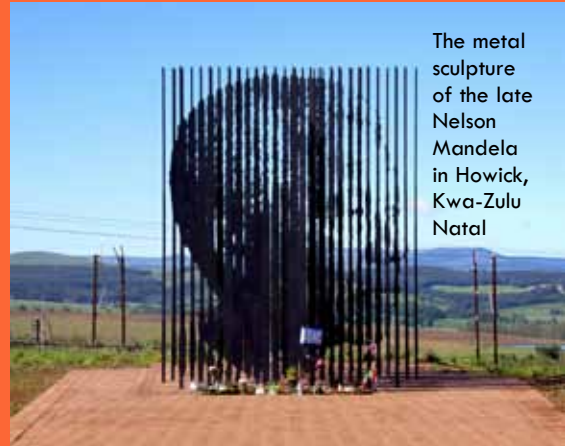
Among the outcomes of the conference derived the initiative to develop a comprehensive training module on “Understanding Parliamentary Engagement with the Extractive Industries.”

PARLIAMENTARY STAFF DEVELOPMENT WORKSHOP FOR THE AFRICA REGION – KWAZULU NATAL, SOUTH AFRICA

The Commonwealth Parliamentary Association (CPA) in collaboration with the KwaZulu Natal Legislature hosted a CPA Africa Region Staff Development Workshop for Parliamentary Staff from 9 to 13 December. The Workshop took place in the KwaZulu Natal Legislature Administration Building in Pietermaritzburg, Republic of South Africa.

The Workshop brought together participants from the following Branches in the African Region: Botswana, Malawi, Namibia, Nigeria, Seychelles, Tanzania, Uganda, Zambia and KwaZulu Natal. Some of the topics discussed included:

- The Importance of Procedural Rules;



The metal sculpture of the late Nelson Mandela in Howick, Kwa-Zulu Natal

- Media coverage of Parliamentary Proceedings;
- The role of Parliamentary Staff during time of Constitutional change; and
- Working with Coalition Governments.

The CPA Resource Team included: Mr Jossey Mwakasyuka, Director of Civic Education and International Relations, Parliament of Tanzania and CPA Africa Region Secretariat; Mr Simon Patrick, Principal Clerk of Select Committees, House of Commons, U.K. Parliament; Dr Godfrey Haantobolo, Deputy Clerk, National Assembly of Zambia; and Ms Nerusha Naidoo, Secretary of the KwaZulu Natal Legislature.

Attendance of the KwaZulu Natal Legislature Staff on the third day was affected in light of the memorial service organized by the Legislature to honour the late Nelson Mandela.

CPA Benchmarks



This page and right:
Participants and
resource
persons at the
Benchmarks
meeting, 2013

BENCHMARKING 2.0: IMPROVING PARLIAMEN- TARY PERFORMANCE IN A TECH-ENABLED WORLD

A study group was convened by the CPA, in partnership with the National Democratic Institute (NDI), bringing together Parliamentarians and representatives of the Commonwealth Parliamentary Monitoring Organizations (PMOs) community from 7 to 9 May in London, United Kingdom. The group

was brought together to build upon the existing CPA Benchmarks already conducted and to seek ways in which parliamentary openness could be increased. It also aimed to develop strong benchmarks for individual parliamentary conduct, ethics and behaviour.

Subsequently, a number of recommendations were agreed upon by the group over the two-day meeting. These included:

1. Refining the benchmarks:

- The Benchmarks should continue to evolve to reflect changes in society with a view towards meeting the needs of citizens in the Commonwealth. The Benchmarks helps to facilitate the sharing of good practice among Commonwealth Parliaments and to reflect their shared values; and
- Parliaments and PMOs share the objective of enhancing citizen understanding of, and engagement in, Parliament's work. There is a need to promote greater dialogue between Parliaments and PMOs, in order to ensure that PMOs have an understanding of the challenges faced by Parliaments and use appropriate methodologies to monitor the work of Parliament.

2. Parliamentary openness

- The Study Group noted the CPA's long-standing commitment to transparent governance, referencing an earlier study group held in Accra, Ghana in 2004, which adopted the several recommendations designed to "address the culture of secrecy". Recommendation 10.1 provided: "There should be a concerted effort by government and public bodies to address the problem of a culture of secrecy. This should include comprehensive training programmes on implementation of the access to information regime, as well as the importance of openness in society." Recommendation 10.2 provided that "Parliamentarians should play a leadership role in this area, sending a clear signal to public officials

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The Study Group recommended that the CPA Secretariat work with its branches to identify independent and non-partisan PMOs....

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that they fully support openness and setting a positive example through their own openness”.

The Study Group recommended that the CPA Secretariat work with its branches to identify independent and non-partisan PMOs within the Commonwealth that might be able to provide support, expertise and commentary on future CPA recommendations or study groups. This could include the development of an informal consultative group of Commonwealth PMOs to work with the CPA and its Branches to address issues of mutual concern.



Commonwealth Heads of Government (CHOGM)

The Commonwealth Heads of Government Meeting (CHOGM) took place in Colombo, Sri Lanka from 10 to 17 November. The CHOGM is held every two years to enable leaders of Commonwealth countries to come together to discuss global and Commonwealth issues.

The CPA was represented at the 2013 meeting by the Chairperson of the CPA Executive Committee, Rt Hon. Sir Alan Haselhurst MP, the Vice-Chairperson, Hon. Ronald Kiandee, and Rt Hon. Rebecca Kadaga, MP, Chairperson of the Commonwealth Women Parliamentarians. A new dialogue session was introduced at this year's CHOGM, which allowed 'Associate Organizations' (AOs) to meet with foreign ministers. These organizations include the Commonwealth Parliamentary Association (CPA), the Commonwealth Local Government Forum (CLGF), and the Commonwealth Business Council (CBC).

The delegation was invited to attend the Opening Ceremony in the presence of HRH The Prince of



HRH the Prince of Wales speaking at the opening ceremony of CHOGM, 2013

Wales and to brief Commonwealth Foreign Ministers at a meeting for AOs of the Commonwealth. The work of the CPA was again favourably mentioned in the CHOGM Communiqué.

Since CHOGM, a number of proposals have been discussed including the idea of a Commonwealth Democracy Forum. The Chairperson and Secretariat staff are working together to ensure the CPA is represented during these discussions. The next CHOGM meeting is scheduled to take place in Malta in 2015.

Research Services for Members



The Commonwealth Parliamentary Research Service (CPRS) – formally known as the Parliamentary Information and Reference Centre (PIRC) – contains information for approximately 185 Parliaments and Legislatures and is potentially the biggest and most far-reaching service the Association provides to all Members.

It makes full use of digital media so comparative Commonwealth parliamentary information and the CPA name is readily and rapidly available to Members and the Public. It utilizes electronic media, including multimedia, social media and Twitter, and not limited to the CPA website. It is uniquely placed to be an authoritative information source relevant to the needs of Branches and the new work patterns of Members and officials and has the potential to become the main centre for comparative parliamentary studies, both for our Members and other external organizations. In this regard, there has been continued engagement with CPA Branches; the research service has supplied information in response to many queries. In addition, there has been great interest in Codes of Conduct, and this has generated programme work in this area.

The CPRS is a key tool in the communication between the Association, its Members and the wider community and will play a critical role in the future development of the Association.

Commonwealth Promotion

COMMONWEALTH YOUTH PARLIAMENT

A 6th Youth Parliament was scheduled to be hosted in Hyderabad, Andhra Pradesh from 20-26 October. The event was cancelled however due to the situation surrounding the protests involving Members of Parliament, legislators, employers and students concerning the division of the state.

Subsequently, no Youth Parliament was held in 2013, and the 6th Commonwealth Youth Parliament will be hosted by the North West Provincial Legislature in South Africa in 2014.

COMMONWEALTH DAY AT CPA HEADQUARTERS

Commonwealth Day was observed on Monday 11 March and focused on the theme "Opportunity through Enterprise: Unlocking potential with innovation and excellence". The CPA Secretariat's contribution to the celebration of the day was once again directed towards the young citizens. The one-day programme at the CPA Headquarters hosted 39 young people nominated by CPA Branches from seven of the nine Regions of the Commonwealth.

The programme, organized by the Secretariat, was opened by CPA Secretary-General Dr William F. Shija and gave participants the opportunity to tour the Houses of Parliament at Westminster. They were also able to engage with Members of Parliament, including the Chairperson of the CPA Executive



Committee, Rt Hon. Sir Alan Haselhurst, MP, United Kingdom, as well as with parliamentary officials and H.E Mr J. Zammit Tabona, High Commissioner for Malta.

Participants also attended the multi-faith observance held at Westminster Abbey which was also attended by HM The Queen.

The programme concluded with two evening receptions – the first, the Commonwealth Secretary-General's Reception at Marlborough House where The Queen was the guest of honour and the second, a tea party at the Royal Commonwealth Society.

In addition to the Secretariat-based Commonwealth Day observance, bursary funding was also made available to certain Branches to arrange their own celebrations.

Relations with Other Organizations

THE ROLE OF PARLIAMENTARIANS IN THE PROMOTION AND PROTECTION OF HUMAN RIGHTS

The Commonwealth Parliamentary Association in partnership with the Human Rights Unit of the Commonwealth Secretariat, hosted a two and a half day Caribbean Regional Seminar on the role of Parliamentarians in the promotion and protection of human rights, in Port-of-Spain, Trinidad and Tobago from 4 to 6 March.

The Acting Head of Human Rights at the Commonwealth Secretariat, Advocate Karen McKenzie, delivered the opening remarks. Keynote Addresses were made by: Hon. Wade Mark, MP, Speaker of the House of Trinidad and Tobago; Dr William F. Shija, CPA Secretary General; Hon. Anand Ramlogan, Attorney General, Trinidad and Tobago; and Bacre Ndiaye, Director Human Rights Council



A street market in Port-of-Spain, Trinidad and Tobago

and Special Procedures Branch, Office of the High Commissioner for Human Rights (OHCHR).

The seminar sought to share best practices, and strengthen capacities on international and regional human rights mechanisms, with a specific focus on the Universal Periodic Review (UPR). Participating Parliamentarians included those from: Antigua and Barbuda, Barbados, Belize, Guyana, Jamaica, St Lucia, St Vincent and the Grenadines and Trinidad and Tobago. Participants from the Inter-American

Court of Human Rights also attended for resource development and exchange experience. The objectives of the seminar included to:



The city centre of Brussels, location of the 28th Session of the Steering Committee of the Parliamentary Conference on the WTO, Brussels

- Encourage dialogue on salient human rights issues and challenges for the Caribbean region;
- Raise awareness on international, regional and national human rights mechanisms, and

the concomitant roles and responsibilities of Parliamentarians in engaging with them;

- Raise awareness on the UPR, and consider the possible roles of Parliamentarians in the reporting and implementation process;
- Create a network of advocates and lawmakers who can promote stronger engagement with the UPR process, help facilitate the passage of legislation relevant to UPR recommendations and promote synergies between the UPR and the work of the UN human rights treaty bodies.

Participants supported several recommendations in recognition of the important role of Parliaments and Parliamentarians in the promotion and protection of human rights. These included:

1. All capacity development interventions sponsored by the OHCHR should be inclusive of Caribbean representation separate from Latin/South America. This would allow Caribbean countries to put forward their distinct viewpoints and needs as a region.
2. Documentation relevant to new ratifications, as well as treaty body and UPR outcomes should be furnished to Parliaments within a specified timeframe which would enable their constructive engagement with government and other interlocutors; and
3. The establishment of national human rights institutions compliant with the Paris Principles.

28TH SESSION OF THE STEERING COMMITTEE OF THE PARLIAMENTARY CONFERENCE ON THE WTO, BRUSSELS

The Steering Committee of the Parliamentary Conference on the World Trade Organization (WTO)

Water fountain Jet D'eau on Lake Geneva, Switzerland: location of the 29th Session of the Steering Committee of the Parliamentary Conference on the WTO.



met from 28 to 29 May in the European Parliament in Brussels. Fifty-seven participants from countries that included Brazil, South Africa and Japan attended the meeting. A joint session of the Steering Committee and the Committee on International Trade of the European Parliament (INTA) took place on the first day, where the Deputy Director-General, briefed delegates about multilateral trade negotiations.

Discussions also took place surrounding the 9th WTO Ministerial Conference in Bali, Indonesia, scheduled from 2 to 6 December. Participants discussed the prospect of functional agreements being reached

on trade facilitation, as well as development-related issues.

29TH SESSION OF THE STEERING COMMITTEE OF THE PARLIAMENTARY CONFERENCE ON THE WTO, GENEVA

The Parliamentary Conference on the World Trade Organization (WTO) met from 1 to 3 October at the WTO Secretariat in Geneva for trade discussions.

Jointly organized by the Inter-Parliamentary Union (IPU) and the European Parliament, the meeting attracted Members from the European Parliament and the Parliaments of such countries as Belgium, Canada, France, and

the Republic of Korea, along with WTO and IPU officials. The Steering Committee of the Parliamentary Conference, of which the CPA is a member, also met.

Agenda items from the Meeting included:

- An update on recent developments at the WTO;
- The Bali session of the Parliamentary Conference on the WTO;
- Organization of a joint event with the International Chamber of Commerce during the Ministerial Conference in Bali; and
- Exchange of views on the WTO Public Forum 2013

Parliamentary Visits



The CPA Secretary-General greeting officials from the Kambia District Council, Sierra Leone

Aside from participation by Secretary-General Dr William F. Shija and Secretariat staff in various meetings described elsewhere in this report, the Secretary-General also conducted two Branch visits and he and Secretariat staff welcomed parliamen-

tary and other delegations to the CPA Secretariat's London headquarters. Such visits promote knowledge of and interest in the CPA and facilitate networking among Members and parliamentary officials.

The CPA Secretary-General (left) meeting with the Speaker of the Parliament of Sierra Leone, Hon. Abel Stronge, MP (right).



VISITS BY THE SECRETARY-GENERAL

Sierra Leone

The Secretary-General conducted a Branch visit, before the official start of the Sierra Leone Post-Election Seminar, taking place from 7 to 10 April. Activities included a visit to the Obasanjo Youth Training Centre, Newton Town, to a Paramount Chief in seclusion awaiting coronation and to the Kambia District Council. The Secretary-General also paid a courtesy call to H.E Dr Ernest Bai Koroma at the State House in Freetown. The President

deemed the visit of the CPA delegation very timely in many respects, particularly as the Post-Election Seminar would help to strengthen Parliament and work towards sustaining an effective democracy.

Trinidad and Tobago

In conjunction with the Caribbean Regional Seminar for Members of Parliament on the Role of Parliamentarians

in the promotion and protection of Human Rights, the Secretary-General also paid a visit to the CPA Trinidad and Tobago Branch.

During the visit, Dr Shija attended a meeting with Members of the Branch's Executive Committee, and paid courtesy calls to the Speaker of Parliament, Hon. Wade Mark, MP. The visit culminated in a dinner hosted by the Branch, extending the Members' warmth and hospitality.

Visits to the Secretariat

A Premier, Speakers of Commonwealth Parliaments, Members of the CPA Executive Committee and other senior Members were among the many visitors to the CPA's London headquarters in 2013.

The year began with a visit from the then Premier of the Cayman Islands, Hon.

Juliana O'Connor Connolly, JP, MP. The first-ever female Premier of the Cayman Islands was accompanied by H.E. the Governor, Duncan Taylor. Among the Presiding Officers were: Hon. Jacques Chagnon, MLA, of Quebec; Hon. K.H. Randolph Horton, JP, MP of Bermuda; Hon. Nadendra Manohar, MLA, of Andhra Pradesh (India); Hon. Speaker Justin Muturi, MP, of Kenya; Hon. Sardar Ayaz Sadiq, of Pakistan; Hon. Don Harwin, MLC, New South Wales (Australia); and Hon. Linda Reid, MLA, of British Columbia (Canada). The Chairman of the Senate of Pakistan, Syed Nayyer Hussain Bokhari, and the Speaker of the Senate of Canada, Hon. Noel Kinsella, visited the London offices in May and October respectively.

Dr the Hon. Mark Robinson, MP, of Queensland, visited the Secretariat in his capacity as Regional Representative for the Australia Region. Other

Members of the CPA Executive Committee that visited in 2013 included the Deputy Speaker of the National Assembly of Cameroon, Hon. Emilia Lifaka, MP, and Member of the Executive Committee, and Deputy Mike O'Hara of Guernsey. Hon. Yustino Job Ndugai, the Deputy Speaker of the Parliament of



The CPA Secretary-General (right) meeting with the Prime Minister of Tonga, Lord Tu'i Vakano (left)..

Tanzania, and former Member of the CPA Executive Committee, came to the Headquarters in March.

Two Prime Ministers – one former and one present – visited the Secretariat in 2013. Lord Tu'i Vakano, the Prime Minister of Tonga accompanied by the Acting High Commissioner, Mr Sonata Tupou, paid a courtesy call on the Secretary-General in April. This

was followed towards the end of the year with a visit from the former Prime Minister of Tanzania, Mr Frederick Tluway Sumaye.



With the Speaker of the Senate of Canada, Noel Kinsella (above) and the Speaker of Bermuda, Hon. Randolph Horton, JP, MP. (right)

Several Parliamentarians paid courtesy calls to the CPA Headquarters in London. These included: Hon. Robert Stokes, MP, New South Wales; Ms Patricia Ferguson, MSP, Scotland; a delegation of six senior Parliamentarians from Sierra Leone; Dr Jai Pradash Gupta, MP, Jharkhand; Mr Ronald Koane Nobbs, MP, of Norfolk Island; Hon. Jaffer Kassam MP, Kenya; Ms Tania Mihailuk, MP, New South Wales; Hon. William McKeeva Bush, and Hon. Bernie Bush, both from the Cayman Islands.

Ms Gilly Francis, the Clerk of Parliament of St Helena and Mr Mussa Kombo, from the Clerk's Department of Zanzibar paid a courtesy call, as did the Secretary-General of the Parliament of Sri Lanka, Mr Dhammika Dasanayake.

The following Clerks on attachment to the professional development programme of the United Kingdom House of Commons Overseas Office vis-

ited the Secretariat as part of their programme: Ms Lisa Hart, Assistant Greffier of the States, Jersey; Mr Joshua Chamwela Clerk Assistant, National Assembly, Tanzania; Mr Rick Yarish Deputy Clerk, Legislative Assembly of Manitoba; Ms Anne Stokes, Senior Clerk, House Documents, Procedural Services Branch, Legislative Assembly, Ontario; Mr Richard Crump, Deputy Clerk, House of Assembly, South Australia; Mr Jeremy LeBlanc, Deputy



Principal Clerk, House of Commons, Canada; Mr Thomas Wong, Chief Council Secretary, Legislative Council Secretariat, Hong Kong; Ms Dora Wai, Acting Principal Council Secretary, Legislative Council Secretariat, Hong Kong; Ms Chua Lin Hwee, Senior Assistant Clerk, Parliament of Singapore; and Mrs Kushani Rohandeera, Assistant Secretary General, Parliament of Sri Lanka. A delegation of staff on a Royal Institution Public Administration (RIPA) course also visited the CPA to learn of its activities in promoting Commonwealth parliamentary knowledge. A delegation from Kiambu County, Kenya and four attached Clerks from the Kenyan Parliament came to the Headquarters in June 2013.



With the Speaker of Andhra Pradesh, Mr Nadendla Manohar, MLA



With the Speaker of the Cayman Islands, Mrs Julianna O'Connor-Connelly

Several diplomats also called in on the Secretariat. These included the British High Commissioner to Tanzania H.E Dianna Patricia Melrose, and Mr Shinichi Ishikawa from the Japanese Embassy.

Visits from partner organizations included Dr Rick Stapenhurst, a WBI consultant, for discussions on future collaborations between

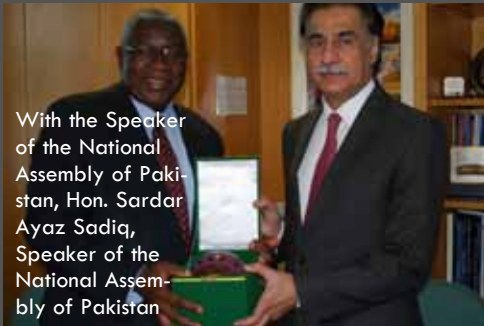


With the Speaker of the National Assembly of Kenya, Hon. Justin Muturi, MP

the CPA and the World Bank Institute. The Secretary-General also met with Mrs Leena Zittling and Mr Marcis Liors Skadmanis, members of the World NGO Day initiative; the Chair of the Commonwealth Foundation, Rt Hon. Sir Anand Satyanand; Ms Shazia Z. Rafi, the Secretary-General of Parliamentarians

for Global Action; Mr Charles Chauvel from United Nations Development Programme, and Lord

Sharkey. The Assistant Director of Programmes, Ms Meenakshi Dhar, and the Acting Director of Finance and Administration, Mr Joe Omorodion, met with Ms Pauline McArdle and Gilla Harris, from Dentons UKMEA LLP, in December.



With the Speaker of the National Assembly of Pakistan, Hon. Sardar Ayaz Sadiq, Speaker of the National Assembly of Pakistan



Ms Tania Mihailuk, MP, New South Wales

Staff and Secretariat Matters



CPA HQ staff with... Kenyan Speaker Justin Muturi, MP, (seated centre)

At its meeting in London on 18 April, the Coordinating Committee, as mandated by the Executive Committee in Cayman Islands, agreed that the CPA Secretariat proceed with the implementation of the Staff Structure Review, based on the new organogram. The Staff Review would be based on the UK Employment Law and advice provided by a HR Adviser from the Cass Business Centre for Charity Effectiveness.

The implementation process of the Staff Review examined in detail the staff roles of all the Secretariat staff, benchmarking against the requirements of the Business Plan the need to cut staff-related costs, and the procedures and preparations required to make the transition to the new structure

and staff roles in 2014. The new CPA Secretariat organizational structure has two directorates to support the Secretary-General; the Directorate of Programmes and Directorate of Finance. The Secretary-General's Office will carry out the administrative roles and responsibilities. This involves the work of the Executive Committee, General Assembly, and Staff Matters.



Deputy Mike O'Hara (seated right)

The report of the Staff Review implementation process was presented to the Executive Committee meeting in South Africa, with the aim of having a new functional structure in place from January 2014.

The recruitment process in preparation for 2014 was carried out in accordance with the implementation plan soon after the Executive Committee made its decision in South Africa.

Mr David C Broom, former Director of Finance and Administration at the CPA Headquarters Secretariat from 23 August 2008, left the employment of the Association, with effect from 12 April 2013.

Mr Muhammad Irfan has continued to work as temporary staff in the Directorate of Finance and Administration since July 2011.

The Secretary-General and 12 staff at the Secretariat continued their commitment to support the work of Parliamentarians and parliamentary staff in Branches and Regions of the Association. All the members actively participated and supported the formulation of the Business Plan, which will be considered for approval by the Executive Committee in South Africa. The Secretariat also continued to support the professional development of staff by providing opportunities to take courses related to their duties on a part-time basis.



Speaker of Andhra Pradesh, Mr Nadendla Manohar (seated centre)

Two long-service staff members – Mr Andrew Imlach, Director of Communications and Research, and Ms Christine (Tine) Ngwira, Assistant Director of Conference and Events, left the CPA in August and December respectively.

The detailed list of staff is given below as at 31 December 2013:

Dr William F. Shija - Secretary-General

Ms Meenakshi Dhar - Assistant Director of Programmes

Mr Joe Omorodion - Assistant Director, Finance and Administration

Mrs Musonda Sandy - Assistant Director, International Co-ordination

Ms Arlene Bussette - Assistant Director of Communications and Research

Mrs Luseane Chesham - Executive Assistant to the Secretary-General

Ms Lisa Leaño - Publicity and Editorial Officer

Ms Anna Schuesterl - Executive Assistant to the Director of Communications and Research

Vacant - Executive Assistant to the Director of Finance and Administration

Mr Ian McIntosh - Executive Officer, Administration

Ms Wezi Nyirenda - Office Secretary/Receptionist

Mr Muhammad Irfan

- Temporary Staff in Directorate of Finance and Administration



Mr Robert Stokes, MP, New South Wales (seated second left)

CPA Branches and Conference Participation

At 31 December 2013, the CPA had 188 Branches of which 178 were active. The active Branches were distributed across the CPA's Regions as follows:



In the Africa Region, five Branches were in suspension and one Caribbean Branch was in abeyance. In the Pacific, one Branch was suspended and another was in abeyance. The Africa Region had one Branch with- draw from the Commonwealth, while one Branch in the Australia Region withdrew from the CPA.

The following list shows the attendance and gender representation of Branches, on a regional basis, at the 59th Commonwealth Parliamentary Conference in South Africa. [Del = Delegation; Obs = Observer; ExCo = CPA Executive Committee; CWP = Commonwealth Women Parliamentarians; M = Male; F = Female; NP = Not Participating]

AFRICA

Botswana (Del: 3M)

Cameroon (Del: 2M, 1F. ExCo: 1M: Obs: 3M, 2F)

The Gambia (NP)

Ghana (Del: 2M. Obs: 1M, 2F)

Kenya (Del: 1M, 1F. Obs: 4M, 1F)

Lesotho (Del: 1M, 2F. ExCo: 1M)

Malawi (Del: 1M, 1F. Obs: 2M. ExCo: 1M)

Mauritius (Del: 3F. Obs: 1F)

Mozambique (Del: 2M, 1F)

Namibia (Del: 3F. ExCo: 1M. Obs: 1M, 1F)

Nigeria (Del: 5F. Obs: 10M)

Abia (NP)

Akwa-Ibom (Del: 1M. Obs: 5M)

Adamawa (Del: 1M)

Anambra (Del: 1F)

Bauchi (NP)

Bayelsa (Del: 1M. Obs: 4M, 1F)

Benue (NP)

Borno (NP)

Cross River (Del: 1M. Del: 1M, 1F)

Delta (Del: 1M. Del: 4M)

Ebonyi (NP)

Edo (Del: 1M. Obs: 4M, 1F)

Ekiti (Del: 1M. Obs: 2M, 2F)

Enugu (NP)

Gombe (NP)

Imo (Del: 1M. Obs: 2M, 3F)

Jigawa (Del: 1M. Obs: 5M)

Kaduna (Del: 1M. Obs: 3M)

Kano (NP)

Katsina (NP)

Kebbi (NP)

Kogi (NP)

Kwara (NP)

Lagos (Del: 1M. Obs: 4M, 1F)

Nasarawa (NP)

Niger (Del: 1M. Obs: 5M)

Ogun (NP)

Ondo (Del: 1F)

Osun (NP)

Oyo (NP)

Plateau (NP)

Rivers (Del: 1M. Obs: 3M)

Sokoto (Del: 1M. Obs: 2M)

Taraba (Del: 1F. Obs: 2M)

Yobe (Del: 1M. Obs: 5M)

Zamfara (NP)

Rwanda (NP)

Seychelles (Del: 1F. Obs: 2F)

Sierra Leone (Del: 4F. Obs: 1F)

South Africa (Del: 3M, 11F. Obs: 6M, 2F)

Eastern Cape (Del: 1F. Obs: 4M, 1F)

Free State (Del: 1F. Obs: 2M, 3F)

Gauteng (Del: 1F. Obs: 1F)

KwaZulu-Natal (Del: 1F. Obs: 3M, 2F)

Limpopo (Del: 1F. Obs: 3M, 2F)

Mpumalanga (Del: 1F. Obs: 1M, 2F)

North-West (Del: 1F. Obs: 1M, 1F)

Northern Cape (Del: 1F. Obs: 3M, 2F)

Northern Province (NP)

Western Cape (Del: 1F. Obs: 2M, 1F)

Swaziland (NP)

Tanzania (Del: 3F. Obs: 4M, 1F)

Zanzibar (Del: 1F. Obs: 2M)

Uganda (Del: 3F, 2M. Obs: 2M, 3F. ExCo: 1M. CWPC: 1F)

Zambia (Del: 2M, 1F. Obs: 3M, 1F)

ASIA

Bangladesh (Del: 1M. Obs: 4M. CWPSC: 1F)
Maldives (Del: 1M. Obs: 2M. ExCo: 1M)
Pakistan (Del: 4M, 1F. Obs: 4M. ExCo: 1F)
 Balochistan (Del: 1M. Obs: 2M, 1F)
 Khyber Pakhtunkhwa (Del: 1M. Obs: 2M)
 Punjab (ExCo: 1M)
 Sindh (Del: 1M. Obs: 1F)
Sri Lanka (Del: 4M)

AUSTRALIA

Australia (NP)
 Australian Capital Territory (Del: 1M)
 New South Wales (Del: 1M. Obs: 1M)
 Norfolk Island (Del: 1M. ExCo: 1M)
 Northern Territory (NP)
 Queensland (Del: 1M. Obs: 1M. ExCo: 1M)
 South Australia (Del: 1M)
 Tasmania (Del: 1F. Obs: 2M)
 Victoria (Del: 1M)
 Western Australia (Del: 1M. Obs: 3M. ExCo: 1M. CWPSC: 1F)

BRITISH ISLANDS AND MEDITERRANEAN

Alderney (NP)
Cyprus (Del: 2M. ExCo: 1M)
Falkland Islands (Del: 2M)
Gibraltar (Del: 1M, 1F)
Guernsey (Del: 1M, 2F. ExCo: 1M)
Isle of Man (Del: 2M)
Jersey (Del: 2M, 1F)
Malta (Del: 3M)
St Helena (Del: 1M)
United Kingdom (Del: 5M, 5F. Obs: 1M, 2F)

Northern Ireland (Del: 1M)
Scotland (Del: 1M, 1F. CWPSC: 1F)
Wales (Del: 1F. Obs: 1M, 1F)

CANADA

Canada (Del: 3M, 3F. ExCo: 1M. CWPSC: 1F)
 Alberta (Del: 1F. ExCo: 1M)
 British Columbia (Del: 1F. Obs: 1M, 1F)
 Manitoba (Del: 1M)
 New Brunswick (Del: 1M. ExCo: 1M)
 Newfoundland & Labrador (Del: 1M)
 Northwest Territories (Del: 1M. Obs: 1M)
 Nova Scotia (NP)
 Nunavut (NP)
 Ontario (Del: 1M)
 Prince Edward Island (Del: 1F)
 Quebec (Del: 2M. Obs: 4F, 1M)
 Saskatchewan (Del: 1M. Obs: 1M, 1F)
 Yukon (Del: 1F. Obs: 1M, 1F)

CARIBBEAN, AMERICAS AND ATLANTIC

Anguilla (NP)
Antigua & Barbuda (NP)
The Bahamas (Del: 2M. ExCo: 1M. CWPSC: 1F)
Barbados (Del: 2M, 1F)
Belize (NP)
Bermuda (Del: 3M, 1F)
British Virgin Islands (Del: 2F)
Cayman Islands (Del: 1M, 1F. Obs: 1M. ExCo: 1F)
Dominica (Del: 1M. ExCo: 1F)
Grenada (NP)
Guyana (Del: 1M, 2F)
Jamaica (Del: 3M)
Montserrat (NP)

St Christopher & Nevis (Del: 1M. Obs: 2M, 1F)
St Lucia (NP)
St Vincent & the Grenadines (NP)
Trinidad & Tobago (Del: 1F. Obs: 1M, 2F)
Turks & Caicos Islands (NP)

INDIA

India (Obs: 2M)
Andhra Pradesh (Del: 1M. Obs: 1M)
Arunachal Pradesh (Del: 1M. Obs: 1M, 1F)
Assam (Del: 1M)
Bihar (Del: 1M)
Chhattisgarh (Del: 1M)
Delhi (Del: 1M)
Goa (Del: 1M)
Gujarat (Del: 1M. Obs: 1M)
Haryana (Del: 1M. ExCo: 1M)
Himachal Pradesh (Del: 1M)
Jammu & Kashmir (Obs: 1M. ExCo: 1M)
Jharkhand (Del: 1M)
Karnataka (Del: 1M)
Kerala (Del: 1M)
Madhya Pradesh (NP)
Maharashtra (Del: 1M)
Manipur (Del: 1M)
Meghalaya (Del: 1M)
Mizoram (Del: 1M. Obs: 1F)
Nagaland (Del: 1M. ExCo: 1M)
Odisha (Del: 1M)
Puducherry (Del: 1M. Obs: 1M)
Punjab (Del: 1M)
Rajasthan (Del: 1M)
Sikkim (Del: 1M)
Tamil Nadu (Del: 1M)
Tripura (Del: 1M)
Uttarakhand (NP)

Uttar Pradesh (Del: 1M. Obs: 1M)
West Bengal (Del: 1M)

PACIFIC

Bougainville (Del: 1M. CWPSC: 1F)
Cook Islands (NP)
Fiji Islands (NP)
Kiribati (NP)
Nauru (ExCo: 1M)
New Zealand (Del: 1M, 2F. ExCo: 1F)
Niue (Del: 1M)
Papua New Guinea (Del: 2M, 1F. Obs: 3M)
Samoa (Del: 3M)
Solomon Islands (NP)
Tonga (ExCo: 1M)
Tuvalu (NP)
Vanuatu (NP)

SOUTH-EAST ASIA

Malaysia (Del: 2M, 2F. ExCo: 1M. Obs: 8M, 1F)
Johore (Del: 1M. Obs: 5M, 1F)
Kedah Darulaman (Del: 1M. Obs: 3M)
Kelantan (Del: 1M. Obs: 4M)
Melaka (Del: 3M. Obs: 1M)
Negeri Sembilan (Del: 1M. Obs: 2M)
Pahang (NP)
Penang (Del: 1M. Obs: 3M, 2F)
Perak (Del: 1M)
Perlis (NP)
Sabah (Del: 1M. Obs: 4M)
Sarawak (Del: 1M. Obs: 1M, 1F)
Selangor (Del: 1F. Obs: 4M)
Terengganu (Del: 1M. Obs: 3M)
Singapore (Del: 1M, 2F)

Finance



FINANCIAL REVIEW

During the 2013 financial year, the Association made a deficit of £31,217 before net investment gains (2012: surplus of £493,201). The loss was due to the following movements in income and expenditure activities during the year.

Income decreased by £52,622 (2%) when compared to the year ended 31 December 2012 mainly as a result of reductions in investment yields (£38k), membership fees (£6k), partnership revenue (£5k) and other income (£4k).

Expenditure increased by £471,796 (21%) over the year ended 31 December 2012 largely due to the implementation of various governance and organisational development (OD) initiatives (£194k) and enhanced severance employer pension payments (£144k) made in the year, as approved by the Executive Committee. Furthermore, there was an increase in the year-end provision for branch fees debtors of £134k.

The CPA held £1,690,741 in its General Reserve (2012: £1,744,428) at the end of the financial year

together with £1,000,000 (2012: £1,000,000) in a Contingency Reserve which is in accordance with the approved reserves policy of the Association. In addition, both the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £5,861,525 (2012: £5,575,640). Income from each Trust Fund is used for the benefits of the members.

FINANCIAL STRATEGY

The Executive Committee agreed the CPA financial strategy in South Africa in August 2013. Its overarching purposes are to ensure that financial resources and policies are provided to support the strategic objectives outlined in the CPA business plan 2013 – 2015, and add a more focused sense of direction or purpose to the CPA's existing financial policies and practices. The issues addressed in the policy document included the reserves, income generation, financial and administrative control policies.

RESERVES POLICY

The Contingency Reserve that has been established by the Trustees is made up of a fund to deal with unforeseen liabilities of £500,000 (2012: £500,000) and a free reserves fund of £500,000 (2012: £500,000).

The unforeseen liabilities fund deals with events such as: a sudden increase in the cost of airfares; a need to find a new venue for the Annual Plenary

Commonwealth Parliamentary Conference as a result of a sudden cancellation by a potential host Branch; or such other unforeseen liabilities which have arisen due to circumstances beyond the control of the Association.

The free reserves fund is to cover three months of the Association's net annual operating costs (i.e. annual operating costs less annual conference airfares). This fund is to be used to maintain the range of services for the Association's members should there be a sudden and unexpected loss in its revenue.

The Association also holds a general fund of £1.7m. Whilst reviewing the reserves level during the year, the Trustees resolved that the accumulated surplus would be available, and drawn upon, for spending on CPA's objectives in 2013 and beyond.

INVESTMENT POLICY

The CPA has investments in two trust funds under the guidance and supervision of the Trustees. During 2013 these funds were managed by Coutts & Co. The Trustees met twice in the year to review the funds' performance. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arranging study group meetings, seminars and conferences and providing facilities for the exchange of visits between members of branches of the CPA.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious to moderate risk

investment strategy based on maximising income and, within this strategy, the Trustees set a target of exceeding the average market performance for a similar fund, based on the market value of the portfolio.

The Trustees have an established, formal (written) Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Establishes a clear understanding of the investment goals and objectives of Fund(s) assets.
- Offers guidance and limitations to investment advisors and/or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent standards, the Trust Deeds of the Fund(s) and the Trustee Act of 2000 as amended from time to time.

INVESTMENT PERFORMANCE

During the year under review, the Association's target for investment income (see 'Investment Policy' above) was not achieved. However, the Trustees are confident that the shortfall was as a result of the continuing sluggish global economic recovery and are monitoring the investment performance carefully. The net investment gains amounted to £224,531 (2012: net gains were £279,088).

FUTURE PERIODS

The CPA will continue to pursue its key aims of holding conferences and seminars; disseminating information on Parliamentarians and political issues; organising international exchanges among Members

and officials of Parliaments and Legislatures and assisting newly emerging Commonwealth democracies. The CPA's assets are considered adequate to meet its annual obligations in the next three years.

MISCELLANEOUS

Statement of Executive Committee's responsibilities

The Executive Committee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Executive Committee is required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Executive Committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Charity's Constitution and Trust Deeds. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

WEBSITE

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

AUDITORS

Haysmacintyre, Registered Auditors, were appointed during the year and have indicated their willingness to continue in office and it is proposed that they be re-appointed auditors for the ensuing year.

This report was approved by the Executive Committee on 30th April 2014 and signed on its behalf by:

Rt. Hon Sir Alan
Haselhurst, MP
Chairperson

Dr William F. Shija
Secretary-General

Notes to the accounts for the year ended 31 December 2013

	Note	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Investment Income	2	24,133	124,758	148,891	186,752
Incoming resources from charitable activities					
Branch membership fees		2,526,271	-	2,526,271	2,531,798
Subscriptions for the Parliamentarian		6,725	-	6,725	5,497
Partnership income	3	-	2,975	2,975	7,577
Other incoming resources	1	19,925	-	19,925	25,785
Total incoming resources		<u>2,577,054</u>	<u>127,733</u>	<u>2,704,787</u>	<u>2,757,409</u>
RESOURCES EXPENDED					
Cost of generating funds					
Investment management costs		-	40,002	40,002	36,092
Charitable activities					
Publications & communications		730,833	-	730,833	638,762
Conferences		481,495	55,845	537,340	342,087
Seminars, Projects & Commonwealth Developments		438,547	2,975	441,522	550,280
Technical Assistance Programmes		248,007	-	248,007	209,525
Governance costs		731,859	6,441	738,300	487,462
Total resources expended	6	<u>2,630,741</u>	<u>105,263</u>	<u>2,736,004</u>	<u>2,264,208</u>
Net incoming resources before other recognised gains and losses		<u>(53,687)</u>	<u>22,470</u>	<u>(31,217)</u>	<u>493,201</u>
Other recognised gains					
(Losses) /Gains on investment assets	17	-	263,415	263,415	312,803
Net movement in funds		<u>(53,687)</u>	<u>285,885</u>	<u>232,198</u>	<u>806,004</u>
RECONCILIATION OF FUNDS					
Balance brought forward on 1 January	23	<u>2,744,428</u>	<u>5,575,640</u>	<u>8,320,068</u>	<u>7,514,064</u>
Balance carried forward on 31 December	23	<u>2,690,741</u>	<u>5,861,525</u>	<u>8,552,266</u>	<u>8,320,068</u>

All recognised gains and losses have been included in the Statement of Financial Activities. No separate statement of total recognised gains and losses has therefore been produced. All activities are continuing.

Balance as at 31 December 2013

	Note	Total 2013 £	Total 2012 £
FIXED ASSETS			
Tangible assets	16	4,770	10,334
Investments	17	<u>5,309,823</u>	<u>5,085,292</u>
Total fixed assets		5,314,593	5,095,626
CURRENT ASSETS AND LIABILITIES			
Current assets			
Debtors	18	165,041	367,880
Short Term Deposits	19	3,428,923	3,445,641
Cash at bank and in hand		<u>411,083</u>	<u>477,532</u>
Total current assets		4,005,047	4,291,053
Creditors: amounts falling due within one year	20	(767,374)	(1,066,611)
Net current assets		3,237,673	3,224,442
Net assets		<u><u>8,552,266</u></u>	<u><u>8,320,068</u></u>
FUNDS			
General fund	23	1,690,741	1,744,428
Contingency reserve	23	1,000,000	1,000,000
Conference assistance fund	23	2,426,391	2,290,319
Working capital fund	23	<u>3,435,134</u>	<u>3,285,321</u>
		<u><u>8,552,266</u></u>	<u><u>8,320,068</u></u>

The financial statements were approved, and authorised for distribution, by the Executive Committee on 30th April 2014 and signed on its behalf by

:

Rt Hon. Sir Alan Haselhurst, MP
Chairperson

Dr William F. Shija
Secretary-General

Notes to the accounts for the year ended 31 December 2013

1. ACCOUNTING POLICIES

The principal accounting policies have been applied consistently in dealing with items which are considered material in relation to Commonwealth Parliamentary Association's Financial Statements.

A) BASIS OF PREPARATION

The financial statements have been prepared under the historic cost convention, with the exception that investments are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 2011.

B) INCOMING RESOURCES

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

C) APPORTIONMENT OF DIRECT CHARITABLE AND SUPPORT COSTS FOR THE CHARITY

- Cost of generating funds includes management costs associated with the charity's investment portfolio.
- Charitable expenditure comprises those costs incurred by the Association in the delivery of its activities and services for its members. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs comprise the costs of running the Association, external audit, any legal advice for the Executive Committee, and all the costs of complying with constitutional and statutory requirements, such as the costs of Executive Committee meetings and of preparing statutory accounts and satisfying public accountability.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

D) FIXED ASSET INVESTMENTS

Investments are stated at market value as at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

E) TANGIBLE ASSETS AND DEPRECIATION

Tangible assets (comprising IT and other equipment) are shown at cost. Depreciation is provided on a straight line basis, in order to write down the cost of the assets over their useful economic lives, of 3 years. Assets below £350 are not capitalized.

F) INVESTMENT GAINS AND LOSSES

All gains and losses are taken to the statement of financial activities as they arise. Realised gains and losses on invest

Notes to the accounts for the year ended 31 December 2013

ments are calculated as the difference between sales proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later). Realised and unrealised gains are not separated in the Statement of Financial Activities.

G) STOCKS

Stock is not included in the balance sheet and costs are written off as incurred.

H) FOREIGN EXCHANGE

Balances denominated in foreign currencies are translated into sterling at the rate of exchange ruling at the balance sheet date. Financial transactions are translated at the rate of exchange prevailing on the date the transaction is processed.

I) CASH FLOW STATEMENT

A cashflow statement has not been produced under the exemption allowed for small bodies detailed within Financial Reporting Standard Number 1 (revised).

J) PENSION COSTS

The Secretariat operates a defined contribution pension scheme for the benefit of its employees. The net assets of the fund are held separately from those of the charity. Contributions payable are charged to the SOFA in the year in which they are incurred.

K) FUND ACCOUNTING

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the charity's funding partners. The aim and use of each restricted fund is set out in Note 23 to the financial statements.

L) OPERATING LEASES

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the SOFA in the year in which they fall due.

M) SUBVENTIONS TO BRANCHES

Branches' outstanding travel claims are accrued for at the end of the financial year. If after one year from the date of accruals such claims have not been made, the accrued amounts are written back into the accounts.

Notes to the accounts for the year ended 31 December 2013

2. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£
Investment income from securities	-	120,506	120,506	128,507
Bank interest	24,133	4,252	28,385	58,245
	<u>24,133</u>	<u>124,758</u>	<u>148,891</u>	<u>186,752</u>

Investment income consists of bank interest, interest earned on money market deposits and interest earned on the contingency reserve.

3. PARTNERSHIP INCOME

	Total 2013	Total 2012
	£	£
Commonwealth Secretariat (ComSec):		
Latimer House Principles Dialogue & Training Toolkit	<u>2,975</u>	<u>7,577</u>
	<u>2,975</u>	<u>7,577</u>

4. STAFF COSTS

	Note	Total 2013	Total 2012
		£	£
Employee costs amounted to:			
- Wages and salaries		856,162	853,530
- Temporary staff costs		45,190	44,074
- Benefits-in-kind costs		47,505	34,595
- Social security costs		90,310	92,532
- Pensions costs	5	265,478	145,789
	6a	<u>1,304,645</u>	<u>1,170,520</u>

Notes to the accounts for the year ended 31 December 2013

The benefits-in-kind payments cover qualifying employees' relocation, home leave, health/travel insurance and death in-service expenses to the Association. These payments are covered by PAYE settlement agreement with HM Customs and Excise.

STAFF COSTS (CONTINUED)...

The average number of staff employed during the year was:

	2013	2012
	No.	No.
Management	2	3
Charitable activities	11	11
	<u>13</u>	<u>14</u>

Staff received emoluments, in excess of £60,000, (exclusive of pension contributions paid by the CPA Secretariat) during the year as follows:

	2013	2012
	No.	No.
£60,000 - £70,000	3	1
£70,001 - £80,000	1	-
£80,001 - £110,000	1	2
£110,001 - £150,000	1	1
	<u>6</u>	<u>4</u>

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £216,375 (2012: £107,911) for these employees. The Secretariat contributed a total of £24,298 towards the Secretary-General's pension fund in the year (2012: £24,706).

The Secretary-General, who is also a Trustee, received a total remuneration of £149,732 during the year (2012: £148,030). The Secretary-General did not receive any remuneration in his capacity as Trustee as the appointment to Trustee is automatic. The other Trustees did not receive any remuneration during the year (2012: Nil).

5. PENSION SCHEME

The CPA Secretariat runs a Personal Pension Scheme ("Scheme") for employees with Scottish Widows, which commenced on 1st August 2010 (previously with Clerical Medical). The Scheme is funded by Contributions from Scheme members and the CPA Secretariat.

The Scheme is operated on a Personal Pension Scheme basis and is not a defined benefits final salaries arrangement. Contributions are invested with Scottish Widows under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15 per cent of annual salary. CPA Secretariat pays 16 per cent.

Notes to the accounts for the year ended 31 December 2013

PENSION SCHEME (CONTINUED)...

	Total 2013	Total 2012
	£	£
Total premiums paid	307,414	213,249
Less: Contributions from employees	(41,936)	(67,460)
Employer Contributions	<u>265,478</u>	<u>145,789</u>

The increase in employer pension premiums over the previous year is due to the enhanced pension contributions that were made to staff as part of an agreed severance payment arrangement.

6. TOTAL RESOURCES EXPENDED

	Note	Direct Costs	Support Costs	Total 2013	Total 2012
		£	£	£	£
Cost of generating funds					
Investment management costs		40,002	-	40,002	36,092
Cost of charitable activities					
Publications & Communications	8	128,487	602,346	730,833	638,762
Conferences	9	184,412	352,928	537,340	342,087
Seminars, Projects & Commonwealth Developments	10	211,905	229,617	441,522	550,280
Technical Assistance Programmes	11	19,446	228,561	248,007	209,525
Governance costs	7	481,280	257,020	738,300	487,462
		<u>1,065,532</u>	<u>1,670,472</u>	<u>2,736,004</u>	<u>2,264,208</u>
			(Note 6a)		

Notes to the accounts for the year ended 31 December 2013

6A ALLOCATION OF SUPPORT COSTS

	Staff costs (Note 4) £	HR costs £	IT support £	Legal £	Facilities £	Depre- ciation £	Total 2013 £	Total 2012 £
Cost of charitable activities								
Publications & communications	464,471	11,167	23,629	604	99,395	3,080	602,346	488,183
Conferences	302,978	5,837	7,877	1,208	34,002	1,026	352,928	250,162
Seminars, Projects & Commonwealth Development	179,666	5,837	7,877	1,208	34,002	1,027	229,617	209,523
Technical Assistance Programmes	179,666	4,780	7,877	1,208	34,004	1,026	228,561	209,525
Governance costs	<u>177,864</u>	<u>11,145</u>	<u>-</u>	<u>7,849</u>	<u>60,162</u>	<u>-</u>	<u>257,020</u>	<u>213,267</u>
	<u>1,304,645</u>	<u>38,766</u>	<u>47,260</u>	<u>12,077</u>	<u>261,565</u>	<u>6,159</u>	<u>1,670,472</u>	<u>1,370,660</u>

Support costs have been allocated to the charity's activities as follows:

- Staff costs: allocated based on staff time spent on operational activities
- Human Resources costs: allocated on basis of headcount
- IT Support: allocated on basis of headcount
- Legal & Professional: allocated on basis of usage
- Facilities: allocated on basis of staff usage or headcount
- Depreciation: allocated on basis of headcount

Notes to the accounts for the year ended 31 December 2013

7. GOVERNANCE

Costs classified as governance relate to the general running of the charity and include operations of the Board of Trustees and those addressing constitutional, audit and other statutory matters, and are made up of the following:

	2013	2012
	£	£
Auditors' remuneration: audit fees: Current year	12,000	10,123
In respect of previous year:	12,646	3,326
Non-audit fees	2,799	3,477
Mid year Executive meeting	217,010	152,480
Secretary-General's contingency fund	6,480	11,358
Legal & professional fees	62,325	58,906
Consultants' fees	168,020	34,525
Apportionment of support costs	257,020	213,267
	<u>738,300</u>	<u>487,462</u>

A total of £132,028 was reimbursed to 29 Parliaments of members of the Executive Committee for their travel to Executive Committee meetings (2012: £154,970 to 40 Parliaments).

8. DIRECT PUBLICATIONS AND COMMUNICATIONS COSTS

	Total	Total
	2013	2012
	£	£
<i>The Parliamentarian</i>		
- Printing	68,134	67,149
- Distribution	46,168	62,255
- Fees to contributors	1,850	3,118
	<u>116,152</u>	<u>132,522</u>
Annual Report	5,588	3,684
CPA First Reading (newsletters)	1,073	-
Miscellaneous and specialised publications	947	-
CPA Website	4,494	5,347
Books, periodicals and information	233	9,026
	<u>128,487</u>	<u>150,579</u>

Notes to the accounts for the year ended 31 December 2013

9. DIRECT CONFERENCE COSTS

		Total 2013 £	Total 2012 £
Annual conference including subvention	-	246,604	313,551
Less: Prior year accrued airfares no longer required (2011: Nil)	-	(62,192)	(221,626)
		<u>184,412</u>	<u>91,925</u>

Direct costs of annual conference airfares include £130,998 paid to member organizations (2012: £115,767). In addition, travel and accommodation costs are reimbursed for individuals attending conferences. All payments are detailed in the following notes to the accounts. Details of payments available from the CPA head office.

10. DIRECT SEMINARS, PROJECTS & COMMONWEALTH DEVELOPMENT COSTS

	Note	Total 2013 £	Total 2012 £
Canadian Parliamentary Seminar		17,776	-
Overseas visits	12	110,797	73,901
CPA Youth Parliament		8,247	6,672
Post election seminars	13	29,357	9,712
Co-sponsored seminars/projects	14	9,904	29,475
Commonwealth and parliamentary development activities	15	<u>35,824</u>	<u>220,997</u>
		<u>211,905</u>	<u>340,757</u>

11. DIRECT TECHNICAL ASSISTANCE PROGRAMMES

	Total 2013 £	Total 2012 £
Tonga	19,446	-
	<u>19,446</u>	<u>-</u>

Notes to the accounts for the year ended 31 December 2013

12. OVERSEAS VISITS

	Total 2013	Total 2012
	£	£
Chairperson	21,433	17,088
Vice Chairperson	7,993	989
Treasurer	8,808	16,597
CWP Chairperson	10,960	-
Secretary-General	9,758	31,259
Staff	<u>51,845</u>	<u>7,968</u>
	<u>110,797</u>	<u>73,901</u>

13. POST-ELECTION SEMINARS

	Total 2013	Total 2012
	£	£
Sierra Leone	11,126	-
St Lucia	-	3,955
Seychelles	-	5,757
Lesotho	9,316	-
Cayman Islands	<u>8,915</u>	<u>-</u>
	<u>29,357</u>	<u>9,712</u>

14. CO-SPONSORED SEMINARS/PROJECTS

	Total 2013	Total 2012
	£	£
ComSec: Regional seminar on the international trading system in WTO: - Africa:	(2,000)	11,066
CPA/WBI Annual Conference	3,354	12,037
ComSec: Climate Change Africa (Zambia)	-	6,372
Training Programme for Parliamentary Staff	<u>8,550</u>	<u>-</u>
	<u>9,904</u>	<u>29,475</u>

Notes to the accounts for the year ended 31 December 2013

15. COMMONWEALTH AND PARLIAMENTARY DEVELOPMENT ACTIVITIES

	Total 2013 £	Total 2012 £
Commonwealth Day	6,794	12,222
Training Workshop for Parliamentary Staff:		
- Africa	4,753	-
- Caribbean	-	13,090
- Support for attendance at workshops	-	8,755
Government and Opposition Roles, Rights & Responsibilities: Africa-Tanzania (2011: India)	-	1,433
Development of Public Accounts Committees (financial oversight):		
- Africa	4,755	12,119
- Australia	-	29,516
- Canada	1,536	13,494
- Caribbean	(9,137)	11,256
- Pacific	3,513	-
Gender Workshop: Pacific (New Zealand)	-	(8,447)
Africa (Botswana)	840	-
Constituency Development Fund (2012: Tanzania)	(5,000)	13,492
Commonwealth Women Parliamentarians (CWP) Annual Meetings and Work Programme	(31,565)	39,810
CWP Regional Strengthening & CWP Conference	20,968	-
Hospitality	3,989	2,083
Benchmarking Workshops, London (2012: Canada)	11,077	4,597
Regional Seminar on Human Rights (Trinidad & Tobago)	10,023	-
Workshop on Cyber Security (Cameroon)	8,552	-
10th Women's Affairs Ministerial Meeting (WAMM), Bangladesh	4,726	-
CPA Working Party	-	67,577
	<hr/>	<hr/>
	35,824	220,997

Notes to the accounts for the year ended 31 December 2013

16. TANGIBLE ASSETS

Tangible fixed assets comprises of computer and office equipment.

	Total 2013 £	Total 2012 £
Cost		
At 1 January	22,079	341,693
Additions	595	12,967
Disposals	(4,146)	(332,581)
At 31 December	<u>18,528</u>	<u>22,079</u>
Depreciation		
At 1 January	11,745	336,970
Charge for the year	6,159	7,356
Eliminated on disposal	(4,146)	(332,581)
At 31 December	<u>13,758</u>	<u>11,745</u>
Net book value At 31 December	<u>4,770</u>	<u>10,334</u>

17. INVESTMENTS

	2013 £	2012 £
Market value at 1 January	5,085,292	4,806,204
Additions	2,460,960	502,089
Disposed proceeds	(2,635,450)	(476,135)
Investment cash account movement	135,606	(59,669)
Net investment gains/losses	263,415	312,803
Market value at 31 December	<u>5,309,823</u>	<u>5,085,292</u>
Historic cost value at 31 December	<u>4,894,730</u>	<u>4,613,493</u>
Analysis of investment assets	Fixed interest securities	Equities
	£	£
	<u>1,434,877</u>	<u>3,874,946</u>
		Total
		£
		<u>5,309,823</u>

The underlying assets contained within the various funds invested in by the charity are recognized on a listed stock exchange.

Notes to the accounts for the year ended 31 December 2013

18. DEBTORS

	2013	2012
	£	£
Branch fees (see below)	78,134	235,379
Staff advances	4,510	9,383
Other debtors and prepayments	<u>82,397</u>	<u>123,118</u>
	<u>165,041</u>	<u>367,880</u>
Branch fees comprise the following:		
Abia	29,077	21,679
Anambra	-	6,882
Antigua & Barbuda	-	2,686
Bauchi	7,398	-
Belize	22,195	21,675
Benue	23,041	15,643
Borno	7,398	-
BVI	-	93
Cameroon	87	-
Ebonyi	7,243	7,227
Edo	74	74
Enugu	7,398	-
Grenada	14,796	7,398
Imo	-	14,469
Kogi	5,615	5,615
Kwara	7,395	-
Malawi	-	2,080
Malacca	81	-
Nasarawa	-	7,676
Niger	-	24,018
Ondo	12,265	12,265
Papua New Guinea	-	29,914

Continued on next page

Notes to the accounts for the year ended 31 December 2013

Plateau	-	7,398
Rivers	-	2,398
St Christopher	4,068	-
The Gambia	78,536	59,236
Vanuatu	7,760	7,760
Zamfara	2,472	2,472
	<u>236,899</u>	<u>258,658</u>
Less: Provision for doubtful debts	(158,765)	(23,279)
Total branch fees	<u>78,134</u>	<u>235,379</u>

19. SHORT TERM DEPOSIT INVESTMENT

	Note	2013	2012
		£	£
National Westminster Bank (NWB) plc Charity Bonds		3,428,923	3,445,641
		<u>3,428,923</u>	<u>3,445,641</u>

Notes to the accounts for the year ended 31 December 2013

20. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Note	2013 £	2012 £
Trade creditors		110,497	67,804
General accruals		61,839	107,837
Conference fares accruals		141,894	238,862
Mid-year executive committee fares accruals		52,286	38,442
Tax and social security		22,864	27,752
Deferred income	21	375,195	565,410
Other Creditors		2,799	20,504
		<u>767,374</u>	<u>1,066,611</u>

Included within other creditors is a pension fund creditor of £nil (2012: £17,831).

21. DEFERRED INCOME

	At 1 Jan 2013 £	Released to incoming resources £	Deferred in the year £	At 31 Dec 2013 £
Branch fees	<u>565,410</u>	<u>(565,410)</u>	<u>375,195</u>	<u>375,195</u>
	565,410	(565,410)	375,195	375,195

22. MOVEMENT IN FUNDS

	At 1 Jan 2013 £	Income £	Expenditure £	Gains/ losses £	At 31 Dec 2013 £
Unrestricted funds					
- General reserve	1,744,428	2,577,054	(2,630,741)	-	1,690,741
- Contingency reserve	1,000,000	-	-	-	1,000,000
Total unrestricted funds	<u>2,744,428</u>	<u>2,577,054</u>	<u>(2,630,741)</u>	<u>-</u>	<u>2,690,741</u>

Continued on next page

Notes to the accounts for the year ended 31 December 2013

22. MOVEMENT IN FUNDS (CONTINUED)

Restricted funds

Conference Assistance Fund (CAF)	2,034,507	-	(15,630)	109,467	2,128,344
CAF Retained Income Fund	255,812	48,572	(6,337)	-	298,047
Working Capital Fund (WCF)	3,050,785	-	(23,254)	153,948	3,181,479
WCF Retained Income Fund	234,536	76,186	(57,067)	-	253,655
Commonwealth Secretariat (ComSec)					
- Latimer House Principles Dialogue					
& Training Toolkit	-	2,975	(2,975)	-	-
Total restricted funds	<u>5,575,640</u>	<u>127,733</u>	<u>(105,263)</u>	<u>263,415</u>	<u>5,861,525</u>
Total funds	<u>8,320,068</u>	<u>2,704,787</u>	<u>(2,736,004)</u>	<u>263,415</u>	<u>8,552,266</u>

UNRESTRICTED FUNDS

- The general reserve represents the accumulated surplus which is available for spending on CPA's objectives.
- The contingency reserve of £1m, which has been created to meet any unforeseen liabilities, is made up of two separate funds.

The 1993 general assembly in Cyprus decided that a fund should be created to deal with unforeseen liabilities: a sudden increase in the cost of airfares to the annual conference, a need to find a new venue for a conference or other liabilities which arise due to circumstances which are beyond the control of the Association. The Executive Committee decided in Singapore in May 1999 that the fund should be built up to a maximum level of £500,000 (in real terms) and that when this has been achieved, the interest earned on it should be applied to meet CPA headquarters secretarial operating expenses.

In addition to the unforeseen liabilities fund, the Trustees decided in April 2008 in Malaysia to create and maintain a free reserves policy of £500,000 to cover three months of the Association's net annual operating costs (i.e. annual operating costs less annual conference airfares). This fund is to be used to maintain the range of services for the Association's members should there be a sudden and unexpected loss in its revenue.

RESTRICATED FUNDS

Conference Assistance Fund (CAF)

The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association by applying the income or such parts of the capital as the Trustees may deem fit. Expenditure is restricted to fulfilling these aims.

Notes to the accounts for the year ended 31 December 2013

WORKING CAPITAL FUND (WCF)

The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association by applying the income or such parts of the capital as the Trustees may deem fit. Expenditure is restricted to fulfilling these aims.

The *Partnership Income* received in the year from the Commonwealth Secretariat was the contribution received for the CPA Secretariat's consultancy role in developing the Latimer House Principles Dialogue & Training Toolkit.

23. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
Tangible fixed assets	4,770	-	4,770	10,334
Fixed asset investment	-	5,309,823	5,309,823	5,085,292
Current assets	3,362,844	642,203	4,005,047	4,291,053
Current liabilities	(676,873)	(90,501)	(767,374)	(1,066,611)
	<u>2,690,741</u>	<u>5,861,525</u>	<u>8,552,266</u>	<u>8,320,068</u>

24. FINANCIAL COMMITMENTS

The primary contract terms with Canon for the two photocopiers expired on 30 January and 30 April 2013 respectively. After these dates the rental agreement reverted to zero-rental charges, hence there are no financial commitments expected under the lease agreement within one year.

Notes to the accounts for the year ended 31 December 2013



The Director of Finance, Mr Joe Omorodion (right) greeting the Speaker of the Legislative Assembly of British Columbia, Hon. Linda Reid, MLA, in the CPA Headquarters, 2013

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COMMONWEALTH PARLIAMANTARY ASSOCIATION

We have audited the financial statements of Commonwealth Parliamentary Association for the year ended 31 December 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting

framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the

Charity's Trustees those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR

As explained more fully in the Statement of Executive Committee's Responsibilities set out in the Annual Report, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial

statements. . . In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- Give a true and fair view of the state of the charity's affairs as at 31 December 2013 and of its incoming resources and application of resources, for the year then ended;
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- Have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Annual Report is inconsistent in any material respect with the financial statements; or
- Sufficient accounting records have not been kept; or
- The financial statements are not in agreement with the accounting records and returns; or
- We have not received all the information and explanations we require for our audit.

Haysmacintyre
Chartered Accountants
Statutory Auditor

26 Red Lion Square
London
WC1R 4AG

