

# IN OUR PARLIAMENT

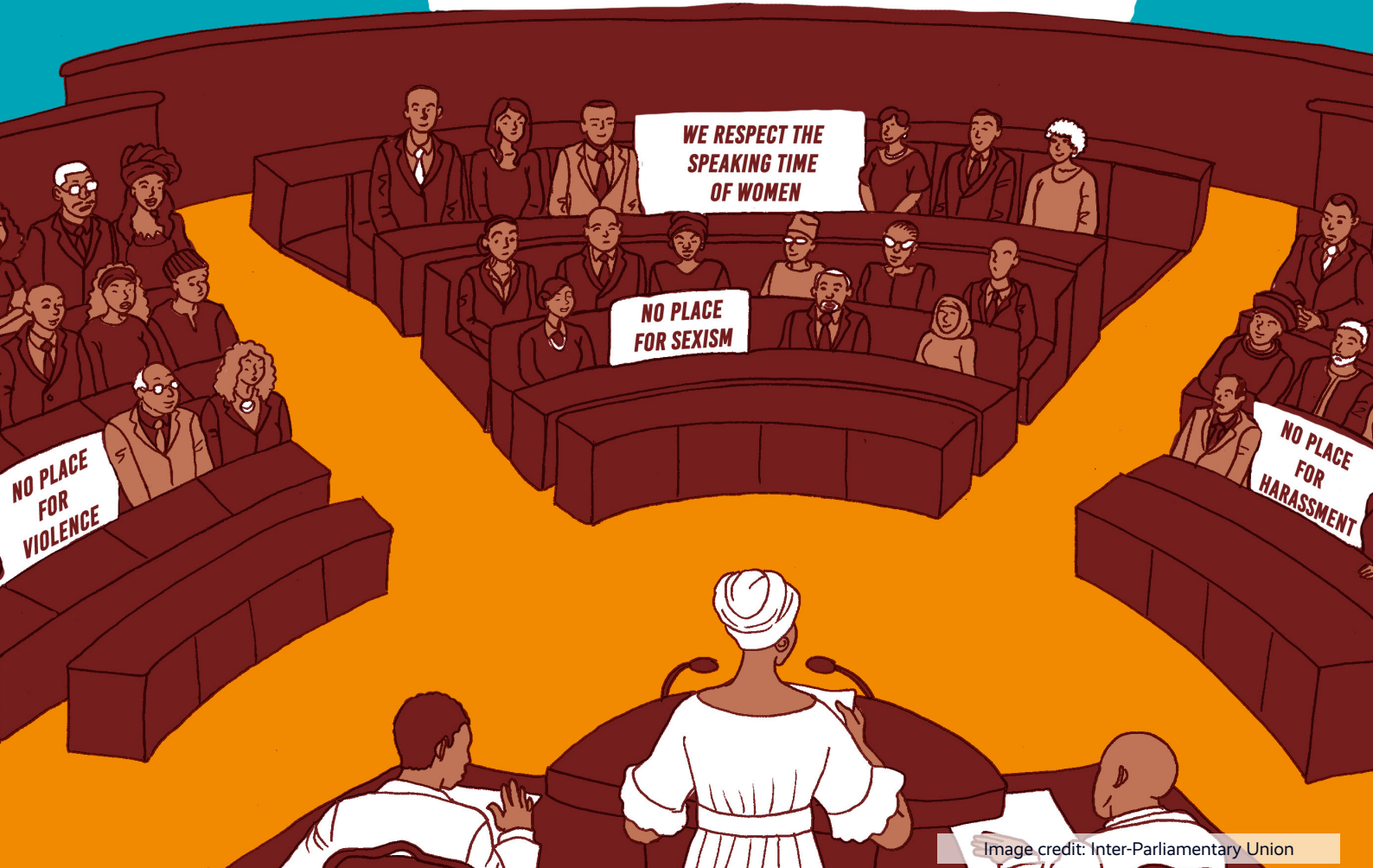
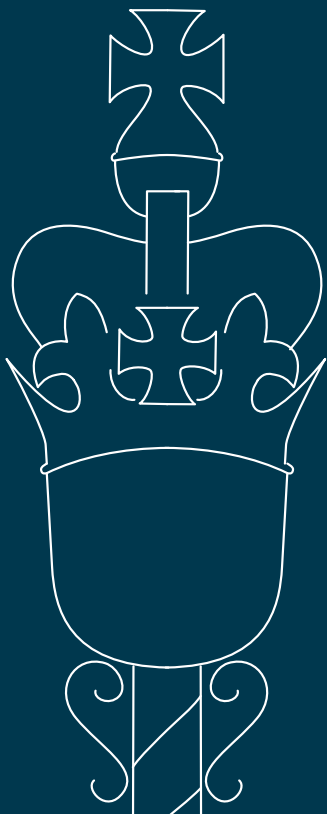


Image credit: Inter-Parliamentary Union



## COMMONWEALTH WOMEN PARLIAMENTARIANS WORKSHOP

### 'A PARLIAMENTARY RESPONSE TO COMBATTING GENDER-BASED VIOLENCE AND ENSURING GENDER JUSTICE'

ABUJA, NIGERIA  
20-22 AUGUST 2024

## INVITATION NOTE

# CWP WORKSHOP - A PARLIAMENTARY RESPONSE TO COMBATting GENDER-BASED VIOLENCE AND ENSURING GENDER JUSTICE

ABUJA, NIGERIA  
20-22 AUGUST 2024

It gives me great pleasure to announce that the Commonwealth Women Parliamentarians (CWP) Network will be convening a Workshop titled '**A Parliamentary Response to Combatting Gender-Based Violence and Ensuring Gender Justice**' from **20-22 August 2024 in Abuja, Nigeria**.

I therefore take this opportunity to invite CPA Branches to **nominate up to two Members of Parliament** to attend this Workshop, using a first and second preference selection process.

Gender-Based Violence (GBV) can be understood as violence directed against a person or group of people because of their gender. Despite decades of concentrated effort to combat GBV, it remains one of the most serious and prevalent human rights violations in the world having no social, economic or national boundaries. To challenge GBV requires addressing and changing attitudes, social norms, values and gendered stereotypes. It also requires political commitment and engagement from parliamentarians who have the potential to act as drivers of this much needed transformation.

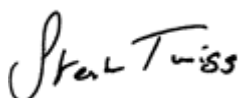
This Workshop will focus on empowering both male and female parliamentarians in developing their skills to work towards eliminating all forms of GBV with specific attention to combatting violence against women, addressing global challenges such as violence against women in politics, online or technology-facilitated violence and discriminatory laws. The Workshop will also seek to give parliamentarians the opportunity to engage with a range of experts and stakeholders, exposing them to a diverse range of knowledge, approaches and resources that are vital to combatting GBV.

I hope that your Branch/Legislature will be able to participate in this Workshop, which will give participants the opportunity to deepen their understanding of how they, as parliamentarians, can be active and engaged advocates for gender justice and be instrumental actors committed to eradicating all forms of GBV within their own jurisdiction and across the Commonwealth.

Please kindly follow the application procedure as outlined in the following pages and submit your Branch/Legislature's nomination by **WEDNESDAY 17 JULY 2024**.

Please do not hesitate to contact Bénite Dibateza, Programmes Manger and CWP Network Coordinator (**benite.dibateza@cpahq.org**) or Charlotte Corby, Programme Officer (**charlotte.corby@cpahq.org**) at the CPA Secretariat should you require any further information regarding the content of this invitation note or the wider CWP Workshop.

Yours sincerely,



**Stephen Twigg**  
**Secretary-General**  
**Commonwealth Parliamentary Association**

## 1. APPLICATION PROCESS

### PLACES PER CPA BRANCH/LEGISLATURE

Branches may apply for a maximum of **TWO** places. A total of **30 spaces** are available for the Workshop. When completing nominations, Branches will be asked to select a first and second preference among their nominees. The second preference nominee will only be able to attend in the event that there are sufficient spaces available.

Given the nature and theme of the Workshop, female and male parliamentarians are invited to participate, though an appropriate gender balance will be maintained and any Branch nominating two members shall therefore ensure gender balance in their delegation. Any Branch wishing to nominate over two members, these parliamentarians/Branches will be required to make all necessary arrangements and self-fund all costs pertaining to their accommodation, meals and travel.

### NOMINATION PROCESS

To apply for a place on the workshop, please complete this [NOMINATION FORM](#) and submit it to the CPA Headquarters Secretariat by no later than **WEDNESDAY 17 JULY 2024**. Due to a high demand for limited places, any applications received after the stated deadline may be held as a reserve.

Should Members enquire directly with the CPA Secretariat for places, they will be instructed to formally apply through their respective CPA Branch Secretary.

Once the Nomination Form has been received and reviewed, Branch Secretaries will be issued with a notification of the places which have been accepted and they should then complete the Registration Form which will include travel itineraries by no later than **WEDNESDAY 24 JULY 2024**. Should there be any difficulties in registering online, please contact the CPA Secretariat at the earliest opportunity ([programmes@cpahq.org](mailto:programmes@cpahq.org)) and we will be able to assist accordingly.

### NOMINATION CRITERIA

When selecting participants for nomination, you are requested to consider the following criteria:

- a. It is CPA policy to encourage broad participation in its events. If submitting two nominations, both should not, where possible, be from the same political party, grouping, coalition or caucus and make consideration to gender balance.
- b. The nominees should be able to demonstrate:
  - Genuine and demonstrable interest in combatting GBV gender and building inclusive institutions in line with the CPA's commitment to gender-sensitive parliaments (for reference, the CPA's [GSP Guidelines](#) and the CPA's [GSP Field Guide](#) are available through our website).
  - A commitment to the CPA's [Respect and Safeguarding Policies](#).
  - An ability to attend all elements of the programme and undertake all monitoring and evaluation requirements related to their attendance.
- c. Places will only be accepted for CPA Branches/Legislatures with paid-up subscriptions.
- d. Participants are expected to arrive for the start of the workshop and to participate fully through to its conclusion. They must also be conscious of the intensive nature of the workshop and be willing to engage in all elements of the agenda. Failure to attend the programme may result in being denied attendance at future CPA activities.
- e. Participants should be willing to engage in all Monitoring and Evaluation, including post-workshop follow up.

Due to the limited places for the workshop, there is a likelihood that it will be oversubscribed. Therefore, it is important to note that nominations that meet the above criteria and submitted at the earliest opportunity, are more likely to be selected.

Furthermore, Branches/Legislatures whose nominations do not meet the stated criteria may be asked to reconsider. Please ensure that the above criteria are disseminated to the nominated participant to ensure that they understand the criteria.

## 2. PROVISIONAL PROGRAMME

Please note the below agenda is only provisional and is subject to changes. All participants will receive a finalised agenda and briefing materials in advance of the workshop.

	<b>19 August 2024</b> <b>ALL DAY</b>					
<b>AM</b>		Arrivals	Plenary Discussion(s)  <i>How can Parliamentarians combat GBV through gender sensitive practices?</i>	Opening Remarks  <i>Welcome session from CPA and Host Branch Representatives</i>	Plenary Discussion(s)  <i>Exploring effective strategies for Parliamentarians as representatives combatting GBV within their constituencies</i>	Plenary Discussion(s)  <i>Parliamentarian's national and international commitments to combat GBV - holding jurisdictions to account</i>
				Mock Committee Inquiry 1  <i>Exercise conducting a select committee inquiry into a report on the conduct of a Member or Parliament to evaluate whether the Code of Conduct addresses issues related to GBV</i>		
<b>PM</b>				Spotlight Civil Society Organisation (CSO)  <i>A showcase of the challenges and efforts of CSOs in Nigeria in combatting GBV, and practice examples of legislation and policies in action</i>	Spotlight Institution  <i>Delegates will hear from a key national institution the crucial role of legislatures in effective implementation of GBV opposed conventions</i>	
				Mock Committee Inquiry 2  <i>Exercise scrutinising a fictional jurisdiction's adherence to a GBV related international commitment</i>		
	<b>20 August 2024</b> <b>09:30 - 17:00</b>					
	<b>21 August 2024</b> <b>09:00 - 17:00</b>					
	<b>22 August 2024</b> <b>09:15 - 17:00</b>					
	<b>23 August 2024</b> <b>ALL DAY</b>					Departures

### **3. PARTICIPATION COSTS**

#### **FUNDING**

Branches/Legislatures (and or participants) will be responsible for the following:

- Costs and booking arrangements for return flights to Abuja, Nigeria
- Airport transfers in country of origin
- Visa fees
- Vaccinations (pre-departure from home country and in-country, if required)
- Travel insurance
- Meals except those provided as part of the official workshop or scheduled receptions
- Personal expenses incurred by participants (laundry, telephone, room service, mini bar, etc).

The CPA Headquarters Secretariat will be responsible for accommodation (single board, standard room only), and meals included within the official workshop programme only.

Details of the official hotel will be issued to all participants shortly after they are notified of their places.

The CPA Headquarters Secretariat strongly discourages the inclusion of any accompanying officials due to lack of space and resources. Participants/Branches insisting on including any accompanying official will be responsible for all costs and logistical arrangements associated with their involvement in the workshop, including all meals. Furthermore, the programme will be closed to any accompanying persons.

Please note, the CPA Headquarters Secretariat do not provide Per Diems or other allowances. Therefore, Branches/Legislatures are strongly encouraged, where required and necessary, to provide financial support to their participants for the duration of the workshop.

#### **LIMITED FUNDING ASSISTANCE**

Limited funding to cover flights (economy class only) may be available to Branches/Legislatures that do not have sufficient finances. Branches are required to contact the CPA Headquarters Secretariat in writing for funding support, outlining their circumstances and financial requirements. Such applications will be treated on a case-by-case basis and in an objective manner.

### **4. ADMINISTRATION AND LOGISTICS**

#### **VISAS**

Please note that participants may require a visa to enter Nigeria. Should your participant require a supporting letter from the Host Branch/CPA Headquarters Secretariat for their visa application, please make the necessary request in good time.

All Branches/Legislatures and participants are strongly advised to ensure they comply with all entry requirements to enter Nigeria, including any documentation required for transit countries. Further information can be found at the following link or respective embassies: <https://immigration.gov.ng/>

Participants are strongly encouraged to be fully vaccinated before travelling, both to comply with any and all relevant travel requirements and the safety and wellbeing of other participants and resource people.

Branches/Legislatures and participants will be responsible for their own travel insurance.

#### **WITHDRAWALS / CANCELLATIONS**

Branches are kindly asked to inform the CPA Headquarters Secretariat immediately if a participant cancels, or if for any reason they will not arrive in Abuja as scheduled.

Any last-minute withdrawal from the workshop by a participant for unjustifiable reasons will result in the participant's Branch/Legislature being held accountable for reimbursing costs associated with hotel accommodation.

## **5. ABOUT THE CPA**

The Commonwealth Parliamentary Association (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. The CPA collaborates with parliaments and other organisations, including the intergovernmental community, to achieve its statement of purpose. It brings parliamentarians and parliamentary staff together to exchange ideas among themselves and with experts in various fields, to identify benchmarks of good practices and new policy options they can adopt or adapt in the governance of their societies.

To learn more, visit our website here: [www.cpahq.org](http://www.cpahq.org)

The Commonwealth Women Parliamentarians (CWP) is the network of women Members of the Commonwealth Parliamentary Association's Parliaments and Legislatures. The CWP network provides a means of building the capacity of women elected to Parliament to be more effective in their roles, improving the awareness and ability of all Parliamentarians, male and female, and encouraging them to include a gender perspective in all aspects of their role - legislation, oversight and representation and helping Parliaments to become gender-sensitive institutions.

Find out more here: [www.cpahq.org/our-networks/commonwealth-women-parliamentarians](http://www.cpahq.org/our-networks/commonwealth-women-parliamentarians)

**CPA Secretariat  
Workshop Team**

Bénite Dibateza  
Programmes Manager & CWP Network Coordinator  
bénite.dibateza@cpahq.org

Charlotte Corby  
Programmes Officer  
charlotte.corby@cpahq.org