



THE CPA PARLIAMENTARY ACADEMY
A Centre of Excellence for Commonwealth Parliamentarians

ADVANCED PARLIAMENTARY DEVELOPMENT RESIDENCY PROGRAMME

**KUALA LUMPUR,
MALAYSIA**

22-28 SEPTEMBER 2024

OFFICIAL INVITATION



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It gives me great pleasure to announce that the CPA Headquarters Secretariat will be continuing its third round of CPA Parliamentary Academy residency programmes in 2024. We are delighted to be working with the Parliament of Malaysia in the delivery of the **Advanced Parliamentary Development Residency Programme to be held in Kuala Lumpur, Malaysia between 22-28 September 2024** (inclusive of arrival and departure dates).

I therefore take this opportunity to invite CPA Branches to nominate up to **two Members of Parliament** to attend this programme.

As you may know, the [CPA Parliamentary Academy](#) was established in 2021, and comprises online courses, and externally delivered training for parliamentarians and parliamentary staff from across the Commonwealth. The residency courses are intended to complement the online courses, providing face-to-face interactive learning and knowledge-sharing at a more advanced level.

Please kindly follow the application procedure as outlined in the invitation and submit your Branch's nomination by **FRIDAY 2 AUGUST 2024**.

The Advanced Parliamentary Development Residency Course is a five-day programme designed to enable Members to be better performing legislators, representatives and scrutineers. Based on a mentoring and coaching approach, participants will identify practical solutions to the challenges they face and hone their skills at a higher level through simulations, role-play, one-to-one discussions, group activities and exercises.

It is important to highlight that the programme will be an intensive schedule and participants must be prepared to commit to the full programme and engage in all agenda items. It is therefore essential that proposed registrants are fully aware of the agenda and timetable.

The Advanced Parliamentary Development Residency Programme is only open to Members of Parliament who have completed at least the Induction for New Parliamentarians online course, with priority places given to those who have completed the CPA Parliamentary Professional Development Certificate.

Since 2022, over 100 parliamentarians from over 25 national and subnational jurisdictions participated in the residency programmes. All participants demonstrated an increased understanding of programme topics and a number of participants have since been promoted to ministerial positions demonstrating the efficacy of our programme format. We very much hope to continue our record of success with the 2024 cohort.

Please contact Matthew Salik, Head of Programmes (academy@cpahq.org) should you require any further information.

Yours sincerely,



Stephen Twigg
Secretary-General, Commonwealth Parliamentary Association

The CPA is an accredited member of the Continuing Professional Development Certification Service since 2021, and its online CPA Parliamentary Academy courses are fully accredited.



1. APPLICATION PROCESS

PLACES PER CPA BRANCH/LEGISLATURE

Branches may apply for a maximum of **TWO** places. A total of approx. **30 spaces** are available for the programme. Priority places should be allocated to Members who have completed the Induction for New Parliamentarians online course, with priority places given to those who have completed the CPA Parliamentary Professional Development Certificate.

NOMINATION PROCESS

To apply for a place on the Residency Programme, please complete this [NOMINATION FORM](#) and submit it to the CPA Headquarters Secretariat by no later than **FRIDAY 2 AUGUST 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 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. Branch Secretaries will be issued with details to complete the Event Registration Form which will include travel itineraries and biographical information. Should there be any difficulties in registering online, please contact the CPA Secretariat.

NOMINATION CRITERIA

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

- a. Nominees should be Members of Parliament who have ideally completed at least one online academy course.
- b. Delegate places will only be accepted for Branches with paid-up subscriptions.*
- c. It is CPA policy to encourage broad participation in its events. We encourage Branches to consider nominating women and young Members of Parliament. If submitting two nominations, both should **not** be from the same political party, grouping, coalition or caucus.
- d. The nominees should be in their first term of parliament. Longer serving nominations will be considered on a case-by-case basis.
- e. Participants are expected to arrive for the start of the programme and to participate fully through to its conclusion. They must also be conscious of the intensive nature of the programme and be willing to engage in all elements of the agenda.
- f. Participants should be willing to engage in all Monitoring and Evaluation, including follow up.
- g. Participants must be fluent in English.

Due to the limited places for the programme, there is a likelihood that it will be oversubscribed. Therefore, it is important to note that nominations that meet the above criteria are more likely to be selected. Furthermore, Branches whose nominations do not meet the stated criteria may be asked to reconsider. **PLEASE ENSURE THAT THE ABOVE CRITERIA AND THIS INVITATION IS DISSEMINATED TO THE NOMINATED PARTICIPANT TO ENSURE THAT THEY UNDERSTAND THE CRITERIA.**

*Unless existing arrangements have been made with the CPA Headquarters Secretariat.

2. ABOUT THE RESIDENCY PROGRAMME

WHAT WILL PARTICIPANTS GAIN?

At the conclusion of the programme, participants will gain skills and insights in the following areas:

- Identify the characteristics of effective parliamentarism in the 21st Century;
- In-depth analysis and understanding of the legislative process;
- Strengthened communication, presentation and influencing skills;
- Improved scrutiny and oversight skills;
- Greater utilisation of engagement with external stakeholders for mutual gain;
- Increased capacity around analysis, planning, evaluation and research.

The programme will give an invaluable opportunity for participants to focus on their own needs and wants. In particular, their medium to long-term career goals and aspirations.

In addition to the above skills, participants will also establish a network of like-minded peers from across the Commonwealth who can provide long-term support and guidance. By attending this programme participants will also get an opportunity for international inter-parliamentary engagement as well as an insight into the political landscape in Malaysia and the wider Commonwealth.

See overleaf for a summary programme.

STUDY DAY AND ACCLIMATISATION

It is important to note that the organisers have set aside Monday 23 September 2024 as an opportunity for participants to acclimatise to the venue location. This day should also be set aside for participants to use for any private tours, meetings, activities, etc, that may need to be undertaken by the participant in advance of the programme starting.



3. PROVISIONAL PROGRAMME

Day 0 - Sunday 22 September 2024	Official Arrival Day					
Day 1 - Monday 23 September 2024	Study Day and Acclimatisation				Welcome Reception	
Day 2 - Tuesday 24 September 2024	Housekeeping & Intros	Inspirational Presentation	Personal Goal Setting	Mentoring Session	Characteristics of a Good Parliamentarian	Parliamentarians and Parliament
	The Legislative Process			The Legislative Process cont.	Chamber Debate	
	Outreach, Education & Advocacy			Media and Social Media	Field Visit	
Day 5 - Friday 27 September 2024	Scrutiny and Oversight in the Chamber and Committees			Questioning Masterclass	Committee Exercise	Feedback and Closing
Day 6 - Saturday 28 September 2024				Official Departure Day		

4. PARTICIPATION COSTS

FUNDING

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

- a. Costs and booking arrangements for return flights to Kuala Lumpur, Malaysia
- b. Airport transfers in country of origin and in Malaysia
- c. Visa fees (if applicable)
- d. Covid testing (pre-departure from home country and re-entry testing) (if applicable)
- e. Travel insurance
- f. Meals except those annotated as part of the official programme
- g. Personal expenses incurred by participants (laundry, telephone, room service, mini-bar, etc).

The CPA Headquarters Secretariat will be responsible for accommodation (standard room only) and related materials for participants.

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

Due to lack of available space, accompanying officials will not be able to participate.

Please note, the CPA Headquarters Secretariat do not provide per diems or other allowances. Therefore, Branches are strongly encouraged to provide financial support to their participants for the duration of the programme.

FUNDING ASSISTANCE

Limited funding to cover flights may be available to Branches that do not have sufficient finances. Branches will be asked to contact the CPA Headquarters Secretariat in writing for funding support, outlining their circumstances and financial requirements.

5. ADMINISTRATION AND LOGISTICS

VISAS

To enter Malaysia, all delegates require a valid passport with 6 months validity from the date of entry. Delegates may also require a valid visa or eVisa. Please refer to the Malaysia's government's [official website](#) to find out which one is required.

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

Branches and participants will be responsible for their own travel insurance which must comply with COVID regulations.

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 Malaysia as scheduled. Please be informed that the rules set out in the CPA Travel Policy will apply to this programme. The guidelines set out what are justifiable and what are not justifiable reasons for withdrawing from a CPA Programme at short notice. Mitigating circumstances refer only to the following situations:

- a) Experiences unforeseen/unexpected visa issues (having applied for visas in good time and having followed the application requirements).
- b) Suffers significant illness, accident, injury or death.
- c) Experiences sudden death or illness of immediate family member.
- d) Victim of a serious crime.
- e) Seriously impacted by an unexpected natural disaster.

Travellers will be expected to provide proof of the above in good time, in writing, with accompanying evidence to the CPA Headquarters Secretariat. The decision as to its validity will be determined by the CPA Secretary General and all decisions are final.

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

6. 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

THE CPA NETWORKS

CPA Small Branches

Established in 1981, the network represents Commonwealth jurisdictions with populations under 1 million and operates within the framework of the CPA. The CPA Small Branches network seeks to “empower small parliaments to overcome national and global challenges through cooperation, advocacy and the strengthening of parliamentary democracy and good governance”. Find out more here: <https://www.cpahq.org/our-networks/cpa-small-branches/>

Commonwealth Women Parliamentarians

The CWP) was founded in 1989 to increase the number of female elected representatives in Parliaments and legislatures across the Commonwealth and to ensure that women's issues are brought to the fore in parliamentary debate and legislation. The 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: <https://www.cpahq.org/our-networks/commonwealth-women-parliamentarians/>

Commonwealth Parliamentarians with Disabilities

Recognising the need to increase representation of persons with disabilities in political institutions, the Commonwealth Parliamentarians with Disabilities (CPwD) network has been established to facilitate activities and programmes to champion and increase representation of persons with disabilities in Commonwealth parliaments and to work towards the mainstreaming of disability considerations in all CPA activities and programmes. Find out more here: <https://www.cpahq.org/our-networks/commonwealth-parliamentarians-with-disabilities/>



7. ABOUT THE PARLIAMENT OF MALAYSIA

Malaysia is a Southeast Asian country located on the Malay Peninsula and the island of Borneo. It is a federation of 13 states and three federal territories, and is known for its diverse ethnic groups, including Malays, Chinese, and Indians.

Malaysia is a constitutional monarchy with a parliamentary system of government. The capital of Malaysia is Kuala Lumpur, and is the home of the Parliament of Malaysia. The Parliament of Malaysia traces its origins to the Federal Legislative Council, established in 1948 during British colonial rule. After Malaysia gained independence in 1957, the Parliament became the supreme legislative body of the country. The Parliament is bicameral, consisting of the Dewan Negara (Senate) and the Dewan Rakyat (House of Representatives). The Dewan Negara has 70 members, 44 of whom are appointed by the Yang di-Pertuan Agong (King) and 26 of whom are elected by the state legislative assemblies. The Dewan Rakyat has 222 members, who are elected by the people in single-member constituencies.

The Parliament of Malaysia plays a crucial role in the country's political system, making laws, scrutinising the government, and representing the interests of the people. The Parliament is also responsible for approving the national budget and ratifying international treaties.

To learn more, visit their website here. www.parlimen.gov.my

MISSION AND VISION

Mission: To ensure professional, innovative, and strategic governance to give quality service.

- Committed to efficiently fulfilling the responsibilities towards stakeholders, providing quality service to clients, and applying the best and strategic practices for resource management and administration of the organization.

Vision: Parliament of Malaysia as a world-class legislative institution.

- As a supreme legislative institution, Parliament of Malaysia has the vision to become the pioneer and benchmark for other local and international legislative institutions.



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