



CPA SMALL BRANCHES

Empowering Small Parliaments and Legislatures to Tackle Big Challenges

**STRONG AND INDEPENDANT
PARLIAMENTS IN SMALL
JURISDICTIONS WORKSHOP**

**DOUGLAS,
ISLE OF MAN**

1 - 3 APRIL 2025



CPA SMALL BRANCHES WORKSHOP
STRONG AND INDEPENDENT PARLIAMENTS IN SMALL JURISDICTIONS

DOUGLAS, ISLE OF MAN
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We are pleased to invite you to the upcoming **CPA Small Branches Workshop** on ***Strong and Independent Parliaments in Small Jurisdictions***. The workshop will be held in Douglas, Isle of Man, from 1-3 April 2025. Participants will arrive on 30 March 2025 and depart on 4 April 2025.

The CPA Small Branches Network is dedicated to supporting smaller parliaments in addressing their unique challenges. This workshop will address the key challenges identified by the Small Branches Network through the 'Have Your Say' Survey and, in particular, the primary challenge identified: *the Separation of Powers*.

Participants will explore best practices for strengthening parliamentary independence, including the application of the Latimer House Principles, and the role of independent oversight institutions and Public Accounts Committees. This event offers an opportunity for collaboration, learning, and problem-solving among small branches and with experts.

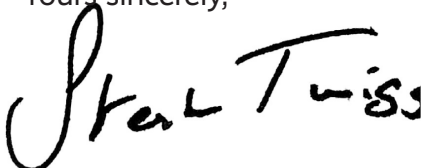
The workshop is designed to empower parliamentarians from small jurisdictions with the knowledge and tools to develop actionable solutions to protect the independence of Parliament and prevent executive overreach. It also is an opportunity to foster stronger connections within the Small Branches community. It will feature expert presentations, peer learning, case studies, and practical exercises.

We invite CPA Branches to nominate up to *two parliamentarians* to attend, using a first and second preference selection process. The application process is further outlined on page **2** of this invitation. Please submit your Branch's nomination by **MONDAY 3 FEBRUARY 2025** to ensure participation.

We look forward to your participation and to working together towards strengthening the independence and resilience of small parliaments.

Please contact Flora Longley-Cook, Programmes Manager and Small Branches Coordinator (flora.longley-cook@cpahq.org) should you require any further information.

Yours sincerely,



Stephen Twigg

Secretary-General

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 workshop for Parliamentarians. 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, and these additional spaces will be allocated on a first come, first served basis in accordance with when the nominations were received. Priority places should be allocated to parliamentarians who have relevant experience in the workshop topic.

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 **MONDAY 3 FEBRUARY 2025**. 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 allocated. Branch Secretaries will then be issued with details to complete the Event Registration Form which will include travel itineraries and biographical information by no later than **FRIDAY 7 MARCH 2025**. Should there be any difficulties in registering online, please contact the CPA Secretariat at the absolute earliest convenience.

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. We encourage Branches to consider nominating **women** and **newer Parliamentarians**.
- b. Delegate places will only be accepted for Branches with paid-up subscriptions.
- c. Participants are expected to arrive for the start of the workshop and to participate fully through to its conclusion. They must be conscious of the intensive nature of the workshop and be willing to engage in all elements of the agenda. Failure to engage in the programme, without reason or mitigating circumstances, may result in the parliamentarian being refused places on future CPA programmes.
- d. Participants should be willing to engage in all Monitoring and Evaluation before, during, and after the workshop.
- e. Participants must have professional working proficiency in English.

If submitting two nominations, please ensure gender balance and the nomination are NOT from the same political party, grouping, coalition or caucus.

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.

2. ABOUT THE WORKSHOP PROGRAMME

The workshop is designed to empower Parliamentarians from small jurisdictions by facilitating knowledge sharing and collaboration, equipping them with the practical skills, tools, and information related to the primary parliamentary challenge identified by the Small Branches Network: Separation of Power.

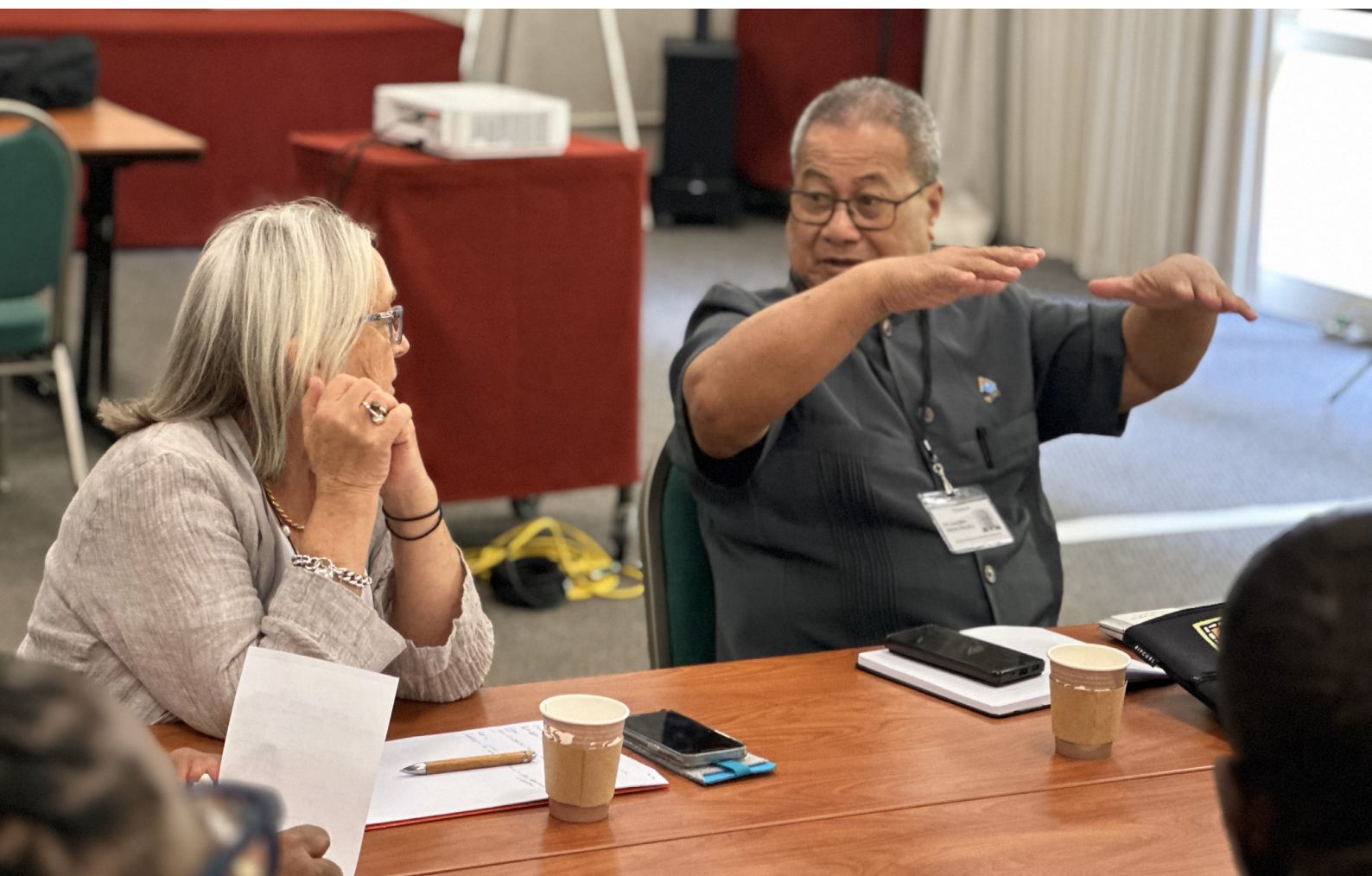
The workshop will include presentations, peerto-peer learning opportunities, case studies, and group exercises, all designed to encourage participants to engage, learn, contribute, and problem-solve.

Participants will also have the opportunity to establish a network of peers from across the Commonwealth who can provide long-term support and guidance.

A provisional programme is laid out on page 4, suggested topics cover an introduction to independent oversight institutions and practices, the Latimer House Principles, and a case study around the role of financial independence and accountability and oversight mechanisms.

ACCLIMATISATION AND RECEPTION DAY

Organisers have set aside 'Day 0', Monday 31 March 2025, as an opportunity for participants to acclimatise to the host jurisdiction. 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

Please note, this is an indicative programme to give prospective attendees an idea of the general topics, structure, and timings.

<p>Day 0 Sunday 30 March</p>	<p>Official Arrival Day</p>			
<p>Day 1 Monday 31 March</p>	<p>Acclimatisation Day</p>			
<p>Day 2 Tuesday 1 April</p>	<p>Welcome, Housekeeping, & Introductions</p>	<p>Presentation Separations of Powers: Institutions and Practices</p>	<p>Deep Dive Latimer House Principles</p>	<p>Peer Learning Exercise Exploring challenges and problem solving with participants and experts.</p>
<p>Day 3 Wednesday 2 April</p>	<p>Presentation Best Practices and Practicalities</p>		<p>Group Exercise Parliamentary Service Commission Bill</p>	<p>Field Visit (TBC)</p>
<p>Day 4 Thursday 3 April</p>	<p>Presentation Setting Up Institutions</p>		<p>Case Study financial independence and accountability and oversight mechanisms</p>	<p>Practical Exercise Mock Committee Hearing (PAC)</p>
<p>Day 5 Friday 4 April</p>	<p>Official Departure Day</p>			
<p>Feedback and Closing</p>				

4. PARTICIPATION COSTS

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

- a. Costs and booking arrangements for return flights to the Isle of Man
- b. Airport transfers in country of origin and Isle of Man
- c. Visa fees (if applicable)
- d. Travel insurance
- e. Meals except those annotated as part of the official programme
- f. 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. The CPA is not responsible for any extended stays beyond the official programmes dates, including costs and logistical arrangements.

Please note, the CPA Headquarters Secretariat does not provide per diems or other allowances. Therefore, Branches are strongly encouraged to provide financial support to their participants for the duration of the workshop. Accompanying officials will not be able to participate in the programme and the CPA will not make any accommodations or provide any funding for accompanying persons.

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

Closer to the programme dates, an information note will be distributed to all attending Branches, which will contain a more detailed outline of the programme and relevant logistic information

ENTRY REQUIREMENTS

Delegates may require a valid visa to enter the Isle of Man. If so, they must apply for a **UK Standard Visitor Visa**, which is valid for the Isle of Man as well. You can [find out if you require a visa here](#). To find out more about visa requirements, please refer to the [Isle of Man government's official website](#). Please also give due consideration to any transit jurisdictions as part of any travel itineraries and whether you require transit visas, or other documentation, for these purposes. To enter the Isle of Man, all delegates require a valid passport with 6 months validity from the date of entry.

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.

WITHDRAWALS / CANCELLATIONS

Branches are kindly asked to inform the CPA Headquarters Secretariat immediately if a participant cancels or is unable to arrive in Isle of Man as scheduled. The CPA Mitigating Circumstances Policy will apply to this programme, outlining acceptable and unacceptable reasons for last-minute withdrawals.

Mitigating circumstances include serious and unforeseeable occurrences beyond the participant's or Branch's control, such as:

- a. Unforeseen visa issues, provided applications were submitted in good time and in accordance with requirements.
- b. Unexpectedly called general elections.
- c. Significant illness, accident, injury, or death of the participant.
- d. Sudden death or severe illness of an immediate family member.
- e. Victim of a serious crime.
- f. Severe impact from an unexpected natural disaster.

Participants must submit proof of the mitigating circumstance in writing, along with any necessary documentation, to the CPA Headquarters Secretariat. The CPA Secretary-General will review these requests, and all decisions are final. Unjustified last-minute withdrawals will result in the participant's Branch being invoiced for associated costs, such as accommodation.

ABSENTEEISM

Participants are expected to attend all scheduled programme sessions. Any brief absence for unavoidable engagements should be pre-approved by the CPA, with minimal time away from the programme. Unapproved absences may result in notification to the Branch Secretary and President and may impact the Branch's future participation eligibility. Where absences incur costs, reimbursement may be requested from the participant or Branch.

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

CPA SMALL BRANCHES NETWORK

Established in 1981, the network represents Commonwealth jurisdictions with populations under 500,000 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/>





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