



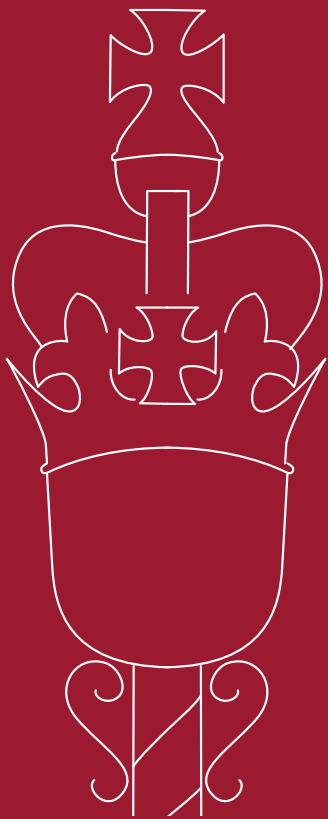
COMMONWEALTH WOMEN PARLIAMENTARIANS WORKSHOP

'CHAMPIONS FOR GENDER EQUALITY': ACHIEVING EQUAL PARTICIPATION IN COMMONWEALTH PARLIAMENTS

DAR ES SALAAM, TANZANIA

6-8 DECEMBER 2023

INVITATION NOTE



CWP WORKSHOP - CHAMPIONS FOR GENDER EQUALITY

DAR ES SALAAM, TANZANIA
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It gives me great pleasure to announce that the Commonwealth Women Parliamentarians (CWP) Network will be convening a **Workshop on Champions for Gender Equality**, at **Dar es Salaam, Tanzania**, from **6 - 8 December 2023**.

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.

Whilst there are numerous examples of women changemakers across the Commonwealth achieving extraordinary progress, the responsibility to re-gender parliaments cannot and should not be seen as a burden placed on women parliamentarians and stakeholders alone. As such, the CWP Network have identified the need for a workshop to speak to CPA Branches who have less than 10% representation of women in their Parliament and which will also seek to address how champions of all genders can better address discriminatory practices, unequal access to resources and other issues that prevent the equal participation of women in parliament.


This workshop will expand on the work already being undertaken by the Commonwealth Women Parliamentarians on gender-sensitive parliaments (GSP) with particular reference to the dimensions of a GSP, such as **Gender Equality Policy/Women's Substantive Representation**, as well as the establishment of **Women's Parliamentary Caucuses**. This Workshop will also help all parliamentarians, regardless of gender, build communication and advocacy skills to successfully encourage their institutions and/or wider civil society, to enhance and support women's political participation.

Please kindly follow the application procedure as outlined in the following pages and submit your Branch/Legislature's nomination by **Friday 10 November 2023**.

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 equality and promote positive lasting change within their own legislature.

Please do not hesitate to contact Avni Kondhia (avni.kondhia@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 **25 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.

Participants for the workshop will be comprised of parliamentarians from the CPA's membership, with preference given to those members from legislatures with less than 10% women's representation.

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 self-fund all costs pertaining to their accommodation, meals and travel.

NOMINATION PROCESS

To apply for a place on the workshop, please complete this [Registration Form](#) and submit it to the CPA Headquarters Secretariat by no later than **Friday 10 November 2023**. 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 Registration 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 remainder of the Registration Form which will include travel itineraries by no later than **Friday 17 November 2023**. Should there be any difficulties in registering online, please contact the CPA Secretariat at the earliest opportunity (hq.sec@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 gender equality 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.

3. PARTICIPATION COSTS

FUNDING

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

- a. Costs and booking arrangements for return flights to Dar-es-Salaam, Africa
- b. Airport transfers in country of origin
- c. Visa fees
- d. Vaccinations (pre-departure from home country and in-country, if required)
- e. Travel insurance
- f. Meals except those provided as part of the official workshop or scheduled receptions
- g. 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 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

COVID-19 & VISAS

Please note that participants may require a visa to enter Tanzania. 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 Tanzania, including any documentation required for transit countries. Further information can be found at the following link or respective embassies:
<https://visa.immigration.go.tz/>

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 Dar es Salaam 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

Commonwealth Women Parliamentarians

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

**CPA Secretariat
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