



Commonwealth Women Parliamentarians
Canadian Region

Femmes parlementaires du Commonwealth
Région canadienne

Guide for Twinning Programs



January 2025

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Introduction

The Commonwealth Women Parliamentarians (CWP) Canadian Region's twinning program has three main objectives: to allow young women aged 17 to 25 to experience parliamentary life by accompanying women parliamentarians in their parliamentary activities; to get young women interested in politics; and to offer women parliamentarians an opportunity to speak with young women about their interests and concerns. This program aligns with the CWP's mission to assist Canadian women and girls to discover their political potential, experience the fulfillment of a career in public service and create a better society.

Each legislative assembly is responsible for organizing the participant matching and selection process; the timing of the twinning program is also at the discretion of each assembly. Although there will be similarities between the twinning programs, each branch is free to tailor its program to suit the needs of the legislative assembly. It is suggested that the twinning last one or two days.

The number of young women selected, and the program duration and activities may also vary, depending on the budget of each branch.

The twinning program does not need to be limited to the time spent in the legislature. Participants could later join in on other rewarding experiences, such as shadowing their mentors as they work in their ridings.

This guide is intended to help provincial and territorial legislative assemblies set up their programs with a proposed framework and structure based on lessons learned and best practices that have emerged from recent programs. The guide is designed primarily as a resource to the person(s) organizing the twinning program.

The role of the CWP representative

With respect to the twinning program, your role as your branch's CWP representative mainly involves acting not only as the CWP spokesperson but also as the program "champion" at your assembly.

Through your leadership, you will be able to promote the program to your parliamentary colleagues, assembly administration and contacts, and together you will make the program a resounding success and an unforgettable experience for the young women who take part.

In concrete terms, this means that your commitment to making decisions that will guide the legislature's administrative staff in organizing the program and in encouraging your colleagues to actively participate in the program and make themselves available to spend a significant period of time with the young women will ensure the program's success. To do this, you can obviously rely, for example, on a small committee of fellow CWP members, preferably representing all the recognized parties in your assembly, as well as on the experience of the assembly's administrative staff. It is also very important that you check with the Clerk to ensure that at least one employee is available to assist in organizing the program.

As mentioned in the introduction, the twinning program is designed to be very flexible. As such, you will be asked to decide on several aspects of the program that not only reflect the program's mission and vision, but also take into account the unique characteristics of your legislature. This will help you tailor the program and focus on those aspects that are most important to you.

As a result, administrative staff will be looking to you for decisions and guidance, such as program admission criteria and procedures, the number and selection of candidates, the budget, the duration (one or two days) and the activities to be organized.

But fear not! As mentioned above, this program is designed to be flexible and to not become a complicated, time-consuming chore. In fact, it is entirely up to you to make it a program that you can manage.

Organizing the program

Selecting dates

To determine the best timing for program activities, organizers are advised to consider the following:

1. Your legislature's sitting days, including committee meetings;
2. High school and post-secondary academic calendars;
3. The availability of participating parliamentarians, especially the CWP representative, who will likely bear greater responsibility for organizing and running the program;
4. Days that may hold significance to the program, such as International Women's Day (March 8) or Persons Day (October 18);
5. Scheduled special events (e.g., an official visit) that may conflict with the twinning program, limiting the availability of parliamentarians and your assembly's services; or, conversely, any special event likely to foster a greater participation of parliamentarians in the twinning program;
6. Sitting days on which parliamentarians may find it difficult to participate, such as sitting days that tend to be busy, caucus meetings, or budget day; and
7. In some regions, consideration should be given to seasonal factors, such as the likelihood of a snowstorm, which could mean transportation problems for participants.

Participants

Parliamentarians

A minimum number of parliamentarians to be matched with young women is necessary to ensure the success of the twinning aspect of the program. However, there may be no limit to the number of parliamentarians who take part in various program activities (reception, round table, etc.), and in many cases, all women parliamentarians will be invited to participate.

In general, the number of women parliamentarians who sit in your legislative assembly, and their roles and level of interest, will usually determine who will be invited to participate. The parliamentarians' availability will also be a determining factor. It is also important to bear in mind that one or more parliamentarians may have to withdraw at the last minute in the event of a change in chamber business, an emergency in their caucus, and so on.

In most cases, your CWP representative will assist in selecting the parliamentarians. However, if there are many interested women parliamentarians in your assembly, the caucus or whips' offices could be consulted, as well as any independent members who may be interested.

Young Women

Legislative assemblies may select young women for the program according to the method they deem most suitable, while balancing the branch's aims and the assembly's available resources. Most legislatures have a very small number of people who can help manage the twinning program, so it is preferable to opt for processes that minimize the time and effort required. In addition, you need to consider the role your CWP representative may wish to have in the selection of young women.

Based on past experience in certain legislatures, there are at least three options:

1. Your CWP representative and other participating parliamentarians play only a minimal role and delegate responsibility for selection onto the administrative staff.
2. Your CWP representative and other participating parliamentarians review and decide on selected candidates. Although this option could generate interest among the parliamentarians, it might also result in additional work and potential delays (depending on how much time the parliamentarians have to assess the candidates).
3. There is no selection process:
 - There are only a small number of candidates, so they can all be accepted.
 - The parliamentarians nominate and select candidates they already know (usually from their ridings).
 - A limited number of candidates who are participating, or recently participated, in another program (parliamentary internship, model parliament, etc.) are automatically selected.

Regardless of the option decided upon, it is recommended that your CWP representative approve the selection method and criteria as early as possible in the process.

If a high volume of applications is submitted, thus requiring a selection process, you may wish to anonymize candidate information to avoid the appearance of a conflict of interest.

Criteria to consider

Age: This program is intended for young women between the ages of 17 and 25. The participation of 17-year-olds will likely necessitate written consent from parents or guardians, especially if the participant will need lodging and transportation.

Prior knowledge or experience: Depending on the program objectives set by the CWP representative and the activities organized, the young women's level of knowledge and experience may play a role in their selection. If the aim is to develop, rather than reinforce, young women's interest in politics, it may be desirable to allow the selection of young women with no previous political experience. However, if you wish to offer a program that addresses substantive topics, for example at a round table or educational presentation with outside panelists, the young women may wish to familiarize themselves with the topic ahead of time. You could also opt for a group of young women with diverse backgrounds and experience to ensure a variety of profiles selected. In that case, you could prepare background information to send participants a few days ahead of the program so that they are all in sync on a given subject.

Regional representation: You may decide to have regional representation among the participants. Lodging and transportation costs in this case could run high and have an impact on the budget allocated to the program.

Existing relationship between parliamentarians and young women: As mentioned above, some of the young women participating may already be acquainted with a parliamentarian in your legislative assembly. This could potentially raise a conflict-of-interest issue.

Required information

Regardless of the selection method used, you will need to collect some basic information from each candidate: name, address, date of birth, email address and mobile phone number.

You may wish to obtain additional information before or after confirming their participation in the program (see the Call for Candidates Form and the Registration and Confirmation Form), such as

- the electoral district in which the participant resides (especially if you wish to have regional representation, and also to reveal potential matches between parliamentarians and young women from the same riding or region)
- self-identification: Indigenous, accommodation needs, minority (visible, LGBTQ+), etc. – according to your legislature’s guidelines
- emergency contact information
- any food allergies or restrictions
- declaration of being or having been a member or employee of a political party in your province or territory
- a CV
- a cover letter

Depending on the program’s activities, your legislature may also want the young participants to sign a Confidentiality Agreement and provide consent for photographs/videos. NOTE: you can probably use your assembly’s consent form for photos/videos, provided one exists.

Pairing

A ratio of one parliamentarian to one young woman can make for a rewarding one-to-one exchange. However, it may be worthwhile matching two young women with one parliamentarian, as it may be less intimidating for the young women if they are not alone with a parliamentarian. The two-to-one ratio also has the advantage of requiring fewer parliamentarians (or allows for the rotation of parliamentarians if their busy schedules prevent them from being present for the full duration of the pairing).

The availability and personality of the participating parliamentarians, as well as the age and experience of the young women, are therefore factors to consider when matching.

There are various ways to match parliamentarians and young women:

- by random selection
- by region: match parliamentarians with young women from the same riding or region
- by interest: match women who share common interests (based on information probably obtained from a cover letter or CV)
- based on prior acquaintance: match two women who already know each other

Budget

To determine the funding needed to carry out the twinning program, there are several factors to consider:

1. total number of participants (and guests, if applicable) at each activity
2. meal and coffee break expenses
3. gifts or welcome materials (notebooks, pens, etc.), legislative assembly memorabilia (clothing, coffee mugs, etc.) offered to the young women
4. transportation costs for young participants*
5. lodging costs for young participants*
6. potential costs of experts' participation, such as for a round table (per diem, meal expenses, etc.*)
7. other potential costs incurred if they are not covered by your legislature (external room rental, audiovisual services, extra staff, etc.)

**Young women participants and guests can use your legislative assembly's expense claim form, which you can adapt as needed.*

For participants who needed lodging, twinning program organizers made the hotel reservations and paid the hotel directly. So far, none of the assemblies have had to buy airline tickets for their twinning programs. Participants who travelled for the program paid for their own bus tickets or gas and were reimbursed after submitting a claim along with receipts.

Activities

Your twinning program may include several different activities that take place over a period of time that suits the participating parliamentarians. To date, programs have generally taken place over one or two days, usually consecutive.

One assembly chose to hold the program over two non-consecutive days to show participants what sitting and non-sitting days were like. The non-sitting day offered more flexibility in terms of organizing activities unrelated to daily parliamentary work, such as briefing sessions, and more time for job shadowing. However, this option is more suitable when it is relatively easy for all the young participants to travel to the legislative assembly.

Most programs include typical official visit activities:

1. a guided tour of the legislative assembly

2. attending Question Period
3. attending a parliamentary committee meeting
4. a meeting, reception or meal with the Speaker and/or the Clerk and other guests

Other potential twinning program activities

Activity	Comments
Lunch and/or a reception with members of your CWP representatives and other women parliamentarians	The program usually includes this activity. In some cases, all the assembly's women parliamentarians are invited.
Question-and-answer and feedback session with the women parliamentarians and young participants	Those who participated in this activity enjoyed it very much.
Job shadowing: visit parliamentarians' offices and attend various meetings on their agenda	Although this forms the ostensible basis of a twinning program, it has not taken place consistently, often due to the parliamentarians' scheduling conflicts.
A round table with distinguished guests and experts on specific parliamentary or political matters (e.g., professor, privacy commissioner, senior officer, journalist)	While young participants and parliamentarians alike would find this sort of activity quite interesting and informative, it would also take longer to organize.
Information session about how your legislative assembly operates	Your assembly likely has someone with expertise in parliamentary procedure who is accustomed to leading such a session. This activity can probably be organized quickly and be part of a Plan B.
Filming video clips for social media	This activity helps promote the twinning program while raising awareness about your assembly's work. If you have colleagues who work in communication, you might need their help with this activity.

Meeting with journalists	This activity can also help promote the twinning program while raising awareness about your assembly's work.
Special event outside the parliamentary precinct related to the program objectives (e.g., International Women's Day event, museum exhibit)	Depending on the duration of this type of event, you might want to arrange the dates of the twinning program around it, which may complicate organizing efforts. Nevertheless, it could prove a rewarding experience for the young women.
Presentation/meeting with an external organization related to the program objectives (e.g., an Indigenous women's group or an organization that promotes women's participation in politics in general)	The representatives of this type of organization would likely be glad to come meet the participants, who in turn could benefit from exposure to perspectives other than or complementary to the parliamentarians' point of view.
Shadowing the mentor in her constituency, during committee meetings, etc.	To complement the twinning program, consideration should be given on how to enhance the experience for the young participant.

Suggestions and lessons learned

Compiled courtesy, in part, of assemblies that have already held twinning programs, here is a list of suggestions, along with lessons learned.

- Remember to notify all relevant services in your assembly (security, catering, guides, photographer, etc.) sufficiently in advance of the young women's visit.
- Given the unpredictable nature of parliamentary affairs, it is best to have a plan B in place for certain possibilities and to make the agenda flexible enough to accommodate the legislature's or the parliamentarians' schedule changes:
 - a) having to switch to a different room
 - b) changing the program date (extreme case!)

- c) participating parliamentarian unavailable: for example, provide an “alternate” parliamentarian or revise the twinning list to match more than one young woman with each parliamentarian
 - d) Prepare a short list of colleagues who would be able to take over at any time to help out at the last minute, for example to accompany the young women, etc.
 - e) Ensure that the program includes meetings with employees from different areas of the assembly, which can be moved, shortened or even cancelled altogether if necessary, depending on the changing availability of the parliamentarians involved. On the one hand, these exchanges with the parliamentary staff will enable the young women to learn more about the work done at the legislature. On the other hand, these elements of the program can be easily modified (by giving advance notice to colleagues) and help avoid any gaps in the program if parliamentarians have to be absent at the last minute.
- If the CWP representative and other parliamentarians play an important role in organizing the program (e.g., selecting participants), keep in mind that their busy schedules may prevent them from meeting overly tight deadlines.
 - Plan for the possibility that some young women may wish to stay on at the legislature after the program ends, for example to attend a committee meeting or to respond to a parliamentarian’s invitation for a meeting at her office.
 - Asking applicants for references, a lengthy cover letter or other information liable to take time or certain skills could limit access to the program, especially for younger applicants with less life experience.
 - Schedule an exchange session with the participating parliamentarians and young women so they can ask questions, comment on their experience and so on.
 - If the activities are not all in a group setting, such as shadowing in a mentor’s office, you may want to ask the young women to sign a confidentiality form that prohibits them from revealing any privileged information they may access (see Confidentiality Form).
 - Have an “icebreaker” session at the beginning of the program, such as trivia or other non-competitive games, to help the young women feel more at ease in an environment they may find intimidating.

Communications

Promotion and recruitment

Legislatures have used various available tools and methods to publicize the program and recruit young women:

- promotion in high schools, colleges and universities (this could result in a large number of applications)
- advertising on social media (this could result in a large number of applications)
- using participant lists from assembly- or government-related programs (page program, interns, model parliament, etc.) to provide information on the program

Internal communications

The participating parliamentarians, the program organizers and various services must communicate effectively and as early as possible for feedback and coordination to ensure the program's success. Make sure you receive clear instructions from the CWP representative and do the same with the assembly or external staff tasked with providing services. For example, notifying security services of the young women's visit well in advance will help their arrival go smoothly.

Publicity

Given the positive nature of the twinning program, your CWP representative may wish to promote it in advance among parliamentarians and legislative staff and, after the program, perhaps arrange to include an article about it, with photographs, in your internal newsletter.

Likewise, sending a press release out to local media could result in local television or radio coverage of the program, which would reflect favourably on your legislature while potentially reaching more young women.

In addition, your assembly may want to publicize the program with a post or posts on its social media accounts.

Photographs and videos

The program will create opportunities for photos or videos of participants and special guests (the Speaker, other parliamentarians, etc.). It is important that the young women (or their parent/guardian) sign your assembly's consent form authorizing the use of any photos or videos in which they appear.

Recognition in the Chamber

Generally, the young participants' presence in the legislature is acknowledged in the Chamber at an appropriate moment. For example, the CWP representative can talk about the program and mention the participants during Statements by Members. Another possibility may be an acknowledgment by the Speaker after Question Period.

This recognition is always a highlight and proud moment for the young women present in the galleries.

Communication with the young women

Information to share with the young women BEFORE they arrive:

- clearly indicate in the program that there may be last-minute changes
- your name, telephone number and an email address (and/or that of your colleague) they can use to communicate any issues before they arrive or during the program
- your expectations for appropriate business attire
- the photo/video consent form
- the parent/guardian consent form, if applicable
- Optional: The name of the parliamentarian the participant will be shadowing. However, depending on the circumstances, it may be preferable not to disclose this information in advance in case a scheduling conflict prompts the parliamentarian to withdraw at the last minute. This could avoid disappointment or surprise.

In addition, you can distribute to the young women UPON THEIR ARRIVAL a folder containing the program, biographies of mentors and other people involved in the program, as well as other documents (pamphlets, booklets, etc.) about your legislative assembly, parliamentary procedure and other information they may find useful.

Program follow-up

Follow-up with participants

For program improvement purposes, seek feedback about the experience from participants, both parliamentarians and young women. Feedback can be given at a session at the end of the program or through a questionnaire sent to the young women (see Evaluation Questionnaire).

The report

After completing the twinning program, legislatures seeking reimbursement from the CWP Canadian Region are required to submit a report on how the program unfolded and a detailed list of expenses.

Report contents

The report, not exceeding two pages, must contain the following (*mandatory) information about your program:

1. *date (s) of the program
2. *list of participants (parliamentarians and young women)
3. *a summary of activities, events, receptions, etc.
4. a list of guests/officials who joined in the program, such as by giving a presentation, facilitating an activity or receiving the young women in their office
5. if applicable, the number of hours the young women spent job shadowing their mentors
6. what the young women, and perhaps the parliamentarians, learned from and appreciated about the program
7. photos and/or hyperlinks or PDFs (e.g., to a newspaper article)
8. *a detailed list of all expenses: activities, lodging and transportation costs, gifts/memorabilia given to young participants, etc. (see the Expenses Report)
9. *a PDF copy of expense receipts

Some information, such as receipts or photos, can be included as attachments.

Please respect the deadline set by the Secretary of the CWP Canadian Region to submit your report and the attachments electronically.

Writing an article

If the CWP representative, or another women parliamentarian, is willing and has the time, she could write an article about your twinning program for the *Canadian Parliamentary Review* or *The Parliamentarian*. This could help promote the program while demonstrating the CWP's and your legislature's commitment.

Template Forms and Examples

Below you will find hyperlinks to suggestions of templates for various forms that you can adapt to your needs and to the terminology used by your legislature, as well as a few examples – in English OR French – that have been used in legislatures. You can also add information, such as privacy protection provisions, that your assembly usually includes in such forms.

NOTE: You will notice that some parts of the form are italicized and/or marked with an asterisk; these indicate either fields to fill out, or information or a suggestion on our part that should be deleted from your final version of the form.

Proposed Budget

The proposed budget template includes optional lines for hotel and transportation. Of course, these can only be filled out once you have a good idea of how many young women you will invite to participate and where they will be coming from (the major factor being if you decide to have regional representation or not).

Call for Applications Form

If you decide to launch a call for applications on social media and/or your legislature’s website, you can include a hyperlink to fill out an online form. Otherwise, you can ask candidates to write to you to express their interest and then send them a form by email.

Registration and Confirmation Form

The form is used to gather additional information about the chosen participants and to officially confirm their participation.

Confidentiality Agreement Form

The use of this form depends on program activities and the needs of your legislature. It may be particularly useful if the participants are likely to be privy to confidential information, for example while spending time in their mentor’s office or in a caucus meeting.

Expenses Report Form

This is a simple template that you can adapt as necessary. You may also choose to use your legislature's form or report in another format of your choice.

Evaluation Questionnaire Form

The questions in this form can be adapted to your program, especially if some of them were already answered in a group setting at the end of the program.

Proposed Budget

Twinning Program – Proposed Budget								
Day	Activity	Quantity	Item	Cost	Total	Supplier	Attendees	
Day 1	Arrival/ Welcome	15	muffins	\$3.00	\$45.00		3 Parliamentarians, 1 Clerk, 1 Deputy Clerk, 8 participants	
		10	coffee & tea					
		10	juice					
	Lunch	15	soup					
		15	sandwiches					
		15	cookies					
		15	coffee & tea					
		10	juice					
	Round table	20	cookies					
		20	coffee & tea					
		10	juice					
	Hotel	5	rooms (breakfast included)	\$200	\$1,000	Hotel XYZ	Participant names	
Day 2	Lunch	15	salad					
		15	sandwiches					
		15	cookies					
		15	coffee & tea					
		10	juice					
	Closing reception	20	cookies					
		20	coffee & tea					
		10	juice					
	Transportation	4	Bus / train tickets	\$80	\$320	Bus XYZ/ Via	Participant names	
		1	Airfare	\$1,000	\$1,000	Air XYZ	Participant #5	
		1	taxi airport-hotel	\$50	\$50		Participant #5	
		1	taxi hotel-airport	\$50	\$50		Participant #5	
				TOTAL				



Application Form

**to Participate in the Twinning Program
with Women Parliamentarians of *NAME OF YOUR LEGISLATURE*
in *NAME OF CITY* from *DATE* to *DATE***

Please submit this form no later than *DATE*.

**= Suggestions of optional information requests to be added or not to your form, depending on your needs.*

First name:

Last name:

Date of birth:

Address:

Cell phone number:

***Name of your electoral district:**

***Are you an Indigenous person?** *(Use your legislature's standard terminology here)*

***Are you a member of a visible minority group or the LGBTQ+ community?** *(Use your legislature's standard terminology here)*

***Are you, or have been, a member or an employee of a provincial political party of *NAME OF YOUR PROVINCE*?**

No

Yes. *Of which party? _____

***Please copy and paste the text of your CV (max. 500 words):**

***Please explain your motivation for applying to the Twinning Program
(maximum *500 words):**

I certify that the information I have provided in this application is true and correct to the best of my knowledge. Should this application result in my selection as a participant in the Twinning Program, I understand that any false or misleading information in my application or any unparliamentary behaviour over the course of the program may result in my exclusion from the Twinning Program.

Signature:

Date:

National Assembly of Québec Example

ASSEMBLÉE NATIONALE DU QUÉBEC

PAR ICI LA DÉMOCRATIE

Survoler Approfondir ▼ Participer ▼ Nous joindre

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Jumelages avec des femmes parlementaires

Partager

Présentation

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[Site Web du Cercle des femmes parlementaires](#)



Programme de jumelages entre jeunes femmes et femmes parlementaires

Le Cercle des femmes parlementaires cherche six jeunes femmes intéressées par la politique et qui désirent en apprendre davantage! Chaque jeune femme sélectionnée sera jumelée avec une élue de l'Assemblée nationale du Québec pour deux jours. Le programme comprendra notamment :

- une visite de l'hôtel du Parlement;
- un repas avec des députées;
- un entretien avec la présidente de l'Assemblée nationale du Québec, Madame Nathalie Roy;
- diverses rencontres ainsi que des échanges privilégiés;
- des présences aux travaux parlementaires.

Un programme détaillé sera transmis aux participantes sélectionnées.

Objectifs

- Permettre à des femmes de 17 à 25 ans d'expérimenter la vie politique parlementaire en accompagnant des élues dans le cadre de leurs activités parlementaires.
- Susciter l'intérêt des jeunes femmes pour la politique.
- Démystifier le milieu de la politique ainsi que les rôles et les responsabilités des parlementaires.
- Offrir à des élues une occasion d'échanger avec des jeunes sur leurs préoccupations et leurs intérêts.

Critères

- Femme âgée de **17 à 25 ans**;
- Résidente du Québec;
- Intérêt pour la politique;
- Motivation à participer au jumelage;
- Disponibilité le mercredi 22 mai et le jeudi 23 mai 2024.

Coûts

L'ensemble des coûts (déplacement, hébergement - 1 nuitée, et repas) sera pris en charge par l'Assemblée nationale du Québec.

Pour soumettre votre candidature

Transmettre votre **curriculum vitae à jour** avec une **lettre de motivation** (d'une page maximum) expliquant pourquoi vous aimeriez participer au programme de jumelage à madame Karine Gaudreault : kgaudreault@assnat.qc.ca.

Date limite : lundi 18 mars 2024, 23 h 59.

Survoler

Découvrir les événements marquants de la vie démocratique québécoise

Approfondir

Programme d'études CQJ
Femmes, société et politique
Lieux de pouvoir
Parlementarisme et élections
Pouvoirs et démocratie

Participer

Période parlementaire
Ateliers jeunesse et visites guidées
Bourses de la démocratie
Comment ça marche?
Camp de jour citoyen

S'abonner à l'infolettre

Nous joindre

f X YouTube Instagram

Prince Edward Island Legislature Example




October 30
and
November 20
*Commonwealth
Women
Parliamentarians
Twinning Program*
PEI Young Women:
Experience Parliamentary
Life by accompanying
women parliamentarians
**Women Ages
17 to 25**

**To apply email Assembly@Assembly.pe.ca
with the following info:**

<p><u>Submit</u></p> <p>Name Age Contact Info</p>	<p><u>Answer</u></p> <p>What interests you about parliamentary life?</p>	<p><u>Apply By</u></p> <p>October 18th, 2024</p>
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Registration and Confirmation Form

Twining Program

NAME OF YOUR LEGISLATURE

in *NAME OF CITY* from *DATE* to *DATE*

Please return this completed form no later than DATE at *EMAIL ADDRESS*.

First name:

Last name:

Do you have any food allergies or restrictions?

No Yes – Which one(s)?

Please specify whether you require special accommodations (for example, in relation to a disability): _____

Emergency contact:

Name:

Cell phone number:

What means of transportation do you plan to use to get to the legislature?

Do you require accommodations? (If so, the Legislature may cover your accommodation costs):

No Yes

Remember to keep all your receipts, if applicable!

I certify that the information I have provided in this form is true and correct to the best of my knowledge. I further certify that I meet all of the essential criteria to be eligible to participate in the Twinning Program, namely: I am a woman between the ages of 17 and 25; and I am available **on DATE(S)** to participate in the program.

Signature:

Date:

If you have any questions, please contact: Name, email, telephone number.



Confidentiality Agreement

During the course of my participation in the Twinning Program, which will take place on **DATE(S) at Legislature XXX**, I may have the opportunity to attend various formal and informal meetings. Therefore, I acknowledge that I may have access to personal or confidential information.

I, _____, solemnly affirm the following:
undersigned

1. I agree to strictly respect the confidential nature of any information that I become aware of and any documentation to which I obtain access as part of the Twinning Program.
2. I agree not to release or disclose this information or documentation without prior permission.
3. I agree to use this information or documentation only for purposes directly related to the Twinning Program unless prior permission is obtained.
4. I agree to respect the privacy of parliamentarians and political staff and not to disclose any personal information about them without prior permission.
5. I understand that these confidentiality rules apply while I am participating in the Twinning Program, and that the end of this activity does not relieve me of my obligations and commitments with respect to the confidentiality of any information and documentation that I might become aware of.
6. I am aware that any failure on my part to fully comply with this confidentiality agreement may result in claims, legal action or other proceedings.
7. I confirm that I have carefully read and fully understand the terms of this agreement.

In witness whereof, I have signed at _____, on

Signature: _____



Expense Report

CWP Twinning Program

NAME Legislature

DATE(S)

Program activity costs

Date	Activity	No. of people	Cost
2024-11-15	Lunch (soup, sandwiches, beverages, cookies)	10	\$20/pers.= \$200
SUBTOTAL			\$

Young women's and guests' expenses

Participant first and last name Place of residence	Transportation – Round trip bus	\$100.00	
	Accommodation – 1 night, Hotel XYZ	\$150.00	
	Per diem	\$00.00	
	Other	\$00.00	
	Total	\$250.00	

Participant first and last name Place of residence	Transportation	\$00.00	
	Accommodation		
	Per diem		
	Other		
	Total	\$	\$
Guest first and last name Place of residence	Transportation	\$00.00	
	Accommodation		
	Per diem		
	Other		
	Total	\$	\$
SUBTOTAL			\$
TOTAL			\$



Evaluation Questionnaire

Twining Program

NAME OF YOUR ASSEMBLY

from *DATE* to *DATE*

Please return this completed form no later than *DATE* at *Email address*.

1. How would you rate the program as a whole?

Weak

Excellent

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

2. The information provided before your arrival and during the program was:

Insufficient or late

Excellent

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comment: _____

3. How would you rate our welcome and hospitality?

Weak

Excellent

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comment: _____

4. The duration of the program was:

____ Too short

____ Adequate

____ Too long

5. How do you rate the program's activities as a whole?

Not very interesting

Very interesting

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Which activity did you like the most? _____

Which activity did you like the least? _____

What activities, if any, would you add or remove from the program?

Other comments: _____

6. How would you rate the overall organization of the program (rooms, meals, schedule, etc.)?

Weak

Excellent

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comment: _____

7. The time spent with your mentor parliamentarian was:

____ Too short

____ Adequate

____ Too long

What did you like the most about the time spent with your mentor parliamentarian?

What did you like the least about the time spent with your mentor parliamentarian?

Are you planning on staying in contact with your mentor parliamentarian?

____ Yes

____ No

Comment: _____

8. Has the program given you a better understanding of the work of a parliamentarian and of the challenges that women in politics face?

Not at all

Considerably

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comment: _____

9. Has the program encouraged you to become, or remain, active in politics?

Not at all

Considerably

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comment: _____

10. Did the program meet your expectations overall?

Not at all

Absolutely

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comment: _____
