



CPA SMALL BRANCHES WORKSHOP

STRONG AND INDEPENDENT PARLIAMENTS IN SMALL JURISDICTIONS

DOUGLAS, ISLE OF MAN
1-3 APRIL 2025

OBESERVER INVITATION



CPA SMALL BRANCHES WORKSHOP
STRONG AND INDEPENDENT PARLIAMENTS IN SMALL JURISDICTIONS

DOUGLAS, ISLE OF MAN
1-3 APRIL 2025

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.

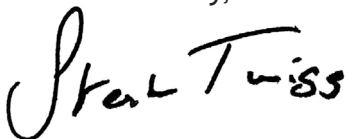
The workshop is designed to empower parliamentarians from small jurisdictions with the knowledge and tools to develop actionable solutions to protect the independence of Parliament and prevent executive overreach. It also is an opportunity to foster stronger connections within the Small Branches community.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

To ensure your Parliament's representation, please follow the application procedure outlined on page **2** of this invitation. Please submit your application 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
Commonwealth Parliamentary Association

1. APPLICATION PROCESS

OBSERVER PLACES

Places have been made available for observers to attend the workshop, who will be able to fully participate in the workshop alongside Commonwealth parliamentary participants from CPA Small Branches.

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.

Once the Nomination Form has been received and reviewed, nominees will be issued with a notification of the places which have been accepted. Accepted nominees will 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.

NOMINATION CRITERIA

When selecting participants, we will consider the following criteria:

- a. Nominees should be sitting legislators/parliamentarians.
- b. It is CPA policy to encourage broad participation in its events. We encourage women and young Members of Parliament to participate in our programmes.
- c. 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.
- d. Participants should be willing to engage in all Monitoring and Evaluation, including follow up.
- e. 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.

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.

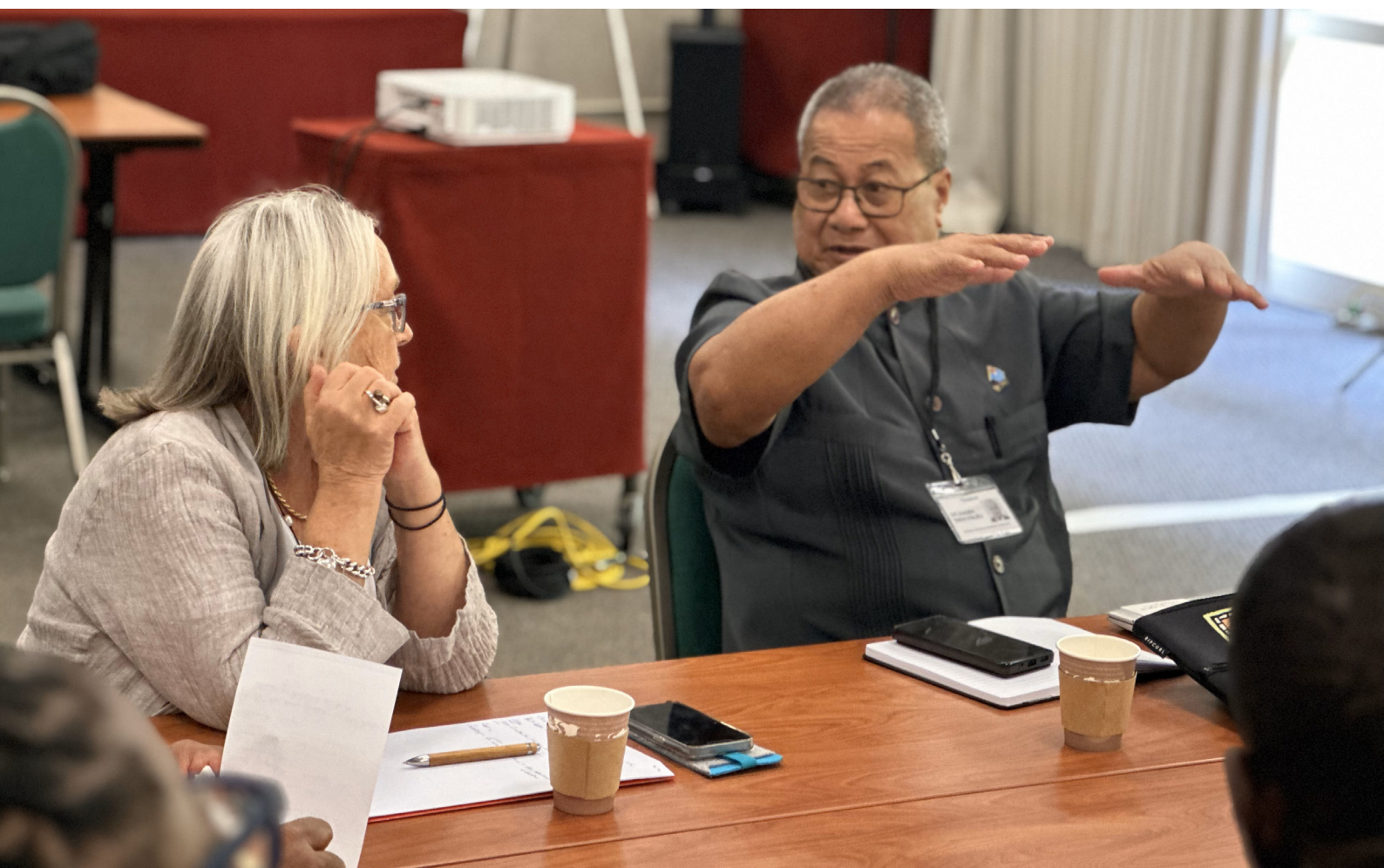
The workshop will include presentations, peerto-peer learning opportunities, case studies, and group exercises, all designed to encourage participants to engage, learn, contribute, and problem-solve.

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. The Welcome Reception will also take place on this day.



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>Day 3 Wednesday 2 April</p>	<p>Presentation Best Practices and Practicalities</p>	<p>Group Exercise Parliamentary Service Commission Bill</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>Day 5 Friday 4 April</p>	<p>Practical Exercise Mock Committee Hearing (PAC)</p>	<p>Feedback and Closing</p>
		<p>Official Departure Day</p>

4. PARTICIPATION COSTS

COSTS & FUNDING

Observer participants will be responsible for the following:

- a. Observer fee: **£1000.00** (see payment details below)
- b. All flights, accommodation, transfers, meals, and other related costs.

The CPA Headquarters Secretariat will be responsible for meals and refreshments within the programme (namely lunches and refreshment breaks).

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

PAYMENT DETAILS

Observer fees can be made by bank transfer via the details below:

Account Name: The New Non Charitable Commonwealth Parliamentary Association

Account Account Number: 36109479

Bank Sort Code: 56-00-33

Swift Code: NWBKGB2L

IBAN No: GB68NWBK56003336109479

Bank Name: National Westminster Bank

Bank Address: Victoria Branch, 169 Victoria Street, London SW1E 5NA, UNITED KINGDOM

Please ensure you indicate '2025 SB Workshop' as a reference on the payment. Please also ensure you include charges as part of your payment. If you wish to pay via PayPal, please notify us directly at finance@cpahq.org and we can send out the necessary details.



5. ADMINISTRATION AND LOGISTICS

Closer to the programme dates, an information note will be distributed to all attendees, 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

Parliaments 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 1,000,000 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/>





Commonwealth Parliamentary Association (CPA)

CPA HEADQUARTERS SECRETARIAT
RICHMOND HOUSE, HOUSES OF PARLIAMENT
LONDON, SW1A 0AA, UNITED KINGDOM

Tel: +44 (0)20 7799 1460 | Email: hq.sec@cpahq.org
Web: www.cpahq.org | Tw: [@CPA_Secretariat](https://twitter.com/CPA_Secretariat) | Facebook.com/CPAHQ
