

# PARLIAMENTARY STRENGTHENING FOR COMMONWEALTH PARLIAMENTS



ANNUAL REPORT AND PERFORMANCE REVIEW 2021

MARKING THE CPA'S 110<sup>th</sup> ANNIVERSARY

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The Commonwealth Parliamentary Association promotes democracy, good governance and human rights throughout the Commonwealth.



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## CPA ANNUAL REPORT AND PERFORMANCE REVIEW 2021

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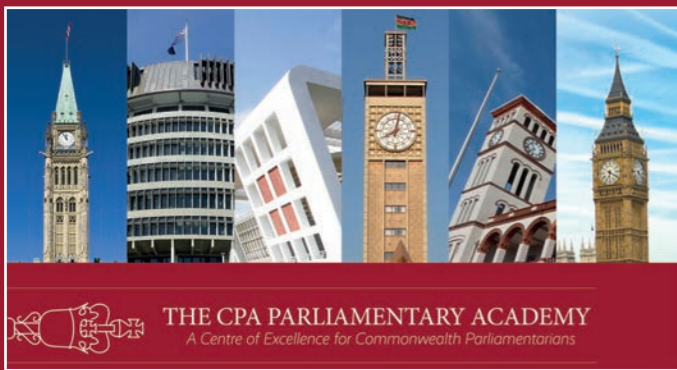
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## 2021 key highlights

In 2021, almost 500 Commonwealth Parliamentarians, parliamentary staff and international experts examined global issues at a series of CPA virtual workshops.



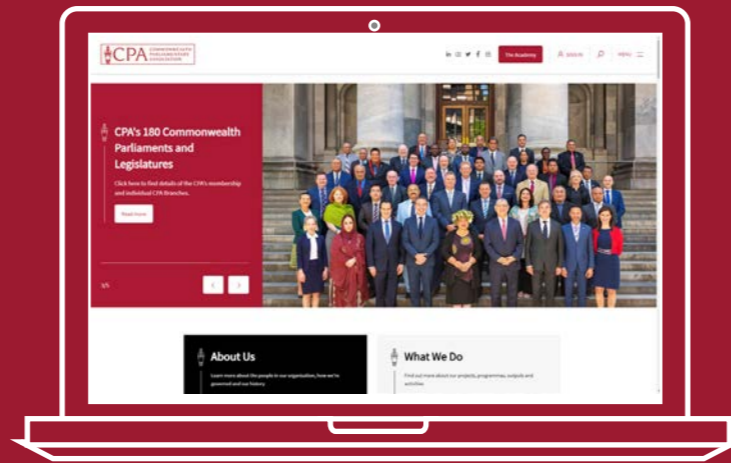
Launch of parliamentary professional development courses through the new CPA Parliamentary Academy



3 hybrid CPA Post-Election Seminars and countless workshops and roundtables delivered online in 2021



Two fully virtual CPA Executive Committee meetings held in 2021 with over 30 Members attending representing 9 CPA Regions and including 6 CPA Officers.



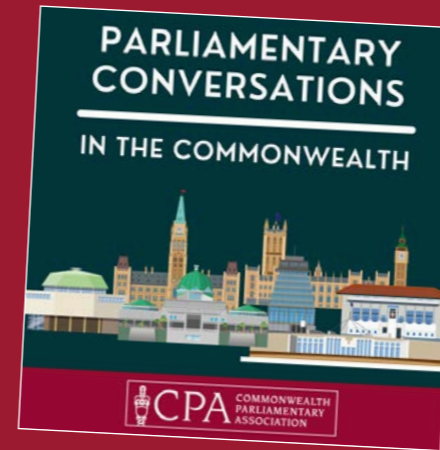
New CPA website launched in 2021

In 2021, the Commonwealth Parliamentarians with Disabilities (CPwD) network appointed a new Chairperson, launched its new Strategic Plan and hosted its first ever Regional Conference



Virtual Commonwealth Youth Parliament with 63 young Commonwealth citizens from 40 different CPA Branches

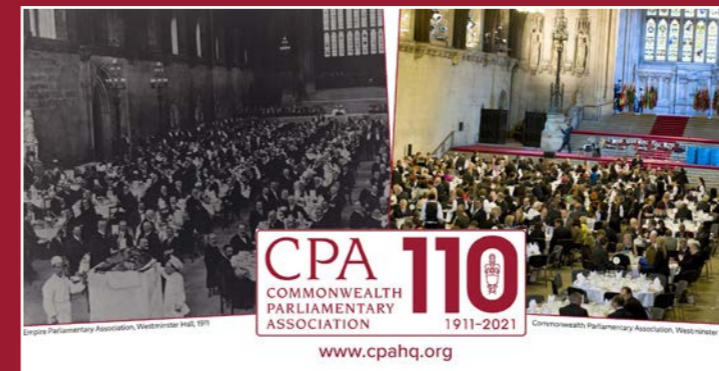
New CPA Strategic Plan launched



A new CPA Podcast featured four episodes reaching over 1,500 listeners



In 2021, the Commonwealth Women Parliamentarians (CWP) network hosted virtual roundtables on gender sensitive Parliaments for each of the nine CPA Regions



Celebrating the CPA's 110<sup>th</sup> anniversary in 2021 with new book and youth competition

Marking the 40<sup>th</sup> anniversary of the CPA Small Branches in 2021 and launching a new three year Strategic Plan for the network



In 2021, the CPA responded to over 25 detailed research requests from CPA Branches as part of the CPA's Commonwealth Parliamentary Research Service and published 8 reports, toolkits and handbooks





## Acting CPA Chairperson's Message

I am pleased to present to you the Commonwealth Parliamentary Association Annual Report for 2021. I am delighted to share the efforts of my fellow Parliamentarians in strengthening the role of the Commonwealth Parliamentary Association (CPA) across the Commonwealth through its programmes, events and activities and the work of the CPA Headquarters Secretariat in furthering these goals.

2021 was a challenging year for the Association, owing to the impact of the COVID-19 global pandemic and the CPA has, throughout this time of crisis, maintained a constant focus on innovation and transformation when looking at what we offer to our membership. The CPA has been part of the incredible surge in the digitalisation and virtual nature of processes taking place across the Commonwealth.

Two fully virtual CPA Executive Committee meetings were held in 2021 to address key governance issues with over 30 Members attending representing 9 CPA Regions and all CPA Officers attending.

On behalf of the Association, I would like to thank all of the Members of the CPA Coordinating Committee, CPA Executive Committee, all CPA Branches, CPA Headquarters Secretariat and CPA Regional Secretaries for what has been achieved in these difficult times in 2021.

Within the pages of this Annual Report, you will find descriptions of the CPA professional development programmes, seminars and activities work held in 2021, many of them held in support of our networks – the Commonwealth Women Parliamentarians (CWP), the CPA Small Branches and the Commonwealth Parliamentarians with Disabilities (CPwD) – as well as individual Branch and Regional events.

CPA is a unique platform of Parliamentarians and parliamentary staff of the Commonwealth and has great potential to effect innovative changes in addressing common concerns.

As Acting Chairperson of the CPA Executive Committee, I present this 2021 Annual Report to colleagues on behalf of the Association.

**Hon. Ian Liddell-Grainger, MP**  
**Acting Chairperson of the CPA Executive Committee**  
**Member of the Parliament of the United Kingdom**



## CPA Secretary-General's Foreword

Looking through this Annual Report, 2021 was a very busy year for the CPA, despite the many challenges of the pandemic, and it continues to be an exciting time in the CPA's growth and development. 2021 saw several anniversaries in the CPA's history as we commemorated the 110<sup>th</sup> anniversary of the Association with a new book and youth competition as well as marking the 40<sup>th</sup> anniversary of the CPA Small Branches with the launch of their new three-year Strategic Plan. Like any organisation that has stood the test of time, it is important to continually adapt to the changing needs of our membership and to demonstrate relevance, added value and good governance.

In 2021, many of the CPA's programmes and seminars continued to be delivered online due to the pandemic – however they continued to provide professional development, networking and knowledge sharing for Commonwealth Parliamentarians and parliamentary staff. Almost 500 Commonwealth Parliamentarians, parliamentary staff and international experts examined global issues at a series of CPA virtual workshops, and we introduced a series of professional development courses through the new CPA Parliamentary Academy.

In 2021, we also launched a new CPA Strategic Plan, an interactive CPA website and an informative CPA Podcast as well as responding to over 25 research requests from CPA Branches and publishing 8 reports, toolkits and handbooks.

The CPA continued to connect a diverse array of Parliamentarians, parliamentary staff and international experts across the Commonwealth and supported the three CPA networks including the CPA Small Branches, the Commonwealth Women Parliamentarians (CWP) and the Commonwealth Parliamentarians with Disabilities (CPwD).

Technology has played a central role in our activities in 2021

as events and publications have been delivered online – however we are mindful of the digital divide that exists in the Commonwealth and strive to find new and accessible ways of delivery. Four issues of *The Parliamentarian* were published for the membership in 2021 while the CPA's social media channels have continued to grow in audience share.

The CPA has continued to work closely with a wide range of international partners to deliver its programmes and support parliamentary democracy in the Commonwealth.

Through this 2021 CPA Annual Report and Performance Review, which has been approved by the CPA Executive Committee at its hybrid meeting in April 2022 in Assam, India, it is confirmed that there are currently no known material, staffing or governance-related matters which have the potential to adversely affect the Association's standing and future viability that need to be brought to the attention of the Members.

The CPA remains dynamic and vibrant because of the high levels of programme activity among the CPA Headquarters Secretariat, our CPA Branches and within each Region. The CPA is particularly grateful to the Members, Clerks and officials that carry out such a wide variety of work on behalf of the organisation across the Commonwealth.

**Stephen Twigg**  
**Secretary-General**  
**Commonwealth Parliamentary Association (CPA)**



## PARLIAMENTARY TRIBUTES IN CAMEROON FOR THE LATE CPA CHAIRPERSON

On 19 May 2021, Members of the National Assembly of Cameroon paid tribute to the late Chairperson of the Commonwealth Parliamentary Association Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon who passed away on 20 April 2021 at the age of 62. Members of Parliament spoke of her work both in Cameroon and internationally for the CPA at the tribute ceremony, held at the Yaoundé Conference Centre, that was also attended by government representatives, parliamentary associations, family and friends. At the tribute ceremony, floral tributes were placed on behalf of the Commonwealth Parliamentary Association.

Attending the ceremony in person on behalf of the CPA were: Hon. Dr Zainab Gimba, MP (Nigeria), Vice-Chairperson of the Commonwealth Women Parliamentarians International and CWP Africa Chairperson; and Hon. Zakariyau Galadima, MP,



CPA Nigeria Federal Branch Representative, who also attended on behalf of the CPA Africa Region President-Designate, Rt Hon. Femi Gbajabamila, MP, Speaker of the National Assembly of Nigeria. In a moving eulogy, Hon. Dr Zainab Gimba said: *"The late Hon. Emilia Monjowa Lifaka, as a CPA Chairperson and a Commonwealth Parliamentarian, was a woman of many qualities, she was a bridge-builder, a consummate advocate of women issues. She served the Association with such great diligence, dedication, and dignity. Hon. Lifaka showed profound commitment and visionary leadership during her time as Chairperson of the Association by providing a platform for Commonwealth Parliamentarians to speak with one voice, the voice to change the stereotypes about women's issues. She was a woman with many striking personalities, an amiable character, a solution provider, an embodiment of humility, very passionate in what she believes in and an averred believer in the capacity of the women to break all frontiers."*

The Acting Chairperson of the CPA Executive Committee,

Hon. Ian Liddell-Grainger, MP (United Kingdom) also sent a video message to the ceremony in which he spoke of the late Chairperson's tireless work for the CPA and the high esteem in which she was held by parliamentary colleagues across the Commonwealth. The CPA Secretary-General, Stephen Twigg also sent tributes to the CPA Cameroon Branch.

The late CPA Chairperson was laid to rest on Saturday 22 May 2021 in her parliamentary constituency of Bonjongo, a suburb of Buea, the regional capital of the South-West Region of Cameroon. The Senior Deputy Speaker of the National Assembly of Cameroon, Hon. Hilarion Etong, also representing the Speaker of the National Assembly, posthumously decorated the late Hon. Emilia Monjowa Lifaka with the Commander of Cameroon National Order of Valour during the funeral ceremony, alongside the South-West Region Governor, Bernard Okalia Bilai. The citation for the medal honour recognised her humanism, patriotism and political contributions to the national and international scene.





## EXECUTIVE SUMMARY

The Commonwealth Parliamentary Association (CPA) Annual Report and Performance Review for January to December 2021 provides an overview of the activity of the CPA and highlights the progress of this activity against the CPA Strategic Plan. This report focuses on the programme strands and activities of the CPA Headquarters Secretariat and is a result of key qualitative and quantitative data analysis producing statistics for monitoring and evaluation.

In 2021, the CPA Headquarters Secretariat continued to deliver CPA programmes despite the global pandemic, with particular focus on parliamentary development and benchmarking, post-election seminars and technical assistance programmes. There was a focus on youth engagement through the CPA's Commonwealth Day activities and the virtual Commonwealth Youth Parliament.

This report outlines CPA activity in the three strategic pillars of the CPA Strategic Plan – Parliamentary Benchmarking and Development (which includes three CPA networks – Commonwealth Women Parliamentarians (CWP); CPA Small Branches; and Commonwealth Parliamentarians with Disabilities); Public Outreach; and Communications and Publishing. Further CPA activities this year are also covered in this report.

The CPA's Annual Report and Performance Review 2021 is composed of reports, analysis and monitoring and evaluation data captured for the CPA programmes and work strands throughout the year.

### CPA Aims and Objectives

Article 1(1) of the CPA Constitution provides that the *“aims of the Association are to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, with particular reference to the countries of the Commonwealth.”*

The overarching objective for CPA in this period is to develop the programmes it delivers to support its members and re-establish its reputation as the leading parliamentary association. In addition to developing its programmes, Communications and partnering with other organisations, this will require achievement of a range of operational objectives. The main objectives in the strategic plan and which formed the basis of organisational priorities in 2021 were:

1. continue to design and deliver activities and programmes under the 9 Strands of the CPA Revised Programmes Strategy (introduced in 2016);
2. be recognised as one of the leading Commonwealth parliamentary strengthening organisations to which its Members and other relevant, external stakeholders first turn to for advice, information and support or with which to partner;
3. collaborate with other leading organisations, including Parliamentary bodies in delivering programmes and services;
4. be established as an international organisation established under UK law and located in the UK;
5. operate from offices appropriate to its needs, owned or rented by CPA or provided *gratis* by the UK Parliament;
6. be financially sustainable, with diverse income streams and unpaid membership subscriptions reduced;
7. have IT systems fit for purpose to support CPA's efficient operations for the foreseeable future;
8. have established a holistic way of working throughout the Secretariat, that ensures all parts of the organisation work together to achieve its aims;
9. have established management practices that ensure that all staff develop and perform to their full potential.

During the year, the COVID-19 pandemic has resulted in significant changes to the way that many of the activities and programmes of the CPA have been carried out. In particular, programmes, meetings and conferences have all been carried out virtually and very successfully. However, the main objectives of the CPA have remained unchanged.

Each year, the Trustees review the objectives and activities to ensure that they continue to be relevant. In carrying out this review, the Trustees have considered the Charity Commission's general guidance on public benefit when reviewing the aims and objectives that have been set, and in planning the Charity's future activities. In particular, the Trustees consider how planned activities contribute to the aims and objectives they have set.

## CPA STRATEGIC PLAN

### COMMONWEALTH PARLIAMENTARY ASSOCIATION LAUNCHES NEW STRATEGIC PLAN FOR 2022-2025 TO SUPPORT ITS MEMBERSHIP OF 180 COMMONWEALTH PARLIAMENTS

The Commonwealth Parliamentary Association (CPA) officially launched its new Strategic Plan in May 2021, covering the period 2022 – 2025. This Strategic Plan sets out how the organisation will advance and develop support to CPA Members over the next four-year reporting period, through focusing on six core objectives and cross cutting themes that will be mainstreamed across CPA operations and workstreams.

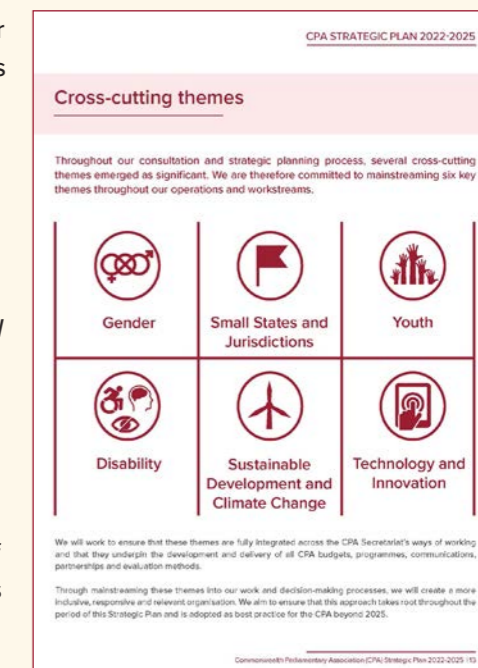
The *Acting Chairperson of the CPA Executive Committee, Hon. Ian Liddell-Grainger, MP (United Kingdom)* said: *“Having been involved with the CPA for many years, both at a Branch and international level and now as Acting Chairperson, I take great pride in presenting this CPA Strategic Plan 2022-25. The CPA is a unique platform of Commonwealth Parliamentarians and parliamentary staff, with a tremendous convening power and diversity of voices and experiences. As such the CPA family holds great potential to effect innovative changes in addressing common concerns, with this strategy enabling us to reach new heights in doing so.”*

The CPA Strategic Plan was informed by an internal review of the previous Strategic Plan and a comprehensive and inclusive consultation process open to all CPA Members and key external partners. Following responses from over 50 individuals, CPA Branches, partners and Secretariat staff, the feedback was analysed, and several key themes emerged and were developed, resulting in the final document.

The *CPA Secretary-General, Stephen Twigg* reflected that: *“At the heart of this Strategic Plan is a pledge to work in partnership with others to deliver our mission. We will strengthen existing partnerships and seek new ones with organisations both within and beyond the Commonwealth. In doing so, we will be guided by our belief in the value of multilateralism and our support for the values enshrined in the Commonwealth Charter and the goals set out by the United Nations in Agenda 2030.”*

As well as outlining the key organisational priorities, the plan defines the tools with which the CPA will fulfil its objectives. It will be accompanied each year of its implementation by an Annual Business Plan to identify the priority activities and outputs necessary in order to achieve the strategies' commitments.

It is hoped that this new Strategic Plan will enable the CPA to build upon the organisation's existing strengths and the substantial progress made by the Secretariat and membership in recent years, whilst also addressing the challenges the organisation will face between now and 2025. **To download a copy of the CPA Strategic Plan 2022-2025 please visit [www.cpahq.org](http://www.cpahq.org).** If you have any feedback on the CPA Strategic Plan 2022-2025, please email [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org).





## MARKING THE CPA'S 110<sup>th</sup> ANNIVERSARY IN 2021

### COMMONWEALTH PARLIAMENTARY ASSOCIATION CELEBRATES 110<sup>th</sup> ANNIVERSARY

On 18 July 2021, the Commonwealth Parliamentary Association (CPA) celebrated its 110<sup>th</sup> anniversary. Originally founded as the Empire Parliamentary Association by Members of Parliament from the United Kingdom, Australia, Canada, New Zealand, Newfoundland and South Africa, 110 years later the membership of the CPA, which succeeded the Empire Parliamentary Association in October 1948, has grown to **more than 180 Parliaments and Legislatures across the 54 countries of the 'modern' Commonwealth**. Physically, in their composition and in the way they operate, the Parliaments of today are virtually unrecognisable from the Parliaments of 1911.

The membership of Commonwealth Parliaments has undergone a transformation in the last 110 years. In 1911, there was not a single woman Member in any of the CPA's founding Parliaments. Now, globally 25.5% of MPs are women. Rwanda leads the Commonwealth and the world with 61% women MPs, and women occupy leadership positions in many Parliaments.

In response to technological changes, Parliaments have also drastically changed how they interact with the public, becoming more open and transparent institutions. In 1977, Canada became the first country to televise live broadcasts of parliamentary proceedings to the public. Now, Parliaments use social media, video, podcasts, email newsletters and even virtual reality to support their public engagement.

Just as its Members have undergone many transformations in the last 110 years, so has the CPA itself. Amongst its many achievements, the Association has established three formal networks, a renowned post-election seminar programme and, most recently, an online learning platform as part of the CPA Parliamentary Academy. For over 100 years, the CPA has published *The Parliamentarian*, the quarterly Journal of Commonwealth Parliaments. During the digital era, the CPA has expanded its communications outputs, which now include online toolkits, video masterclasses and podcasts.



### New book explores Parliament buildings of the Commonwealth to mark the CPA's 110<sup>th</sup> anniversary

To mark the conclusion of its 110<sup>th</sup> anniversary in 2021, the CPA published a special anniversary book showcasing over 180 Parliament buildings around the Commonwealth and giving an insight into their varied histories. The book featured a special message from the CPA's Patron, Her Majesty Queen Elizabeth II, Head of the Commonwealth, who congratulated the Association

on its anniversary year. The Queen has visited almost every Parliament building in the Commonwealth during her long reign. This commemorative book features **more than 180 Commonwealth Parliaments and Legislatures at national, state, provincial and territorial level amongst the CPA's membership** and includes information about each Parliament, as well as over 350 photographs of their buildings and chambers.

The CPA Secretary-General, Stephen Twigg said: "Over the decades, the Commonwealth Parliamentary Association has experienced a transformation in our membership to a more diverse composition which better reflects the people that we aim to represent. During this time, the Parliament buildings of the Commonwealth have adapted to meet the requirements of the modern world, while, at the same time, maintaining heritage buildings and Parliamentary Chambers. This special 110th anniversary book showcases their remarkable histories."

All of the 180 Parliaments and Legislatures in the CPA's membership were sent a copy of the book for their Parliamentary libraries. Copies of the book are also available to purchase from the CPA Headquarters Secretariat – please email [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org) for details.



### CPA YOUTH CREATIVITY COMPETITION ASKS: 'WHAT WILL PARLIAMENTS LOOK LIKE IN THE NEXT 110 YEARS?'

As the CPA marked its 110<sup>th</sup> anniversary in 2021 and reflected on the evolution of Parliaments over the last 110 years, it also looked forward to consider what the next 110 years may hold for Parliaments, democracy and the Commonwealth.

To help us think about the future, the CPA turned to those who will define it: the young people of the Commonwealth by launching a Youth Creativity Competition for under-18s, asking them to submit their creative response to the

question: 'What will Parliaments look like in the next 110 years?'. Parliaments across the Commonwealth were encouraged to reach out to their young people to enter the competition by writing an essay, filming a video, designing a piece of art or creating any other piece of work that responds to the question above.

The CPA Headquarters received a wide variety of entry types, including drawings, videos, poems, short stories and essays, which impressed our judges. The CPA Secretary-General, Stephen Twigg, who chaired the judging panel, said: "I thoroughly enjoyed judging the entries to the CPA Youth Creativity Competition, received from across the Commonwealth. The mixture of written, artistic and digital submissions reflects the range of tools that young people now have at their disposal to express themselves, and the imaginative, futuristic thinking on display showed that young people have great ambitions for the future."



**Infant Group (0 - 11 years old):** Winner: Feza School Dodoma (Tanzania) | Runner-Up: Courtney Croew Chiles (Alberta, Canada)

The winning entry in the Infant Group came from Feza School in Dodoma, Tanzania. The young classmates narrated an impressive, animated video featuring symbolic representations of the Tanzanian Parliament, a brief history of the Parliament and the Commonwealth and visualisations of future technology. The group recognised that, as the population of Tanzania grows, the Parliament will also need to grow and adapt to remain representative of the people of Tanzania. They also predicated several technological changes to the Parliament building, including climate-friendly solar panels and a system of digital cameras.

**Junior Group (12 - 14 years old):** Winner: Beatrix Stone (Alberta, Canada) | Runner Up: Fatima Aziz (Pakistan)

The winning entry in the Junior Group was submitted by Beatrix Stone from Alberta, Canada. Beatrix wrote a short story that took you inside a future Parliament, following a day in the life of Sam, Ella and their colleagues, including a session of the brilliantly named 'Committee of Florists for the Furthering of Lunar Mining' and a brewing scandal for Prime Minister Nadia and the Council of Extra-Terrestrial Operations.

**Senior Group (15 - 18 years old):** Winner: Noshin Abreshi Pew (Bangladesh) | Runner Up: Parker Laurie (Alberta, Canada)

The winning entry in the Senior Group was an essay from Noshin Abreshi Pew in Bangladesh. Noshin imagined a "50:50" Parliament in Bangladesh where the public elects equal numbers of male and female MPs. The essay also predicted that voting will be possible at home via mobile phones, with a live count of votes streamed online for people to follow, helping to build trust in the election process.



## ADDRESSING CLIMATE CHANGE IN THE COMMONWEALTH

### CODE RED FOR HUMANITY: COMMONWEALTH PARLIAMENTARIANS MAKE THEIR VOICES HEARD DURING COP26 FOR GLOBAL CLIMATE CHANGE SUMMIT

In 2021, the 26<sup>th</sup> UN Climate Change Conference (COP26), which took place in Glasgow, Scotland, UK, was a pivotal moment for the global community to raise ambition on reducing global emissions and meeting the commitments of the 2015 Paris Agreement.

From 5-6 November 2021, with international leaders descending on Scotland en masse to reach a consensus on climate change at COP26, Parliamentarians from across the world met in Edinburgh for the GLOBE COP26 Legislators Summit, hosted by GLOBE International and the Scottish Parliament. The Summit provided an opportunity for legislators to hear from leading experts, academics and practitioners in the field and to discuss how to utilise their legislative, oversight and representative powers to accelerate climate action in their own jurisdictions and hold governments to account.

The CPA, a founding member of the UNFCCC Parliamentary Group, was represented by a delegation including the CPA Small



Branches Vice-Chairperson, Hon. Juan Watterson SHK, Speaker of the House of Keys at the Parliament of the Isle of Man; the Deputy Speaker of the Malta House of Representatives, Hon. Claudette Buttigieg; the Chairperson of the Women's Parliamentary Caucus of the Seychelles National Assembly, Hon. Regina Esparon; and the CPA Secretary-General, Stephen Twigg.

Parliamentarians from across the Commonwealth were in attendance, including from India, Bangladesh, Nigeria and Tuvalu. Hon. Mohamed Nasheed, Speaker of the People's Majlis of The Maldives, spoke passionately on behalf of small and climate-vulnerable jurisdictions reiterating the necessity of limiting global warming to 1.5°C –

warning that a failure to meet this target would leave many countries, including The Maldives, unable to survive in their natural state.

Hon. Juan Watterson, Vice-Chairperson of the CPA Small Branches network, emphasised the disproportionate impacts of climate change on small jurisdictions saying: "This summit has driven home the message that climate change is about people, not percentages - its impacts are being felt right now across communities and they're only going to get worse. Small jurisdictions are among the most affected but also among the least able to deal with the impacts on their own. That is why COP26 and the Legislators Summit provides an opportunity to garner much needed support from larger countries but also galvanise collaboration between small jurisdictions."

The CPA Secretary-General said: "Small Island



Developing States have played a vital role in pushing for urgent international action on climate change, biodiversity and the environment. Within the CPA, this has been reflected in the work of our CPA Small Branches network on sustainable development and climate change. Agenda 2030 sets out ambitious goals and targets for sustainable development. By bringing together the two great causes of promoting sustainability and tackling poverty, the SDGs provide a roadmap for the 2020s. I hope that commitments made at COP26 help deliver that roadmap."



Left: The CPA Secretary-General, Stephen Twigg, met with the Presiding Officer of The Scottish Parliament and CPA Scotland Branch President, Rt Hon. Alison Johnstone MSP before the GLOBE Legislators Summit in Edinburgh to discuss climate change initiatives and ongoing parliamentary strengthening support for the Scottish Parliament.



Commonwealth Parliamentarians made their voices heard as climate change negatively affects the development of small and other vulnerable countries across the globe, many of them Commonwealth jurisdictions. Thirty-two of the world's 42 small states are Commonwealth members. The Commonwealth Parliamentary Association has a particular focus on climate change through its CPA Small Branches network which supports the smallest jurisdictions in the Commonwealth who are proportionally greater affected by environmental issues.



### SPECIAL ISSUE OF THE PARLIAMENTARIAN ON CLIMATE CHANGE

In September 2021, the CPA published a special issue of *The Parliamentarian* looking ahead to COP26 and the key challenges facing the Commonwealth on climate change. This edition examined the key challenges facing the Commonwealth in combatting climate change and highlighting the vital role of Commonwealth Parliamentarians. Digital statistics: (ISSUU stats) - 1,599 digital reads; 4,677 page impressions (views); 00:03:29 average read time | Reading Devices: Desktop - 84%; Phone - 16% | Top 5 countries: Canada; United Kingdom; Australia; India; USA.





## VIRTUAL WORKSHOPS IN 2021

### COMMONWEALTH PARLIAMENTARIANS AND GLOBAL EXPERTS SHARE STRATEGIES ON COMMON DEMOCRATIC CHALLENGES AT SERIES OF VIRTUAL CPC WORKSHOPS

In 2021, almost 500 Commonwealth Parliamentarians, parliamentary staff and international experts from a wide range of organisations examined some of the most pressing, universal challenges faced by democracies worldwide in a series of virtual workshops.

The 'Virtual CPC Workshop' series, hosted by the Commonwealth Parliamentary Association (CPA), brought together elected representatives, parliamentary officials, international organisations and leading academics for two sets of workshops at the beginning and end of the year. The Virtual CPC Workshops were held as a prelude to the 65<sup>th</sup>

Commonwealth Parliamentary Conference (CPC), to be held in Halifax, Canada in August 2022. Topics examined included: climate change; International Humanitarian Law (IHL); democracy and social media; disability representation; disability rights; representation and diversity in democracy; parliamentary responses to countering terrorism and violent extremism; and youth activism. The Virtual CPC Workshops were held ahead of the next Commonwealth Parliamentary Conference (CPC).

Every day across the Commonwealth, Parliamentarians and parliamentary staff grapple with legislation, debates and constituency issues related to these cross-cutting themes. The workshops offered participants an opportunity to consider the issues at hand in greater depth, informed by presentations from world-leading experts, and discuss concrete actions that legislators can take to lead international, national and local action on these issues.

Representatives from the United Nations, the International Committee of the Red Cross, Accountability Lab, Global Equality Caucus and the UK think tank Demos were amongst a host of expert panellists speaking at the workshops.

By facilitating knowledge sharing between Parliamentarians and international organisations, the CPA is working to bolster connections between Parliaments and civil society and ensure that the actions of those in public office are informed by the latest data and research. Resources and videos of the Virtual CPC Workshops are available at [www.cpahq.org](http://www.cpahq.org) and on the CPA's YouTube channel.



### GLOBAL EXPERTS EXAMINE THE FUTURE OF TECHNOLOGY AND THE ROLE OF PARLIAMENTARIANS AT CPA'S 4<sup>th</sup> INDUSTRIAL REVOLUTION CONFERENCE

The Commonwealth Parliamentary Association hosted a 'Virtual Conference on the 4<sup>th</sup> Industrial Revolution' from 5 to 9 July 2021. The conference brought together MPs, parliamentary staff, industry leaders and global experts to review the transformative technologies that are driving the 4<sup>th</sup> Industrial Revolution and to prepare our democratic institutions to better respond to these advances. Amongst the 33 panellists who addressed the virtual conference across the course of five days were representatives from:

- the world's biggest technologies companies, such as Microsoft and IBM.
- international organisations including the World Economic Forum and the United Nations.
- leading academic institutes and think tanks.
- the Parliaments of South Africa, the United Kingdom, Canada, New South Wales and the Western Cape.

The CPA was also proud that, in an industry still dominated by men, the conference featured more than 50% women speakers and panellists.

To mark the conclusion of the conference, the CPA has linked 12 key resources that Parliamentarians should explore as they take forward the lessons from the conference within their own jurisdictions. From short blog articles and podcasts to policy-maker toolkits and detailed reports, these varied sources of information will help Parliamentarians to consider in more detail how emerging technologies can be deployed to stimulate growth and the measures that will be necessary to ensure the technology is harnessed in an equitable, inclusive and sustainable way. Visit the CPA blog page for more details: [www.cpahq.org/knowledge-centre/cpa-blogs](http://www.cpahq.org/knowledge-centre/cpa-blogs).



### What did the Virtual CPC Workshops achieve?

The CPA Secretary-General, Stephen Twigg said: *"At the CPA, we recognise that many issues are universal to Parliamentarians in every corner of the Commonwealth. We are committed to facilitating ongoing dialogue between legislators, parliamentary officials and international experts to find solutions to these common democratic challenges. This series of workshops showed that the specialist knowledge of academics and NGOs will always be an invaluable resource for our elected representatives, particularly on complex topics such as International Humanitarian Law and climate change."*

### What do the experts say...

Sheila Warren, Deputy Head of the World Economic Forum's Centre for the Fourth Industrial Revolution, delivered the opening remarks at the Conference: *"As a result of a perfect storm of technologies, the Fourth Industrial Revolution is paving the way for transformative changes in the way we live and radically disrupting almost every business sector. And all of this is happening at an unprecedented whirlwind pace. Parliamentarians must spend time talking with each other, thinking and learning about the ways that the Fourth Industrial Revolution is changing our lives and what could be coming next."*



## WHERE WE WORK: CPA BRANCHES ACROSS THE COMMONWEALTH

The Commonwealth Parliamentary Association (CPA) works across the Commonwealth and represents more than 180 Parliaments and Legislatures in 54 Commonwealth countries.

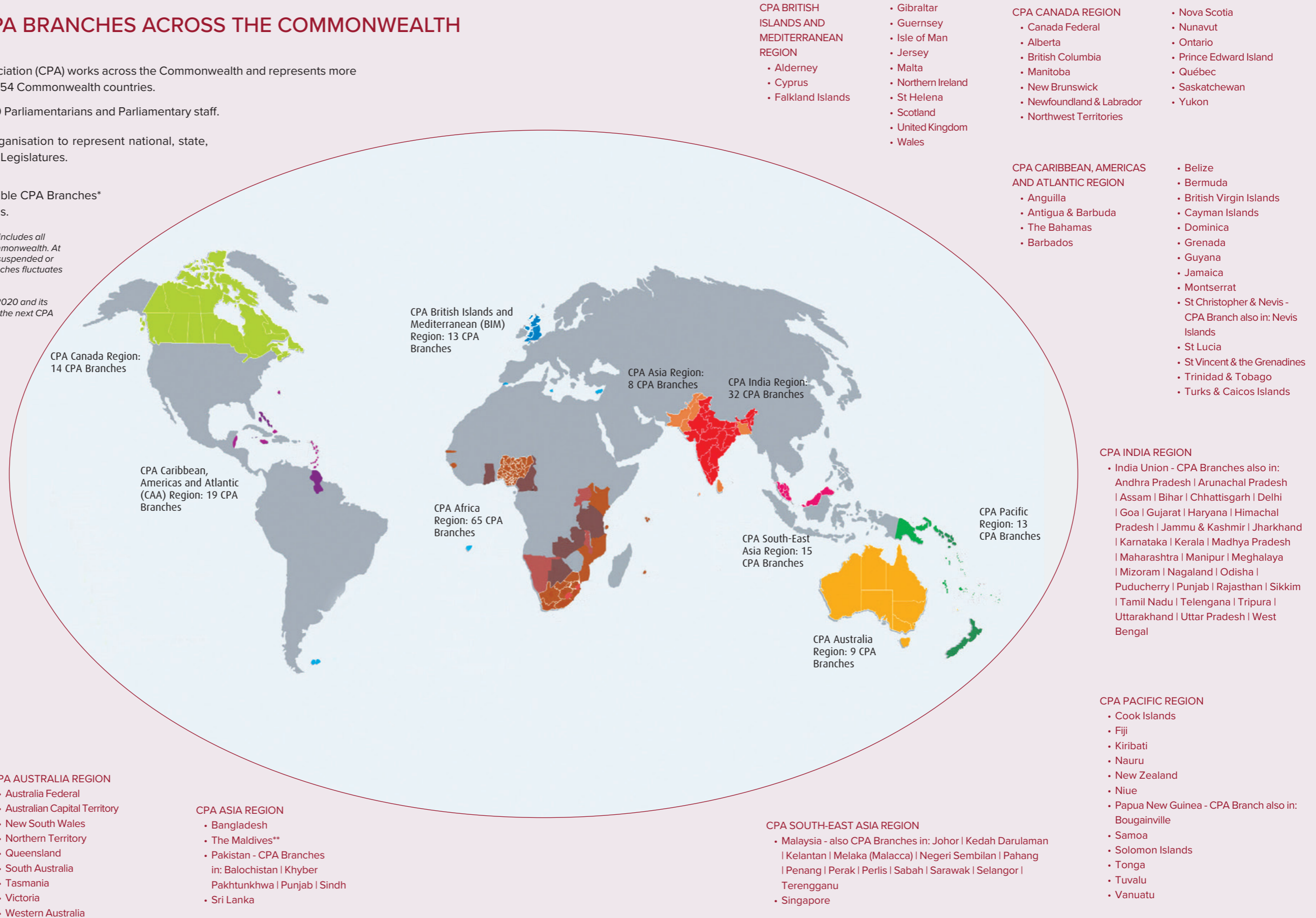
The CPA network extends to over 17,000 Parliamentarians and Parliamentary staff.

The CPA is the only Commonwealth organisation to represent national, state, provincial and territorial Parliaments and Legislatures.

At 31 December 2021, there are 188 eligible CPA Branches\* distributed across the CPA's nine Regions.

*\*Please note: The number of eligible CPA Branches includes all recognised Parliaments and Legislatures in the Commonwealth. At the time of this report, some CPA Branches may be suspended or in abeyance and so the number of current CPA Branches fluctuates from time to time.*

*\*\*The Maldives has rejoined the Commonwealth in 2020 and its application to rejoin the CPA is pending approval at the next CPA General Assembly.*





## Parliamentary Benchmarking and Development

Strategic Pillar	Parliamentary Benchmarking and Development
Strategic Outcome	Strong democratic legislatures that adhere to principles of good governance
Intermediate Outcomes	A strong and effective pool of parliamentarians and parliamentary staff across the Commonwealth who are better equipped on fundamentals of parliamentary practices and procedures
	Increased awareness, understanding and ownership of CPA Benchmarks
	Technical assistance responds flexibly to needs and priorities of member Legislatures and 'Special Interest Groups'

### PROFESSIONAL DEVELOPMENT COURSES FOR PARLIAMENTARIANS AND PARLIAMENTARY STAFF

During 2021, the CPA Headquarters Secretariat has continued to work with our partners to offer a portfolio of academically rigorous, accredited programmes for Commonwealth Parliamentarians and parliamentary staff to access independently.

- MCGILL UNIVERSITY SMALL BRANCHES PROGRAMME FOR PARLIAMENTARIANS – ONLINE**

The CPA Fundamentals Programme on Parliamentary Practice and Procedure for CPA Small Branches has been delivered by McGill University's School of Continuing Studies in Canada, providing participating Commonwealth Parliamentarians with greater depth of knowledge of parliamentary practice and procedure and practical knowledge of international good practice.

### CPA AND CIVIL SERVICE COLLEGE LAUNCH INDUCTION PROGRAMME FOR COMMONWEALTH GOVERNMENT MINISTERS

The Commonwealth Parliamentary Association and the Civil Service College launched a **new professional development programme aimed at new Government Ministers** in 2021. The 'From Backbencher to Minister' programme is designed to equip new Ministers with the skills and tools to perform their roles more effectively. The new five-day programme combines classroom engagements with experiential learning and will walk new Ministers through their responsibilities, identifying the skills necessary for effective leadership of government departments. Topics covered by the programme will include 'Communicating a Minister's Priorities', 'Managing a Minister's Private Office' and 'The Role of Special Advisers'. Attendees will have the opportunity to visit the UK Foreign, Commonwealth and Development Office (FCDO), the UK Parliament and the Office of the Parliamentary Commissioner for Standards.

The CPA Secretary-General, Stephen Twigg said: *"This new programme, that the CPA is supporting in partnership with the Civil Service College, will provide a unique opportunity for professional development for Government Ministers and bring new skills and tools to the role. As a former UK Government Minister myself, I know the effectiveness of individual Ministers can depend on their skills and so this programme is likely to have a significant impact on their effectiveness."*

The new 'From Backbencher to Minister' course will draw upon the knowledge of industry experts with extensive experience working in government. Led by ex-Ministers, Parliamentarians and civil servants, the comprehensive introduction to the role of Government Minister provided by this programme will provide new Ministers with the best possible foundation to ensure a smooth and fast transition into their position.

For further details please email [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org).



## NEW CPA PARLIAMENTARY ACADEMY PROVIDES NEW TRAINING OPPORTUNITIES FOR MEMBERS AND PARLIAMENTARY STAFF IN 2021

- On 18 May 2021, the Commonwealth Parliamentary Association launched a portfolio of parliamentary professional development courses as part of the new **CPA Parliamentary Academy: A Centre of Excellence for Commonwealth Parliamentarians**. The Academy has been developed for the benefit of the CPA's membership of 180 Commonwealth Parliaments and Legislatures.



- The new CPA Parliamentary Academy brings together:

  - a new online learning portal for Members of Parliament, Clerks and parliamentary staff to access online training and professional development via the CPA's new modern and accessible website. This includes video and online resources.
  - two residency-based workshops on advanced parliamentary development for Commonwealth Parliamentarians that complement the online courses.
  - access to externally delivered courses with the CPA's partners in leading international universities and professional development training institutions.
- The CPA Headquarters has developed the new, adaptive and flexible Parliamentary Academy online courses with contributions from over 50 experienced Parliamentarians, Clerks and external experts from across the Commonwealth to offer their insight and advice on a wide range of subjects from gender-sensitive budgeting to codes of conduct. For more information about the CPA Parliamentary Academy please email [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org).



### What are the aims of the new CPA Parliamentary Academy...

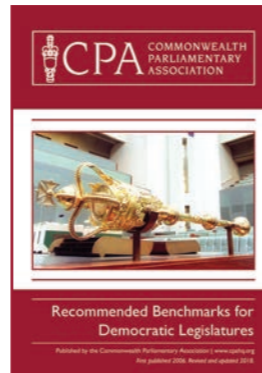
The Acting Chairperson of the CPA Executive Committee, Hon. Ian Liddell-Grainger, MP (United Kingdom) said: *"One of the key aims of the Commonwealth Parliamentary Association is to support and equip Parliamentarians and parliamentary staff in their mission to adhere to the highest standards of democracy. The launch of the new CPA Parliamentary Academy will further these aims and provide the CPA's membership with the skills and knowledge to deepen their commitment to good governance."*

The CPA Secretary-General, Stephen Twigg said: *"The aim of the CPA Parliamentary Academy and its suite of online and in-person courses is to strengthen the capacity of Commonwealth Parliamentarians and parliamentary staff to fulfil their constitutional and statutory obligations as well as to enhance knowledge and understanding of the role of Parliament. The CPA has reached across its network to bring together the wide expertise of Speakers and Presiding Officers, Ministers, Members of Parliament and Clerks and senior parliamentary staff in the development of the new CPA Parliamentary Academy demonstrating the breadth of the Association's membership."*



## CPA Technical Assistance Programmes

- 1 Building on the Commonwealth Latimer House Principles on the separation of powers, the *Commonwealth Parliamentary Association (CPA) Recommended Benchmarks for Democratic Legislatures* provide a framework for excellence in Commonwealth parliamentary and legislative practice.
- 2 The original CPA Benchmarks published in 2006 comprised of 87 indicators and were drafted by CPA Parliamentarians representing different Commonwealth regions. The CPA Benchmarks were the outcome of a Study Group in late 2006 hosted by the Legislature of Bermuda on behalf of the Commonwealth Parliamentary Association (CPA) and the World Bank Institute (World Bank Group) with support from the United Nations Development Programme (UNDP), the European Parliament and the National Democratic Institute for International Affairs (NDI).
- 3 The CPA Benchmarks were revised and updated in June 2018 by a second study group of CPA Parliamentarians representing different CPA Regions as part of the Commonwealth Partnership for Democracy (CP4D) Project. The CP4D Project's objective is for Commonwealth Legislatures to strengthen democratic good governance.
- 4 The CPA Benchmarks are a means by which CPA Branches can self-assess their parliamentary and wider governance institutions against approved democratic standards. Following expressions of interest from CPA Branches, the CPA Headquarters has enabled Legislatures to either independently or with support of expert facilitators conduct such CPA Benchmark Assessments. The concluding reports are a resource for Legislatures to refer to in identifying reforms and strategic plans as well as priority needs in parliamentary strengthening activities. In the long-term, the CPA will be able to support such CPA Branches in fulfilling their developmental needs through its CPA Technical Assistance Programmes over a one to three-year period.
- 5 In 2021, the CPA has continued to support Technical Assistance Programmes, furthering the intermediate objective of the TAP programme to develop a bespoke road map to meet the CPA Benchmarks within a defined timeline while providing the CPA with an opportunity to demonstrate 'added value'.



### Case study: Anguilla

The CPA Technical Assistance Programme for the Anguillan House of Assembly has included:

- the delivery of a CPA Post-Election Seminar.
- a technical review of the House Standing Orders/Rules of Procedure with the development of draft Standing Orders that were accepted by the House in July 2021. The law created a new set of Standing Orders for the Assembly, the first time they had been comprehensively updated since the first set of Standing Orders were enacted in 1976.
- a technical review of the Parliament's organisation and administration. The review focused on how the House was funded, the independence of the House from the Government and Judiciary and the resources available to Members to ensure robust and effective good governance. Twenty-eight recommendations have been proposed to reshape and significantly enhance the governance, independence and administration of the Anguilla House of Assembly.
- the development of a Parliamentary Code of Conduct and Register of Interests for Members.
- the development of an education and outreach pack for Members to use with schools and colleges.

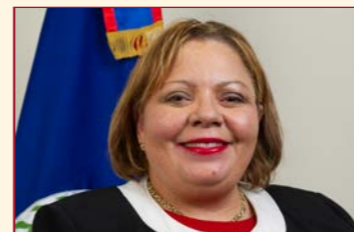
The CPA Secretary-General, Stephen Twigg said: *"The landmark parliamentary reforms in Anguilla demonstrate the CPA's long-term commitment to our 180 CPA Branches across the Commonwealth and CPA's ability to provide a framework for democratic governance and to convene experts in parliamentary strengthening for the benefit of Legislatures."*



## What do CPA Members say...

Hon. Tracy Ann Panton, a Member of the House of Representatives at the National Assembly of Belize wrote in a CPA blog:

*"The CPA workshop with the Women's Parliamentary Caucus of Belize and the Commonwealth Women Parliamentarians (CWP), supported by sister Parliamentarians from other Commonwealth jurisdictions, discussed the need for greater gender equity in all our parliamentary processes. The Roundtable sought to provide a clear road map for filling the gaps and to provide a framework for a more gender-sensitive Parliament. Thematic areas explored included: Equality of Participation; Parliamentary Infrastructure; Parliamentary Culture; Gender Equality Policy."*



*"These sessions were followed by a comprehensive discussion by the Women's Caucus on the imperative for public engagement in the building of a more inclusive democracy that seeks to meaningfully involve all relevant stakeholders and the wider citizenry. The Women's Parliamentary Caucus was able to examine what is working, what is not working, and what strategies can be utilised by the National Assembly in meeting its obligations for representation, scrutiny, and oversight."*

### Case study: Belize

The CPA Technical Assistance Programme for the National Assembly of Belize has included:

- providing pre-election planning support for new Members' induction.
- development of a new Parliamentary Code of Conduct.
- delivery of a CPA Post-Election Seminar (see page 21).
- a workshop for Women Parliamentarians and Public Engagement Roundtable – in 2021, a CPA team facilitated a one-day workshop with the Women's Parliamentary Caucus of the National Assembly of Belize and key civil society stakeholders.
- a technical review of the House and Senate Standing Orders with the development of draft Standing Orders.
- a technical review of the Parliament's organisation and administration.





## CPA Post-Election Seminars (PES)

- 1 The CPA Post-Election Seminar is a flagship programme of the Commonwealth Parliamentary Association. For over 25 years, the CPA has conducted numerous Post-Election Seminars for Commonwealth Parliaments. These seminars are aimed at building the capacity of newly elected Parliamentarians so that they function efficiently and effectively in the performance of their democratic duties and serves as a refresher course for returning Parliamentarians.
- 2 This programme introduces Parliamentarians to different parliamentary systems and methods of working. They usually take place a few months after a general election and are delivered by senior, highly experienced Parliamentarians and parliamentary officials from throughout the Commonwealth.

### CPA POST-ELECTION SEMINAR: TRINIDAD AND TOBAGO

New and returning MPs and Senators of the Parliament of the Republic of Trinidad and Tobago completed the CPA Post-Election Seminar from 22 February to 1 March 2021. Designed to strengthen their understanding of parliamentary democracy and provide an insight into leading democratic practices from around the Commonwealth, the virtual programme heard from nine other Commonwealth Parliaments and experts from leading international organisations, including the United Nations, BBC and the Commonwealth Foundation.

Participants heard advice and ideas on how to deal with the pressures of their role and how to be an effective Parliamentarian. Advice included the importance of strong co-operation between Parliamentarians and parliamentary staff, the need to identify patterns in constituency casework that can inform the way

Members legislate, and the importance of cross-party collaboration to counteract the perception of politics as a 'blood sport'.

Stephen Twigg, the CPA Secretary-General, said: "The Commonwealth Parliamentary Association is delighted to support the Parliament of the Republic of Trinidad and Tobago through our Post-Election Seminar programme. This virtual seminar offered a rare opportunity for the 73 Members of Parliament in the current cohort to come together as one, to consider how democracy on the islands can be further strengthened and to learn from the experiences of their parliamentary colleagues elsewhere in the Commonwealth."



### What do CPA Members say...

The Speaker of the House of Representatives of Trinidad and Tobago, Hon. Bridgid Annisette-George, MP: "The CPA Post-Election Seminar provided an invaluable forum for our Parliamentarians to discuss various elements of parliamentary practice and procedure while simultaneously gaining the perspective of their colleagues from the Commonwealth family. This exchange supported our realization, that although the demands of parliamentary democracy are great and even overwhelming at times, the established parliamentary procedures and practices, if appropriately applied, can facilitate the discharge of our mandate in providing, good, effective, accountable, transparent and inclusive governance, to our citizens."

Hon. Tracy Pantan MP, a Member of the Belize House of Representatives: "The CPA Post-Election Seminar was instructive, informative, impactful. The sessions were thought-provoking, provided an opportunity for constructive dialogue and brought in sharp focus the roles, responsibilities and functions we have a duty to assume as Parliamentarians."

### CPA POST-ELECTION SEMINAR: BELIZE

Members both Houses of the National Assembly of Belize completed the CPA Post-Election Seminar from 3 to 7 May 2021. The virtual programme featured presentations by a roster of Parliamentarians, clerks and experts from across the Commonwealth, who shared their knowledge, experience and examples of best practice with new and returning MPs and Senators in Belize. The seminar forms part of a wider stream of work taking place between the National Assembly of Belize and the CPA through a series of parliamentary strengthening activities under the umbrella of a CPA Technical Assistance Programme.

2021 marked 40 years since Belize gained independence and signed a new constitution, which expanded the House of Representatives and increased elected terms of office to five years.

Hon. Valerie Woods MP, Speaker of the House of Representatives said: "Belize's new Parliament: House and Senate, Government Members, Opposition and social partners, have a golden opportunity to set the stage for how we wish the next 40 years to unfold and provide an example for the youth and leaders of the future. The fault will only lie in ourselves if we do not seize this chance to make our parliamentary system work better for Members and the people of Belize."

Commenting on the contribution of the seminar to the process of democratic renewal in Belize, Hon. Carolyn Trench Sandiford, President of the Senate, said: "The CPA seminar was timely as, 40 years post our independence, Belizeans are now, more than ever, demanding better governance, of which the law-making and oversight role of Parliament is crucial. In addition, and without a doubt, this seminar provided an ideal platform for a new generation of Parliamentarians and thought leaders to begin to conceptualize the architecture of the kind of Parliament needed to respond to these demands and that of the next generation."

Each session of the seminar examined a different aspect of parliamentary democracy, starting with an open discussion on the opportunities and challenges that elected representatives face each day and concluding with a forward-looking session on the potential impact of new technology on the operation of Parliaments, particularly in the context of COVID-19.

The CPA Secretary-General Stephen Twigg, who spoke at the opening and closing ceremonies, said: "The Commonwealth Parliamentary Association is delighted to support the National Assembly of Belize through our Post-Election Seminar. An exciting new element of our programme was the Presiding Officers' session, which brought together women Presiding Officers from the Caribbean region to share their experiences. As a national Parliament with two women Presiding Officers, the National Assembly of Belize should be commended for its commitment to women's leadership in Parliament."



### Caribbean Women Speakers hold virtual meeting to discuss cooperation on women's leadership

Caribbean Women Speakers from Belize, Trinidad and Tobago, Antigua and Barbuda, Saint Lucia, Montserrat and St Vincent and the Grenadines came together virtually to discuss their unique roles in Parliaments

across the Caribbean, Americas and the Atlantic Region at a Commonwealth Women Parliamentarians workshop held in the margins of the CPA Post-Election Seminar for the Parliament of Belize.

The CPA Secretary-General Stephen Twigg said: "The Commonwealth Parliamentary Association is delighted to support the National Assembly of Belize through our Post-Election Seminar. An exciting new element of our programme was the Presiding Officers' session, which brought together women Speakers and Presiding Officers from the Caribbean region to share their experiences. As a national Parliament with two women Presiding Officers, the National Assembly of Belize should be commended for its commitment to women's leadership in Parliament."





## CPA Post-Election Seminars (PES)

### CPA POST-ELECTION SEMINAR: CAYMAN ISLANDS

Newly elected Members of the Parliament of the Cayman Islands completed the CPA Post-Election Seminar from 4 to 6 August 2021 and it was attended by government and opposition Members of Parliament and a host of experienced Parliamentarians from the Commonwealth. A hybrid format was used throughout the programme, with Members sitting in the Parliament building whilst speakers from across the Commonwealth joined virtually. Across the three days, Members and Clerks from eleven Commonwealth Parliaments joined sessions on topics including the legislative process, parliamentary ethics and the Committee system. One highlight was a presentation by **Hon. Mohamed Nasheed GCSK MP, Speaker of the People's Majlis of The Maldives**, in which he recalled his years of imprisonment and the recent bomb attack which left him hospitalised, bringing the importance of parliamentary privilege and freedom of speech into sharp focus.



The Cayman Islands 2021 General Election took place on 14 April 2021. The results saw twelve incumbents and seven newcomers elected, including three new women MPs, raising the total number of women in Parliament to five. The new cohort of MPs is also the youngest in Cayman Islands history. The election was monitored by a virtual Election Expert Mission organised by the CPA British Islands and Mediterranean Region (BIMR). The **CPA Secretary-General, Stephen Twigg**, said: *"The Commonwealth Parliamentary Association was delighted to support the Parliament of the Cayman Islands once again through the delivery of the third successive Post-Election Seminar programme, following previous seminars in 2013 and 2017. I was pleased to see newly elected government and opposition Members come together to learn from their colleagues elsewhere in the Commonwealth and discuss how the institutions of democracy in the Cayman Islands can be continually strengthened."*

### What do CPA Members say...

The Speaker of the Parliament of the Cayman Islands, Hon. Dr W. Mckeeva Bush OBE JP MP, commented: *"As the Father of the House with over 36 years' experience as a legislator and now a Parliamentarian, I see the merit of holding such a seminar. The seminar's remit is to help Members hone their skills at becoming more effective Parliamentarians, which is really a very invaluable service, particularly to new representatives. My sincere thanks go to the CPA Secretariat for bringing this resource to the direct benefit of our MPs."*

### CPA POST-ELECTION SEMINAR: THE BAHAMAS

From 15 to 17 December 2021, a Commonwealth Parliamentary Association Post-Election Seminar was held for newly elected and returning Members of Parliament in The Bahamas. The Prime Minister of The Bahamas, Hon. Philip E. Davis opened the CPA Post-Election Seminar which provides examples of best practice and good governance in Commonwealth Parliaments. The Acting CPA Chairperson, Hon. Ian Liddell-Grainger also attended the hybrid seminar along with Parliamentarians and parliamentary staff from Ontario, Turks and Caicos, Trinidad and Tobago



A general election in The Bahamas took place on 16 September 2021. The election was called on 16 August 2021 by then Prime Minister Dr Hubert Minnis, eight months ahead of the date that elections in the country were constitutionally mandated to take place. A total of 39 Members – 32 men and 7 women – were elected to the House of Assembly of The Bahamas, which is the lower house in the bicameral Parliament.

## Commonwealth Parliamentary Research Service (CPRS)



1

The *Commonwealth Parliamentary Research Service* (CPRS) offers to Parliaments and Parliamentarians a research service to supplement those available to Parliament on a range of specialist subjects. The service is offered to all CPA Branches and invites input from all CPA Branches. The CPA is able to provide CPA Branches with access to the wider CPA network and collate responses for the original CPA Branch who have made the enquiry.

2

In 2021, the CPA Headquarters Secretariat received several requests to the CPRS from CPA Branches with responses received from over 25 CPA Branches. The requests included: *the setting up of International Relations Offices; COVID-19 responses; Transitioning to Life after Parliament; Facilitating a Commonwealth Parliamentary Communications Network; Members' Pay and Remuneration; Codes of Conduct from Overseas Territories and Crown Dependencies; Members of Commonwealth Parliaments under 30.*

If you have a CPRS request for the CPA Headquarters Secretariat then please email [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org).



## NEW CPA REPORT PROVIDES COMPARATIVE ANALYSIS OF COMMONWEALTH PARLIAMENTARIANS' PAY AND REMUNERATION

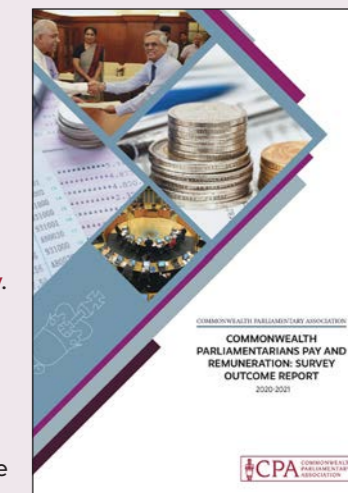
The Commonwealth Parliamentary Association (CPA) has launched the **Commonwealth Parliamentarians Pay and Remuneration: Survey Outcome Report** for the benefit of its membership of 180 Commonwealth Parliaments and Legislatures. The report outlines comparative information on the salaries, benefits and allowances of Members of Parliament throughout the Commonwealth and provides an update on previous reports completed in 2004-2005 and 2000-2001.

Today, more than ever, it is important for Parliaments to maintain high levels of transparency. Openness should be at the heart of all parliamentary processes and providing information to the public ensures that Parliamentarians are accountable as well as promoting democratic accountability. It also allows electorates to have oversight of the democratic institutions that represent them. This falls in line with the CPA's commitment and contribution towards the United Nations' Sustainable Development Goals, in particular Goal 16, and the Declaration on Parliamentary Openness.

The Commonwealth Parliamentarians Pay and Remuneration: Survey Outcome Report was developed with the assistance and cooperation of 65 Commonwealth Parliaments. The report can be accessed via the CPA website [www.cpahq.org](http://www.cpahq.org).

The CPA Secretary-General, Stephen Twigg said: *"Throughout its history the Commonwealth Parliamentary Association has been a leader in driving the agenda for transparency in the salaries of Members of Parliament and parliamentary staff and this outcomes report is another important step in that process. It will undoubtedly be an invaluable resource for Commonwealth Parliaments that are reviewing their own pay and remuneration as well as encouragement that providing such information is beneficial to all Parliaments in the pursuit of sharing best practice and promoting greater transparency."*

The CPA understands the importance of impartiality and has remained objective throughout the production of this report. The purpose of the report is to promote transparency and act as a reference tool for Commonwealth Parliaments, parliamentary staff and parliamentary bodies when they are reviewing salaries and remuneration for Members of Parliament.





## PROGRESS ON CROSS-CUTTING ISSUES

The CPA works in a number of activities that are cross-cutting themes in our parliamentary strengthening and development work – the separation of powers, the rule of law and human rights.

### Separation of Powers

**1** The **Commonwealth Latimer House Principles**, also known as the Commonwealth Principles on the Three Branches of Government, highlight the importance of the separation of powers between the Legislature, the Executive and the Judiciary to ensure effective governance and democracy. The CPA is a member of the Latimer House Working Group and seeks to champion its principles.

**2** In May 2020, as part of its commitment to the Principles, as well as its work in benchmarking Parliaments against international standards, the CPA developed a **Model Law for Independent Parliaments**. The Model Law is designed to help empower Parliaments to take control away from the Executive to ensure it has the administrative, operational and financial resources needed to function effectively. The purpose behind such a project is to have a ready-made draft Bill for Legislatures to use as a template to create financially and administratively independent institutions. Specifically, the Model Law enables Parliaments to have Parliamentary Commissions and to ensure there are Parliamentary Appropriations for Legislatures to have the resources they need to function effectively without the risk of Executive interference.



### CPA SECRETARY-GENERAL REITERATES THE IMPORTANCE OF THE SEPARATION OF POWERS AT COMMONWEALTH LAWYERS CONFERENCE

In an address to attendees at the Commonwealth Lawyers Conference 2021 in Nassau, The Bahamas, the CPA Secretary-General, Stephen Twigg, spoke about the need to safeguard the separation of powers amidst the increased use of emergency measures during the COVID-19 pandemic. The CPA Secretary-General, chairing a session on the effects of emergency measures on the separation of powers with the Lord Chief Justice of Northern Ireland, Sir Declan Morgan QC, and the Attorney-General of Jamaica, Hon. Marlene Malahoo Forte, said that Parliamentarians, lawyers and experts must carefully scrutinise whether ‘the scale, the form and content of these emergency measures were fit for purpose’.

Noting the potential for power imbalances between the three pillars of the rule of law during an emergency, the CPA Secretary-General warned that ‘Parliaments can be at a significant disadvantage when compared to the position of governments.’ He emphasised that **Parliamentarians must remain vigilant during a crisis to protect the independence of Parliament** and highlighted that the Commonwealth Latimer House Principles on the separation of powers provide an important framework for good governance and democracy. The Conference, hosted annually by the Commonwealth Lawyers Association, took place from 5 to 9 September 2021 on the theme of ‘Sustainable Justice: The future of the role of law’, with legal practitioners, politicians, academics and experts from across the Commonwealth attending to discuss issues in the profession and share ideas. The Commonwealth Secretary-General, Rt Hon. Patricia Scotland QC, spoke at the opening plenary session, alongside Brian Speers, President of the Commonwealth Lawyers Association, about why climate rights must be treated as essential human rights.



### CASE STUDY: CPA MODEL LAW INSPIRES STRENGTHENED PARLIAMENTARY INDEPENDENCE IN THE GAMBIA

On the 27 July 2021, the **National Assembly Service Act 2021** was passed into law in The Gambia. **The Act establishes a National Assembly Service and a supervisory Authority, chaired by the Speaker of the National Assembly.** The Act ensures autonomy for the Assembly in relation to the administration and financial management of the Legislature. This reform brings the National Assembly in line with international good practice, in particular the *Commonwealth Latimer House Principles on the Separation of Powers*. Although the agenda for change was driven by the Legislature, the Bill was tabled by the Executive under a certificate of urgency to ensure it was passed with expediency. The establishment of the new Service and Authority comes alongside a broader agenda for change within The Gambia’s National Assembly since the new Parliament was established in 2017, in particular an updated set of Standing Orders.

Mr Kalipha MM Mbye, Director of the Table Office at the National Assembly of The Gambia, said: “I am delighted to report that we were able to develop this Bill and ensure its successful passage to guarantee greater independence of the parliamentary service. The Bill was very much inspired by the CPA’s Model Law on Independent Parliaments.”

The legislative reform also comes off the back of the National Assembly’s self-assessment against the CPA Benchmarks for Democratic Legislatures to assess parliamentary excellence and achieving the UN Sustainable Development Goal 16, which took place in January 2020.

The CPA Secretary-General, Stephen Twigg said: “The Gambia should be commended for its continued efforts to strengthen the independence and autonomy of the National Assembly. We are proud that our resources could be utilised to such good effect in the development of the National Assembly Services Act 2021. We remain committed to aid the Assembly in its ongoing reform agenda.”



The National Assembly of The Gambia.



## Rule of Law

- 1 The rule of law is a fundamental principle upon which the Commonwealth is built. On the international stage, it is **fundamental to peace and stability**. All Commonwealth countries have an obligation to abide by the Commonwealth Charter and the wider body of international law.
- 2 Working to ensure this basic principle is the essence of the work of the CPA to promote the rule of law across all its programmatic work. **Mainstreaming the rule of law is, therefore, a key task for the CPA**. This approach involves promoting the principle of parliamentary independence and the separation of powers between the Executive, Legislature and Judiciary, as well as focusing on how Parliaments can better protect the rule of law.
- 3 The programmes delivered by the CPA aim to **increase knowledge and strengthen procedures and good practice in the Parliaments and Legislatures of the Commonwealth** and to support parliamentary protection and realisation of the rule of law.

### CO-OPERATION, ACCOUNTABILITY AND BOUNDARIES: CPA AND CLA HOST WEBINAR ON LAWYERS, PARLIAMENTARIANS AND THE RULE OF LAW

Parliamentarians and lawyers from across the Commonwealth discussed their respective roles in upholding constitutional democracy and holding governments to account at a Commonwealth Parliamentary Association webinar. Co-hosted by the CPA and the Commonwealth Lawyers' Association (CLA) on 27 April 2021, **the webinar focused on the separation of powers between the Executive, the Legislature and the Judiciary**. Panellists reflected on the centrality of firm boundaries between the three branches of government to the health of constitutional democracies.

Judge Zak Yacoob, a former Justice of the Constitutional Court of South Africa, explained that, whilst in principle the Executive administers laws, the Legislature passes laws, and the Judiciary interprets laws, the reality is more complex, requiring careful, disciplined monitoring. He said: *"The separation of powers is not a static concept. It is dynamic: it changes from time to time, it changes in context and it changes as time goes on."*

The President of the Senate of Antigua and Barbuda, Hon. Alincia Williams-Grant, who is also the Managing Director of a civil law practice, spoke about the difficulties of ensuring clear separation between the Executive and the Legislature in small Parliaments such as Antigua and Barbuda. After the 2014 election, for example, 14 of the 17 Members of the House of Representatives were also appointed to government positions as Cabinet Ministers, creating a significant overlap between the Legislature and the Executive. She said: *"The strict application of the separation of powers is a great challenge, in a practical sense, for the functioning of all constitutional democracies."*

Oluseun Abimbola, SAN., Chairman of the Section on Legal Practice and a previous Attorney-General of Oyo State, Nigeria, referenced the Commonwealth Latimer House Principles, a set of guidelines that provide an effective framework for the separation of powers in Commonwealth jurisdictions. The CPA and CLA both played a central role in the development of the Principles, which were first endorsed by the Commonwealth Heads of Government in 2003. He noted that whilst the constitutions of Commonwealth countries and territories may have incorporated the Principles, it was the responsibility of lawyers to protect them by actively challenging constitutional breaches.

The webinar, which was livestreamed on the CPA *YouTube* channel and is available online, was co-chaired by Brian Speers, President of the Commonwealth Lawyers Association and Emily Davies, Head of Strategy and Engagement at the Commonwealth Parliamentary Association.



## Human Rights

- 1 **A commitment to human rights is a core principle of the Commonwealth**. Its importance is made clear in the Commonwealth Charter and other Declarations, such as the 1991 Harare Declaration and the 1971 Singapore Declaration of Commonwealth Principles, which were agreed by Commonwealth member states.
- 2 In addition, **there are numerous international and regional human rights principles, commitments and protocols that the majority of CPA Branches have pledged their commitment to**, for example the Universal Declaration of Human Rights (UDHR) and the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).
- 3 In recent years, there have been **important initiatives seeking to strengthen the work of Parliamentarians in the promotion and protection of human rights** both within the Commonwealth and in the wider international community.

### ESTABLISHING THE CPA WORKING GROUP ON HUMAN RIGHTS

It is important that the CPA's work on human rights is taken forward with support from all nine Regions and that we take the opportunity to learn from examples of best practice including the work of Parliamentary Committees and cross-party groups on human rights in many Commonwealth jurisdictions. Human rights are, of course, universal but a focus on human rights is especially important for citizens and communities that are vulnerable or marginalised due to discrimination. The CPA has worked closely with organisations such as the Commonwealth Human Rights Initiative (CHRI), the Commonwealth Secretariat and the Universal Rights Group to create important human rights initiatives which have resulted in declarations, commitments and resources.

With the establishment of the **CPA Working Group on Human Rights in March 2021**, Hon. Akierra Missick (Turks and Caicos Islands), Chairperson of the CPA Working Group on Human Rights, explains the aims and priorities of the Working Group.

*"We are a group of nine Members, one from each of the CPA's Regions, supported by our respective CPA Regional Secretaries. I represent the CPA's Caribbean, Americas and the Atlantic (CAA) Region and was appointed to Chair the group at our first meeting in November 2021. It is vital that the CPA's work on human rights is taken forward with support from all nine CPA Regions and that we take the opportunity to learn from examples of best practice from across the Commonwealth, so I am very pleased to be working alongside experienced colleagues from across the CPA on this initiative."*

*"With the establishment of the Working Group on Human Rights, we have an opportunity to progress these endeavours and further strengthen the CPA's future work on human rights. Within the Working Group our role is to consider the best way to take this CPA work forward in a fair and systematic way, learning from the varied experiences of our membership and successful methods used by other international, interparliamentary organisations."*

*"As part of its remit, the Working Group is looking at what methods may be best for the CPA to address human rights issues and how to provide the most relevant support to our member Parliaments, Parliamentarians and parliamentary staff in protecting and promoting human rights in their own jurisdictions."*





## Working with Partner Organisations

**1** The Commonwealth Parliamentary Association (CPA) works closely with a wide range of partners to deliver its programme work aimed at strengthening the institution of Parliament, supporting and promoting parliamentary democracy and the political values of the Commonwealth.

**2** Working with partner organisations allows for not only greater institutional support (direct support) aimed at supporting Commonwealth legislatures but also thematic support (issue-based support) for the purpose of promoting specific policy goals, such as poverty reduction, environmental protection, anti-corruption, trade, and human rights.



**3** CPA programmes are delivered in partnership with CPA Branches and international organisations including international parliamentary associations, such as the Inter-Parliamentary Union; other international bodies, such as the United Nations Development Programme (UNDP), UN Women, as well as Commonwealth organisations and universities.

**4** Partnering with organisations that share similar values, aims and objectives leads to better information sharing, less duplication and lower programme costs as well as an agenda that extends beyond Parliament to include the wider political system.

**5** There is however further scope for international partnerships to develop and if you are interested in working with the CPA Headquarters Secretariat then please contact us at [hq.sec@cpahq](mailto:hq.sec@cpahq).

## COMMONWEALTH SPEAKERS DISCUSS GLOBAL PANDEMIC RECOVERY AT 'IN-PERSON' FIFTH WORLD SPEAKERS CONFERENCE IN VIENNA

The Commonwealth Parliamentary Association's Deputy Secretary-General, Jarvis Matiya, attended the **Fifth World Conference of Speakers of Parliament**, organised by the **Inter-Parliamentary Union** and hosted by the Parliament of Austria in Vienna from 6 to 8 September 2021. Many Commonwealth Speakers and Presiding Officers attended the conference which was held on the theme of **'Parliaments for peace, people and planet'** and was the first time that many Speakers and Parliamentarians have been able to gather in person since the start of the COVID-19 pandemic.

The CPA Deputy Secretary-General met with the IPU's Secretary-General, Martin Chungong, who opened the conference by praising the resilience of Parliaments during the pandemic. The CPA Deputy Secretary-General also met with many Commonwealth Speakers including the Speaker of the Lok Sabha and CPA India Regional Chairperson, Hon. Om Birla, MP and the Speaker of the Nigeria House of Representatives, Hon. Femi Gbajabamila in the margins of the conference.

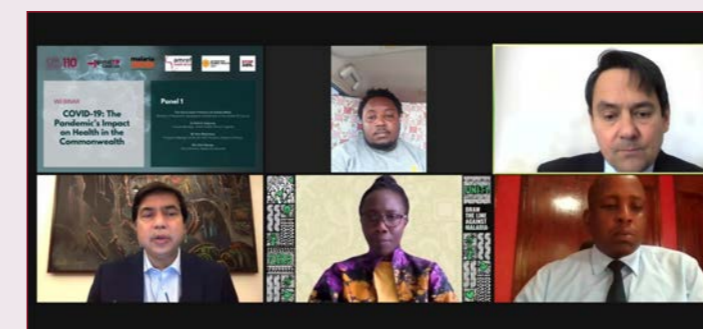
Commonwealth Women Speakers and Parliamentarians also participated in the 13<sup>th</sup> Summit of Women Speakers of Parliament to discuss gender responsive leadership, actions and the COVID-19 pandemic recovery. The discussion took place in Vienna on the day before the Fifth World Speakers Conference. Former CPA Chairperson and Speaker of the Parliament of Bangladesh, Dr Shirin Sharmin Chaudhury spoke about measures to prevent violence against women and girls at the Summit of Women Speakers of Parliament.



## WEBINAR: THE IMPACT OF COVID-19 ON HEALTH SYSTEMS IN THE COMMONWEALTH

Global health experts and Commonwealth Parliamentarians came together for a webinar on 16 April 2021 to discuss the need to protect health systems in the aftermath of the COVID-19 pandemic. The webinar, co-hosted by the Commonwealth Parliamentary Association (CPA) and **Malaria No More UK**, focussed on the need to initiate a recovery from the shockwaves that have rippled through global health systems since the onset of the pandemic. COVID-19 has caused mass disruption across health systems; intensive care wards have been overwhelmed, medical supply chains have been interrupted and health-seeking behaviours have changed.

Panellists considered strategies to create better prepared, more resilient health programming in the future, agreeing that **the co-operation between medical leaders and Parliamentarians that has been such a vital part of the response to COVID-19 provides a strong basis for further reform and innovation.**



The webinar was moderated by CPA Secretary-General, Stephen Twigg, and the panel featured: Members of Parliament from Bangladesh, Professor Dr. Md Habibe Millat, MP and speakers from the People's Alliance of Kenya; Malaria No More UK; the Commonwealth Secretariat; Amref Health Africa; Action for Global Health; and Save the Children.



## Working with Partner Organisations

### CPA AGREES NEW COOPERATION ON PARLIAMENTARY STRENGTHENING, HUMAN RIGHTS, CLIMATE CHANGE AND GENDER EQUALITY WITH PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN



At a special ceremony at the Italian Parliament on 18 November 2021, the Commonwealth Parliamentary Association (CPA) signed a new Memorandum of Understanding (MoU) with the Parliamentary Assembly of the Mediterranean (PAM). The new collaboration will bring the two organisations together to share expertise in several areas including parliamentary strengthening, sustainable economic development, the protection of human rights, addressing climate change, gender equality, responding to the COVID-19 pandemic and parliamentary diplomacy for peace and security.

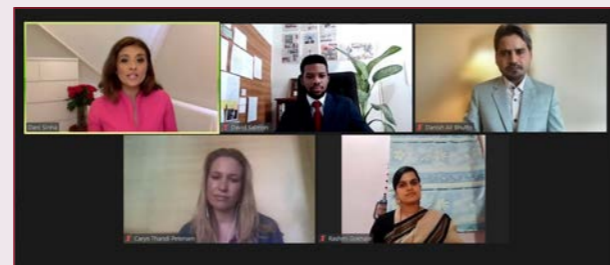
The PAM is an international parliamentary organisation, and a Permanent Observer at the United Nations General Assembly, which brings together 34 Member Parliaments from the Euro-Mediterranean and Gulf regions. Two of its Member Parliaments – Cyprus and Malta – are also Members of the CPA.

The CPA Secretary-General, Stephen Twigg signed the MoU with PAM on behalf of the Association and said: “One of the CPA’s strategic priorities is to increase its work with international partners and so I am delighted to sign this new MoU with PAM to cooperate on important areas, including human rights, good governance and the Sustainable Development Goals. There are many areas of shared importance between our two organisations and our Members will benefit from these new partnerships.”

The PAM President, Hon. Gennaro Migliore MP (Italy), said: “We are really impressed by the wide scope of the CPA network as it links over 180 national, state, provincial and territorial Parliaments and Legislatures, divided up between the nine geographic regions of the Commonwealth. Therefore, we truly believe that our cooperation will lead to a very interesting and unique policy exchange. I am also confident that this agreement will allow for both parties to actively participate in each other’s activities, thereby increasing the valuable exchange of practices.”

### FUTURE OF COMMONWEALTH STUDIES DEBATED AT CRITICAL CONVERSATIONS ONLINE EVENT WITH YOUNG SCHOLARS

‘Commonwealth Studies’ is the study of the Commonwealth’s history, institutions, member states, and people and its future was debated by young scholars from across the Commonwealth at an Open Forum online event in April 2021. Held as part of the Commonwealth ‘Critical Conversations’ series, the event brought together leading youth voices from academia, policy and civil society to contribute to the debate.



The panellists at the event included a Jamaican delegate to the Commonwealth Youth Parliament; a youth advisor at the National Assembly of Pakistan; and Commonwealth Scholars from South Africa and from India. The online event was held in partnership by the Commonwealth Foundation, The Association of Commonwealth Universities and the Commonwealth Parliamentary Association as an opportunity to widen the debate. One of the genesis of the online event followed the announcement in 2020 that one of the only academic institutes dedicated to Commonwealth Studies was under review, raising questions about the future of this work. The Institute of Commonwealth Studies (ICWS) at the University of London has been established since 1949 and it is the only postgraduate academic institution in the United Kingdom devoted to the study of the Commonwealth. Since this event was held it has been confirmed that the work of the ICWS will continue.

### WHAT IS THE ROLE OF THE COMMONWEALTH IN SUPPORTING EDUCATION FUNDING POST-COVID?

Education partners joined together for a global webinar examining twelve years’ education for every Commonwealth child and the importance of education financing. The CPA Secretary-General, Stephen Twigg chaired the webinar exploring the role of the Commonwealth in supporting education funding post-COVID with global education partners – Council for Education in the Commonwealth, Commonwealth Consortium for Education (CCfE) and the International Parliamentary Network for Education (IPNEd). The CPA Secretary-General introduced the webinar by suggesting that it was always going to be a challenge to meet Sustainable Development Goal 4 on global education but that this has been compounded by the COVID-19 pandemic. This demonstrates the vital importance of resilient and gender-transformative education financing in the Commonwealth, especially given 1.6 billion learners have been out of school during the COVID-19 pandemic.



Mehnaz Akber Aziz, Member of the National Assembly of Pakistan, Chair of the SDG Committee on Child Rights and IPNEd Regional Representative for Asia, spoke about how the pandemic has compounded the learning crisis in Pakistan and put decades of progress in education at risk. Globally, two thirds of lower-middle income countries have already cut their education budget since the start of the pandemic.

Ruth Kagia, Deputy Chief of Staff, Office of the President of Kenya, spoke about the progress that Kenya was making before the pandemic towards SDG4 and their goal of achieving a 100% transition to secondary education with the support of government and community engagement. Kenya has one of the largest budgets for education at 23-24% of their national budget.

Other speakers included: Wongani Grace Taulo, Senior Education Adviser at UNICEF on the impact of COVID-19 on the education financing gap; Pauline Rose, Professor of International Education at the University of Cambridge highlighting that cuts to funding for girls’ education will be catastrophic for children in the world’s poorest countries; Amina Osman, Education Adviser at the Commonwealth Secretariat, who spoke about how education will feature on the agenda at the forthcoming Commonwealth Heads of Government Meeting (CHOGM).



### CPA MEETS NATO PARLIAMENTARY ASSEMBLY TO DISCUSS FUTURE CO-OPERATION

Commonwealth Parliamentary Association Secretary-General, Stephen Twigg met with the NATO Parliamentary Assembly’s Secretary-General, Ruxandra Popa and Deputy Secretary General, Henrik Bliddal to discuss closer cooperation on parliamentary democracy, global security and development with their respective memberships.

The Commonwealth Parliamentary Association represents 180 Parliaments and Legislatures across the Commonwealth and the NATO Parliamentary Assembly is made up of 266 delegates from the 30 NATO member countries.



## CPA Small Branches

- 1 Of the over 180 Branches of the CPA, forty-three Branches are classified as 'Small Branches' which are defined currently as jurisdictions having a population below 500,000 people. Examples of CPA Small Branches include Commonwealth countries such as Barbados and Tonga, as well UK Overseas Territories such as Turks and Caicos or states and provinces within larger countries like Northwest Territories in Canada.
- 2 The CPA works closely with Small Branches in all Regions to identify their unique needs and requirements in parliamentary strengthening, development and cooperation. Recognising the need to offer special support to CPA Small Branches, the CPA has over the years identified specific programmes for these jurisdictions and in 2016, for the first time a Chairperson for Small Branches was elected.
- 3 In 2021, the CPA Headquarters Secretariat worked closely with the *Acting* CPA Small Branches Chairperson, Joy Burch MLA, Speaker of the Legislative Assembly of the Australian Capital Territory and the CPA Small Branches Steering Committee, to support and further develop the CPA Small Branches network.

## EMPOWERING SMALL PARLIAMENTS TO TACKLE BIG CHALLENGES: CPA SMALL BRANCHES NETWORK LAUNCHES NEW THREE-YEAR STRATEGIC PLAN

The CPA Small Branches network launched its new Strategic Plan for 2021 – 2023, **charting an ambitious path for the network over the next three-year period**. The Strategic Plan sets out the CPA Small Branches network's priorities, contained within a strategic framework of outcomes, outputs and thematic priorities and is guided by a clear and powerful statement of intent.

The Strategic Plan was approved by the CPA Small Branches Steering Committee in October 2020 and launched in January 2021. The plan was also informed by a review process led by the CPA Headquarters Secretariat involving **input from the CPA Small Branches' membership**. This has enabled the CPA Small Branches network to build upon the results achieved and lessons learnt from the period covered by the previous Strategic Plan. Central to the Strategic Plan are **the issues that small Parliaments and jurisdictions across the Commonwealth face in what is a rapidly changing world**. The new and revised thematic priorities, that include environmental governance, technology and innovation, and human rights, aim to reflect both the diversity and commonalities between the CPA Small Branches' membership.



## VIRTUAL CPA SMALL BRANCHES STEERING COMMITTEE MEETINGS

The CPA Small Branches Steering Committee held two virtual meetings in 2021 to discuss the strategic plan and future activities for the network. In attendance was the Acting CPA Small Branches Chairperson and the Regional Representatives from the CPA Regions. The Steering Committee approved the CPA Small Branches Work Programme for 2021 and the CPA Small Branches Regional Strengthening Funds.

## CPA SMALL BRANCHES NETWORK CELEBRATES 40<sup>th</sup> ANNIVERSARY

In 2021, the CPA Small Branches network marked its 40<sup>th</sup> anniversary. Since 1981, the CPA Small Branches have held an annual conference as part of the global Commonwealth Parliamentary Conference. Initially as a means to boost cooperation and unity between small jurisdictions within the CPA, the network now also delivers a number of initiatives towards strengthening the development and resilience of small jurisdictions across the Commonwealth.

The upcoming 36<sup>th</sup> CPA Small Branches Conference, due to be held in August 2022 as part of the 65<sup>th</sup> Commonwealth Parliamentary Conference, in Halifax, Canada, will be an opportunity for the network to reflect on the successes of the previous decades and look ahead to the network's continued development over the coming years.



## SPECIAL ISSUE OF THE PARLIAMENTARIAN MARKS 40<sup>th</sup> ANNIVERSARY OF CPA SMALL BRANCHES

In March 2021, the CPA published a special issue of *The Parliamentarian* on the theme of 'Empowering small Parliaments to tackle big challenges'.

This edition marked the 40<sup>th</sup> anniversary of the CPA Small Branches in 2021 and looked at the diverse and unique issues and challenges affecting the smallest jurisdictions in the Commonwealth.

- This issue featured articles on a wide range of topics by the Speakers and Deputy Speakers of the Cook Islands, Australian Capital Territory, Malta, Seychelles, Yukon and the Isle of Man; as well as articles by the United Nations High Representative for Small Island Developing States, the Islands and Small States Institute; the Centre for Small States and the Institute of Island Studies.

Digital statistics: (ISSUU stats) - 1,277 digital reads; 8,047 page impressions (views); 00:06:03 average read time | Reading Devices: Desktop - 71%; Phone - 29% | Top 5 countries: United Kingdom; Australia; Canada; India; USA.





## Commonwealth Women Parliamentarians (CWP)

**1** The Commonwealth Women Parliamentarians (CWP) seeks to work for the increased representation of women in Legislatures and for the furtherance of **gender equality across the Commonwealth**. Furthermore, the CWP seeks to ensure that **gender continues to be mainstreamed across all activities** to assist Legislatures to **exceed the Commonwealth target of at least 30% of women** in decision making positions across all representative bodies.

**2** A CWP Steering Committee of 11 Members of Parliament, which includes one representative from each of the nine CPA Regions plus the CWP President and CWP Chairperson, plan the CWP's annual activities. The CWP Chairperson serves a term of three years and the CWP President serves for one year.

### CWP Chairperson's International Activities

Throughout the year, the CPA Headquarters Secretariat have supported the CWP Chairperson, Hon. Shandana Gulzar Khan, MNA, (Pakistan) in her role.

### CWP CHAIRPERSON HIGHLIGHTS GENDER EQUALITY AND SDG5 IN UGANDA



The current Chairperson of the Commonwealth Women Parliamentarians, Hon. Shandana Gulzar Khan, MNA (Pakistan) met with the former CWP Chairperson (2013-2016) Rt Hon. Rebecca Kadaga, MP, the First Deputy Prime Minister of Uganda and a former Speaker of Parliament to **discuss gender equality and achieving SDG5**. The meeting took place in the margins of the African and Asian Parliamentarians' Meeting on the ICPD25 Commitments that took place in Kampala, Uganda from 17 to 19 August 2021. Hon. Shandana Gulzar Khan led a six-person delegation from the National Assembly of Pakistan to the conference which was attended by representatives of 24 countries to discuss **Agenda 2030, population development, maternal health as well as Sustainable Development Goal 5 on Gender Equality**.

### CWP CHAIRPERSON HIGHLIGHTS IMPORTANT ROLE OF WOMEN'S ECONOMIC EMPOWERMENT AT PAKISTAN/AFGHANISTAN SEMINAR

The CWP Chairperson, Hon. Shandana Gulzar Khan, MNA addressed delegates at the Center for Research & Security Studies 'Beyond Boundaries' seminar which **brought together women MPs and key stakeholders from Pakistan and Afghanistan**. The CWP Chairperson spoke about the importance of women's economic empowerment in transforming the lives of all citizens and the work towards Sustainable Development Goal 5 on gender equality.



Other topics included the **impact of COVID-19 on women and the need for children's rights and basic education provision around a national curriculum**. The Commonwealth Parliamentarians with Disabilities Regional Champion (CPA Asia Region), Hon. Zille Huma, MNA also highlighted the CPwD network and the importance of campaigns for disability rights.

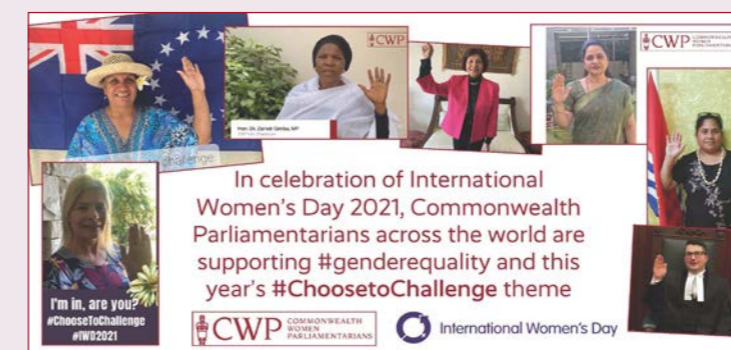
### COMMONWEALTH ELECTION OBSERVER MISSION TO ZAMBIA

The Commonwealth Women Parliamentarians Chairperson, Hon. Shandana Gulzar Khan, MNA (Pakistan) joined a **Commonwealth observer group for the Zambia general elections in 2021**. The former President of Tanzania, HE Dr Jakaya Kikwete, led the group of eminent persons from across the Commonwealth to observe the elections in Zambia which took place on 12 August 2021. The 14-member team of observers was constituted by the Commonwealth Secretariat at the invitation of the Government of the Republic of Zambia.



## Commonwealth Women Parliamentarians International Activities

### COMMONWEALTH WOMEN PARLIAMENTARIANS SUPPORT #CHOOSETOCHALLENGE ON INTERNATIONAL WOMEN'S DAY 2021



Women Parliamentarians from across the Commonwealth mobilised behind the **#ChoosetoChallenge** slogan to mark International Women's Day 2021. Members of the Commonwealth Women Parliamentarians (CWP) network joined the global campaign to challenge gender bias and inequality, to celebrate women's achievements and to help create an inclusive world.

In celebration of International Women's Day, the CWP Chairperson, Hon. Shandana Gulzar Khan, MNA (Pakistan) published a **#ChoosetoChallenge** video message and

the CWP network has also released a series of short videos online and on social media, offering an insight into the life of women Parliamentarians across the Commonwealth and their efforts to facilitate the empowerment of women at every level of society. Women MPs featured from Nigeria; India; Ontario, Canada; Cook Islands; St Lucia and Malaysia.

In the lead up to the day, the CWP network also launched a social media campaign highlighting women Speakers of Parliament in the Commonwealth. **Women are significantly under-represented in leadership positions within Parliaments, comprising only 20% of Speakers globally**. The CPA is proud to have welcomed many women Speakers and Deputy Speakers to its events over the years, and a number of women Speakers have also taken on governance positions within the CPA and CWP.

Reflecting on how Parliamentarians of all genders can choose to challenge gender inequality, the CWP Chairperson stated: *"Parliamentarians are uniquely placed to challenge gender inequality and bias. The emphasis here is on choice. We must choose to involve women at every stage of the legislative process, we must choose to produce gender-sensitive budgets and we must choose to stand against harassment of women in public, in the workplace and online. Happily, the Commonwealth Women Parliamentarians network has continued to work, during the COVID19 pandemic, to improve representation of women in elected office and build the capacity of women Parliamentarians as current and future leaders."*

International Women's Day is a global day celebrating the social, economic, cultural, and political achievements of women. The day, first celebrated in 1911, marks a call to action for accelerating women's equality. The Commonwealth Women Parliamentarians (CWP) network was founded in 1989 to increase the number of women 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.

### COMMONWEALTH WOMEN PARLIAMENTARIANS CONTRIBUTE TO KEY DISCUSSIONS AMONGST WOMEN LEADERS AT THE 2021 REYKJAVÍK GLOBAL FORUM



The Commonwealth Women Parliamentarians network continued its association with the **Reykjavik Global Forum – Women Leaders**, through its contributions at the 2021 programme, which took place from 9-10 November 2021 in Iceland. Co-hosted by Women Political Leaders (WPL) and the Government and Parliament of Iceland, the **Forum brought together women leaders from the political, private and non-governmental sectors** to discuss pressing issues including women's political and economic empowerment, women's healthcare, reducing the gender pay gap, the

ongoing climate crisis, and women's entrepreneurship. The Global Forum also provided the opportunity for participants to hear about ongoing global perceptions about women in leadership and concerning data trends showing a lack of support for women in positions of leadership in younger demographics. During the Forum, the CWP Chairperson, Hon. Shandana Gulzar Khan MNA, spoke at a virtual 'LeadersTalk' on 'Healthy Women, Healthy Economies: Policy Innovations and Solutions' alongside Canadian Senator Kim Pate. The CWP network was represented at the Forum by Hon. Samantha Sacramento MP, Chair of the CWP British Islands and Mediterranean Region (BIMR) and Government Minister in Gibraltar.



## Commonwealth Women Parliamentarians International Activities

### ADDRESSING GENDER INEQUITY WITHIN PARLIAMENTS: COMMONWEALTH WOMEN PARLIAMENTARIANS HOLDS VIRTUAL ROUNDTABLES ON GENDER SENSITIVE PARLIAMENTS IN THE 21<sup>ST</sup> CENTURY FOR EACH CPA REGION



In 2021, the Commonwealth Women Parliamentarians (CWP) network hosted a series of virtual roundtable discussions for both female and male Parliamentarians and parliamentary staff that explored the relevant steps Parliaments can take to ensure that they strive to become gender sensitive institutions.

Sarah Childs, Professor of Gender and Politics at Royal Holloway University of London, who produced the CWP's 'Gender Sensitising Parliaments Guidelines' spoke at all of the virtual roundtables and said that they "provided the opportunity

for elected Members and parliamentary officials to discuss regional, specific concerns, and explored how the CWP and CPA can support individual Parliaments in very practical ways to realise greater gender sensitivity in the years ahead, including of course, taking into account the additional significance of gender sensitive Parliaments in COVID-19 times."

CWP virtual roundtables were held for: CPA Africa Region; CPA Asia Region; CPA Australia Region; CPA British Islands and Mediterranean; CPA Canada Region; CPA Caribbean, Americas and Atlantic Region; CPA India Region; CPA Pacific Region; CPA South-East Asia Region.

The virtual roundtables provided participants with an intimate platform to share and learn from each other's individual experiences and understand how gender sensitive practices can be implemented in their respective Parliaments. During the roundtables, female and male Parliamentarians spoke about the important role that the Speaker, male champions and actors in civil society play in mobilising gender sensitising across Commonwealth Parliaments. Importantly, attendees were equipped with the necessary tools and knowledge needed to begin or continue the process of implementing gender sensitive practices in their respective Parliaments.

- The CWP Chairperson, Hon. Shandana Gulzar Khan, MNA (Pakistan) highlighted that "part of the problem we face in the Commonwealth is that only 34 of the 180 CPA Branches represented in the CPA have at least 30% women's representation in their Parliaments. It is my hope and wish for all women Parliamentarians that we do not wait for the future to catch up with us but that we become the future and we bring the future to our people. The more women Parliamentarians that are empowered and have their voice at the table, the more voices we can use to create change."
- CWP Vice-Chairperson and Steering Committee Member for the Africa Region, Hon. Zainab Gimba, MP (Nigeria) stated at the roundtable that "the CPA Africa Region is very excited to have benefited from the regional discussions on the importance of gender sensitive Parliaments. It is crucial that Parliamentarians and parliamentary staff are able to share the successes and challenges they face in their respective gender sensitive journeys. It is only when this is done can we as a collective become more aware and better equipped to implement and achieve meaningful change."
- CWP Steering Committee Member for the South-East Asia Region, Hon. Alice Lau Kiong Yieng MP (Malaysia) stressed that "in order to make lasting change, the participation of male Parliamentarians and parliamentary staff is required." She also stated that "gender sensitisation is a method that should be considered of great importance to all CPA Branches in the South-East Asia Region and could be an important process that could increase the level of female participation across Parliament, in order to meet the international standard and Commonwealth target of 30%."

The following 44 CPA Branches were represented at the virtual roundtables: Cameroon; Edo; Gauteng; Kenya; KwaZulu-Natal; Mauritius; Mozambique; Mpumalanga; Nigeria; Seychelles; South Africa; Tanzania; Western Cape; and Zambia; Bangladesh; Khyber Pakhtunkhwa; Pakistan; Punjab; Sindh and Sri Lanka; Malaysia; Sabah; Australian Capital Territory; New South Wales; South Australia; Tasmania; Victoria; Meghalaya; Rajasthan; Assam; Arunachal Pradesh; India Union; Maharashtra; Mizoram; Odisha; Telangana; Uttar Pradesh; Belize; Bermuda; Cayman Islands; Jamaica; Saint Lucia; Trinidad and Tobago; and Montserrat.

### AMPLIFYING VOICES, BUILDING RESILIENCE AND LEADERSHIP: COMMONWEALTH WOMEN PARLIAMENTARIANS LEAD GLOBAL DISCUSSIONS ON WOMEN'S PARLIAMENTARY AND TRANSFORMATIONAL LEADERSHIP

Commonwealth Women Parliamentarians from the CWP International Steering Committee participated in two webinars organised by the Commonwealth Secretariat on Women's Parliamentary and Transformational Leadership. The online webinars were designed to critically reflect on gender sensitivity in Parliaments and the significance of women's parliamentary and transformational leadership in fostering equitable development in the Commonwealth. Panellists shared their knowledge, first-hand experience and examples of best practice on matters relating to barriers to women's representation and effective leadership and the challenges and strategies needed to encourage the retention of women in Parliament. The webinars were attended by Parliamentarians, parliamentary staff, academics, experts, international organisations and members from civil society organisations from across the Commonwealth.

In his opening remarks, the CPA Secretary-General, Stephen Twigg encouraged Parliaments to actively engage in the process of sharing best practices to ensure that they strengthen their institutions and support women in Parliament and strive for the exceptional to become the normal. The Commonwealth Secretary-General, Rt Hon. Patricia Scotland QC re-echoed this sentiment and said that 'Parliaments should lead the way for greater equality and inclusivity' and should ultimately 'act as engines of change'.

The CWP Chairperson, Hon. Shandana Gulzar Khan, MNA (Pakistan), addressed the barriers that women in the Commonwealth face upon their entry into politics, into Parliament and when rising to leadership positions within society. The CWP Vice-Chairperson, Hon. Dr Zainab Gimba MP (Nigeria), confronted the hurdles that women Parliamentarians can face when accessing Parliament and the challenges they also face when trying to carve out their own space and gain influence in the policymaking process.



### COMMONWEALTH WOMEN PARLIAMENTARIANS HIGHLIGHT RECENT WORK ON GENDER-SENSITIVE PARLIAMENTS AT VIRTUAL MEETING OF SOUTHERN AFRICAN DEVELOPMENT COMMUNITY PARLIAMENTARY FORUM (SADC-PF)

At a virtual meeting of the Southern African Development Community Parliamentary Forum (SADC-PF) to discuss a new model law on gender-based violence (GBV), the Commonwealth Women Parliamentarians Coordinator, Bénite Dibateza highlighted the CWP's commitment to promote gender equality across the Commonwealth and the network's toolkits for gender-sensitive Parliaments and harassment in the workplace. The Secretary General of the SADC Parliamentary Forum, Ms Boemo Sekgoma, said: "This event is unlike others, because as we discuss the finalisation of the GBV Model Law, we are also reinforcing not only the valued bonds that we share between the national Parliaments of Africa and around the world, but also the bonds of solidarity between regional and international parliamentary organisations which stand fiercely as the custodians of parliamentary democracy from a supra-national perspective. The participation of inter-parliamentary organisations will be quintessential to disseminate the SADC Model Law on GBV, within the SADC region and beyond its borders."



The virtual event was also attended by representatives of the ECOWAS Parliament, East Africa Legislative Assembly's Women Caucus, African Parliamentary Forum on Population and Development (FPA), Pan African Parliament (PAP), Inter-Parliamentary Union (IPU) and the European Parliament.



## Commonwealth Women Parliamentarians Regional Activities



### CWP BIM REGION MEET TO DISCUSS PRIORITISING WOMEN'S REPRESENTATION

The Commonwealth Women Parliamentarians British Islands and Mediterranean Regional Conference on 'Prioritising Women's Representation and Promoting Gender Sensitive Parliaments' took place from 25-26 February 2021. This annual conference was held online, and brought together women Parliamentarians from the United Kingdom, Scotland, Wales, Northern Ireland, Isle of Man, Jersey, Guernsey, Gibraltar, Cyprus, Malta, St Helena and

the Falkland Islands to hear from experts and to discuss the continued efforts to increase women's representation in regional parliaments, and to learn from one another on policy and legislation affecting women.



### PACIFIC COMMONWEALTH WOMEN PARLIAMENTARIANS MEET WITH NEW ZEALAND FOREIGN MINISTER

Commonwealth Women Parliamentarians from the CWP Pacific Region held a virtual meeting in May 2021 with the New Zealand Minister of Foreign Affairs, Local Government and Associate Māori Development, Hon. Nanaia Mahuta, MP, who spoke about the important role of women in politics and her own story in government. The virtual meeting was chaired by New Zealand MP, Anahila Kanongata'a-Suisuiki and was attended by Parliamentarians from Fiji, Bougainville, Cook Islands and New Zealand.



### CWP REGIONAL WORKSHOP TAKES PLACE IN SAINT LUCIA

The Commonwealth Women Parliamentarians (CWP) Caribbean, Americas and Atlantic Regional representative, Hon. Valerie Woods, MP, Speaker of the National Assembly of Belize met with women MPs and Senators at the Parliament of Saint Lucia in December 2021 for the 'Strong Women, Strong Region' workshop promoting women in leadership and gender equality in the CPA's Small Branches in the Caribbean, Americas and the Atlantic Region.



### COMMONWEALTH WOMEN PARLIAMENTARIANS JOIN THE WESTERN CAPE WOMEN'S PARLIAMENT TO PLACE WOMEN'S RIGHTS IN THE SPOTLIGHT

Commonwealth Women Parliamentarians from across the Commonwealth joined Members of the Western Cape Provincial Parliament in South Africa for the 2021 Western Cape Women's Parliament in August. The theme for this year's event was: 'Placing the dignity and innate rights

of women in the spotlight'. The Chairperson of the Commonwealth Women Parliamentarians, Hon. Shandana Gulzar Khan, MNA (Pakistan) joined the CWP Vice-Chairperson and CWP Africa Region Chairperson, Hon. Zainab Gimba, MP (Nigeria) and Ms Sharon Tomiko Santos, Member of the Washington State Legislature in the United States at the event via video link. The CWP Chairperson said in her opening remarks: "Women are 50% of the population but not 50% of Parliamentarians. Until we prioritise gender equality, we will not get very far." The event was convened by Hon. Beverley Schäfer, MP, Deputy Speaker of the Western Cape Provincial Parliament and it included discussions around the promotion of women in STEM (science, technology, engineering and mathematics); the gender pay gap; and gender responsive budgeting.



### CWP CHAIRPERSON JOINS VIRTUAL CWP CANADIAN REGION STEERING COMMITTEE TO DISCUSS FUTURE ACTIVITIES

The Chairperson of the Commonwealth Women Parliamentarians (CWP), Hon. Shandana Gulzar Khan, MNA (Pakistan) attended a virtual CWP Canadian Region Steering Committee in January 2021 to discuss



future activities of the network and the CWP strategic plan. The virtual meeting was chaired by the CWP Canadian Region Chair, Hon. Lisa Thompson, MPP (Ontario) and was attended by representatives from the Canadian Federal Parliament and Provincial Legislatures as well as the CPA Secretary-General Stephen Twigg. CWP Members looked ahead to activities to mark International Women's Day in March 2021 on the theme of #ChooseToChallenge.

### CWP CHAIRPERSON AND SOUTH AFRICAN SPEAKER AT CWP KWA-ZULU NATAL WEBINAR

The CWP Chairperson, Hon. Shandana Gulzar Khan, MNA (Pakistan) joined the Speaker of the Kwa-Zulu Natal Provincial Legislature, Hon. Nontembeko Boyce, MP and other Members of the Legislature for a special webinar in August 2021 organised by the CWP Kwa-Zulu Natal chapter. Attendees discussed discriminatory laws, economic empowerment and violence against women and girls before the keynote address on 'realising women's rights' was given by Hon. Nosiviwe N. Mapisa-Nqakula, Speaker of the National Assembly of South Africa.





## Commonwealth Parliamentarians with Disabilities (CPwD)

The Commonwealth Parliamentary Association (CPA) is working with over 180 CPA Branches across the Commonwealth through its new network for Commonwealth Parliamentarians with Disabilities (CPwD). In 2021, the CPA Headquarters Secretariat supported and further developed the Commonwealth Parliamentarians with Disabilities (CPwD) network.

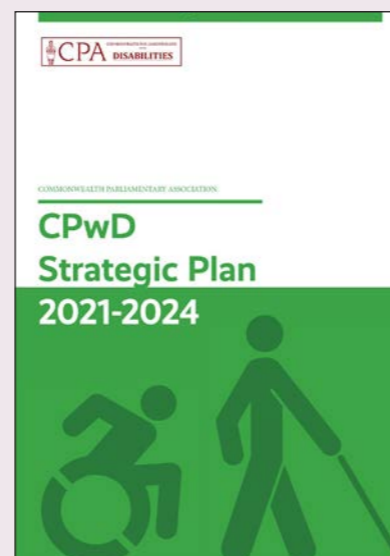
### COMMONWEALTH PARLIAMENTARIANS WITH DISABILITIES REAFFIRMS ITS PRIORITY OF PROMOTING DISABILITY INCLUSION IN PARLIAMENTS AS IT RELEASES ITS NEW THREE-YEAR STRATEGIC PLAN

The Commonwealth Parliamentarians with Disabilities (CPwD) network published the **CPwD Strategic Plan 2021-2024**, setting out its core priorities for the next three years. The network will work to encourage both Parliamentarians with disabilities, and Legislatures, to advance issues around disability inclusion and to advocate for greater representation of persons with disabilities in Parliaments across the Commonwealth.

Developed following a series of consultations with the nine Regional Champions of the network, the new strategy will focus on addressing the following areas of concerns and key priorities: Leadership positions for Parliamentarians with disabilities; Sensitising Parliaments to the needs and rights of persons with disabilities and; Methods for the implementation of the UN's Convention on the Rights of Persons with Disabilities.

The **CPwD Chairperson, Hon. Dennitah Ghati, MP (Kenya)** said: "I encourage all Parliamentarians across the CPwD's membership, Branches and Regions of the Commonwealth Parliamentary Association to actively utilise and take ownership of this new Strategic Plan 2021-2024. Its success will be determined by our collective dedication to its implementation. I look forward to working with all Parliamentarians to successfully fulfil this Plan."

To access the CPwD Strategic Plan 2021 – 2024, please visit [www.cpahq.org](http://www.cpahq.org). Three versions of the Plan are available: an original PDF version, an accessible, plain-text PDF version, and a plain-text web version designed for use with text-to-speech tools.



### NEW CHAIRPERSON FOR COMMONWEALTH PARLIAMENTARIANS WITH DISABILITIES NETWORK ANNOUNCED

Following a virtual meeting of the Regional Champions of the Commonwealth Parliamentarians with Disabilities (CPwD) network, **Hon. Dennitah Ghati MP from the National Assembly of Kenya** was announced as the new CPwD Chairperson in 2021. The CPwD network was established by the CPA to support Parliamentarians with disabilities to be more effective in their roles and to help improve awareness of disability issues amongst all Parliamentarians and parliamentary staff. The CPwD Regional Champions represent each of the CPA's nine Regions and promote the rights of Commonwealth Parliamentarians with disabilities in their respective Regions and represent disability interests within the CPA.

Hon. Dennitah Ghati MP succeeded the first CPwD Chairperson, Hon. Kevin Murphy (Nova Scotia) who was crucial in the establishment of the new CPwD network in 2019. As CPwD Chairperson, Hon. Dennitah Ghati MP will lead the network's engagement with the CPA Executive Committee and the CPA Headquarters Secretariat and liaise with Commonwealth Parliaments on behalf of the network.

The **CPA Secretary-General, Stephen Twigg**, welcomed the announcement and said: "I look forward to working with the new CPwD Chairperson, Hon. Dennitah Ghati to increase awareness of disability issues in Commonwealth Parliaments and to promote the rights of Parliamentarians and parliamentary staff with disabilities."



### COMMONWEALTH PARLIAMENTARIANS WITH DISABILITIES AFRICA REGION HOSTS THE NETWORK'S FIRST EVER REGIONAL CONFERENCE

The Commonwealth Parliamentarians with Disabilities (CPwD) Africa Region has become the first Region of the Commonwealth Parliamentary Association (CPA) to hold a CPwD Regional Conference. Hosted by the CPA Kenya Branch in Nairobi, Kenya, the Regional Conference took place from 14 to 18 October 2021. It brought together Parliamentarians from across the CPA Africa Region, including many Parliamentarians with disabilities, to discuss the theme of 'mainstreaming disability considerations in legislative agenda in the 21<sup>st</sup> century.'

In hosting the CPwD Regional Conference, the Parliament of Kenya, home to the new CPwD Chairperson, Hon. Dennitah Ghati HSC MP, reaffirmed its commitment to inclusivity and accessibility for persons with disabilities. The Speaker of the National Assembly of Kenya, Rt Hon. Justin B. N. Muturi EGH MP, Chairperson of the CPA Africa Region, called on elected representatives across the political spectrum to mainstream disability concerns. He said: "As we build back from COVID-19, we must ensure that the rights of persons with disabilities are always considered by including them in decision-making in the spirit of 'nothing about us, without us.'"

The CPA Secretary-General Stephen Twigg, addressing delegates virtually, said: "Empowering lies at the heart of what the CPwD network is all about. Its purpose, first and foremost, is to provide a voice: a voice for persons with disabilities within the CPA, and a voice for persons with disabilities within their respective Parliaments."



### COMMONWEALTH PARLIAMENTARIANS AND HUMAN RIGHTS LEADERS JOIN WORKSHOP TO MARK INTERNATIONAL DAY OF PERSONS WITH DISABILITIES

The Commonwealth Parliamentary Association (CPA) and the Commonwealth Forum of National Human Rights Institutions (CFNHRI) co-hosted a virtual workshop on protecting and promoting disability rights to mark International Day of Persons with Disabilities 2021. The workshop, titled 'How NHRIs and Parliaments can protect and promote disability rights', took place on 2 December 2021 and brought together Commonwealth Parliamentarians, national human rights commissioners, civil society leaders and activists. The focus of discussion was the many opportunities for collaboration between Parliaments and national human rights institutions in the effort to defend disability rights, particularly in the context of the COVID-19 pandemic.

The CFNHRI is a member-led network of human rights institutions, ombudsmen, and public defenders. It is working towards a Commonwealth where human rights are respected, protected and enjoyed. The CPwD Chairperson, Hon. Dennitah Ghati, HSC MP (Kenya), in her opening remarks at the workshop, said: "Members of Parliament have a responsibility to ensure that draft legislation is in conformity with the UN Convention on the Rights of Persons with Disabilities. We have a responsibility to work with National Human Rights Institutions to ensure government decisions comply with international human rights treaties. And we must liaise with civil society organisations to implement relevant laws and legislation to protect disability rights."

International Day of Persons with Disabilities is marked every year on 3 December. It was established by the United Nations in 1992 to promote the rights and well-being of persons with disabilities in all spheres of society and development, and to increase awareness of the situation of persons with disabilities in every aspect of political, social, economic and cultural life.





## Commonwealth Parliamentarians with Disabilities (CPwD)

### DIMENSIONS OF DISABILITIES IN PARLIAMENT: NEW VIDEOS ADDED TO CPWD SERIES

The Commonwealth Parliamentarians with Disabilities (CPwD) network added three new videos to Dimensions of Disabilities in Parliament, a series exploring how Parliamentarians can promote inclusion, incorporate disability perspectives into every aspect of their work and raise awareness of disability-related issues.

The latest videos focus on scrutiny and technology and innovation respectively. The scrutiny video, titled *How Parliamentarians can Effectively Scrutinise Public and Private Action on Legislation*, features the Kenyan MP and CPwD Africa Regional Champion, Hon. Dennitah Ghati. She is a wheelchair user and leading advocate for persons with disabilities in Kenya and she discusses the responsibility of Parliamentarians to closely examine Bills throughout the deliberative process and at the implementation stage, ensuring that they are both cognisant of, and responsive to, disability considerations.



In *Technology and Innovation: New Advances Improving Lives of People with Disabilities*, Victoria Austin, Co-Founder and CEO of the Global Disability Innovation Hub, highlights the power of assistive technology and innovative design to improve the lives of persons with disabilities. Nine out of ten persons with disabilities globally lack access to the assistive technology that they require, from stairlifts to hearing aids. The video outlines how technology can be used to create more accessible public buildings and spaces and emphasises the need for leaders in Parliament to champion innovative approaches to disability inclusion.

The final video is *Disabilities & Accessibility: How Parliaments can be more accessible for Persons with Disabilities*. In this video, Ann Jones, MS, former Member of the Senedd Cymru (Welsh Parliament), and Jeremy Balfour, Member of the Scottish Parliament, discuss how Parliaments can be made more accessible. There are many improvements that Parliaments can make to improve accessibility within their institutions, from building structures such as lifts and wheelchair ramps, to tech-based solutions such as loop systems that support people using hearing aids.

To view the videos visit the CPA YouTube channel or visit the CPA website [www.cpahq.org](http://www.cpahq.org).

### SPECIAL ISSUE OF THE PARLIAMENTARIAN ON DISABILITIES IN THE COMMONWEALTH

In December 2021, the CPA published a special issue of *The Parliamentarian* on the theme of 'Commonwealth Parliaments supporting people with disabilities'. This edition examined the challenges and barriers facing people with disabilities in the Commonwealth and asked what role can Commonwealth Parliaments and Parliamentarians play in supporting people with disabilities?

- This issue featured articles from Commonwealth MPs from Kenya, Pakistan, Fiji, UK, Nigeria, Nova Scotia and Scotland as well as global experts and international organisations about many different aspects of disability rights including the [Commonwealth Forum of National Human Rights Institutions \(CFNHRI\)](#), [Global Disability Innovation Hub](#) and [Microsoft](#).

Digital statistics: (ISSUU stats) - 505 digital reads; 4,230 page impressions (views); 00:05:53 average read time | Reading Devices: Desktop - 65%; Phone - 35% | Top 5 countries: United Kingdom; India; Australia; USA; Gibraltar.



## Public Outreach

Strategic Pillar	Public Outreach
Strategic Outcome	CPA recognised as a global resource centre for advice and information on parliamentary practices
Intermediate Outcomes	Increased awareness of the role and value of parliamentary democracy and the role of Parliaments in promoting these values
	Parliamentarians are informed, included and better equipped to engage in international discussions on trends and issues that have an impact on parliamentary democracy
	Parliaments more responsive to CPA outreach activities

### Commonwealth Day 2021

#### COMMONWEALTH PARLIAMENTARY ASSOCIATION CELEBRATES COMMONWEALTH DAY 2021 ACROSS ITS 180 PARLIAMENTS AND LEGISLATURES

The Commonwealth Parliamentary Association marked Commonwealth Day 2021 across the CPA's nine Regions and over 180 Parliaments and Legislatures. Commonwealth Day is celebrated annually on the second Monday of March. The 2021 Commonwealth Day theme focused on 'Delivering a Common Future: Connecting, Innovating, Transforming' which offered opportunities for the people, Parliaments, governments and institutions of the Commonwealth to connect and work together at many levels through far-reaching and deep-rooted networks of friendship and goodwill.



Her Majesty Queen Elizabeth II, Head of the Commonwealth and Patron of the Commonwealth Parliamentary Association, released her Commonwealth Day message in which she spoke of the diversity of the people and countries that make up the Commonwealth and its ability to deliver a common future for all. The traditional Westminster Abbey Service for Commonwealth Day was cancelled in 2021 due to COVID-19 restrictions.

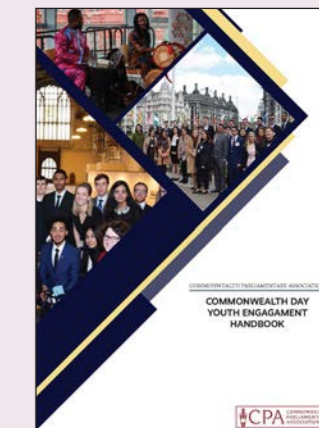
Hon. Emilia Monjowa Lifaka, MP, Chairperson of the CPA International Executive Committee and Deputy Speaker of the National Assembly of Cameroon said in her Commonwealth Day message: "The COVID-19 pandemic may have physically separated many of us this year, but the bond that connects the various peoples of the Commonwealth remains strong. Now more than ever, we must remain united and act collectively in order to deliver a common future. With our membership of over 17,000 Parliamentarians and parliamentary staff spread across more than 180 Parliaments and Legislatures, the Commonwealth Parliamentary Association (CPA) continues to promote the importance of parliamentary democracy and its value within our societies and our global community."

The CPA Secretary-General, Stephen Twigg added: "I am pleased to celebrate Commonwealth Day 2021 – my first as the CPA's Secretary-General. Today, we have an opportunity to reflect on the diversity of the Commonwealth. In particular, as it is also International Women's Day, I pay tribute to the hard work of women Parliamentarians across the Commonwealth. Additionally, I am delighted to highlight the importance of engaging young people and the relaunch of CPA's Youth Engagement Pack. As we look to the future, the Commonwealth has a responsibility to listen to diverse voices including women and young people."

The CPA Headquarters Secretariat updated and re-launched its Commonwealth Day Youth Engagement Pack in 2021. The pack was first launched in 2020 to support parliamentary outreach activities on Commonwealth Day. It was updated with ideas and resources that provide options for virtual activities in recognition of the lockdowns in many Commonwealth jurisdictions due to COVID-19. The pack features:

- A handbook outlining potential activities for Commonwealth Day.
- A series of tools to use on Commonwealth Day, such as a quiz, factsheet and activity cards.
- A leaflet with further information on this year's Commonwealth Day theme.

To download the CPA Commonwealth Day Youth Engagement Pack visit [www.cpahq.org](http://www.cpahq.org).





## Commonwealth Youth Parliament

### YOUNG LEADERS DISCUSS VACCINE PASSPORTS AND THE TOURISM SECTOR AT SECOND VIRTUAL COMMONWEALTH YOUTH PARLIAMENT

Young citizens from across the Commonwealth participated in a week-long virtual 'mock' Parliament, giving them the opportunity to debate contemporary policy issues and learn about the functioning of parliamentary democracies.

Organised by the Commonwealth Parliamentary Association (CPA), the Virtual Commonwealth Youth Parliament took place from 18-22 October 2021 and was held completely virtually for the second time. In total, 63 Commonwealth citizens aged under 30, representing 40 different Commonwealth Legislatures, took part in the programme.

Youth delegates acted as Members of Parliament for the fictional jurisdiction of 'Abarat'.

They were initially split into two political parties plus a small number of independents, who joined together to form a third party early in the week. The central issue under debate was a mock Bill proposing that the jurisdiction adopt vaccine passports to allow for travel both into and out of the jurisdiction. Sessions were designed to replicate real parliamentary processes and included intra-party meetings, Committee hearings, and a debate on the Bill.

Whilst strong debate in the virtual chamber occurred throughout the week, building cross-Commonwealth connections and friendships equally remained at the heart of the programme. Participants interacted with one another both formally and informally, through virtual meetings and online groups, and continued the conversation on social media.

Speaking at the opening ceremony, the CPA President, Hon. Anthony Rota MP, the Speaker of the Canadian House of Commons, emphasised the importance of these connections, telling participants: "I believe you will build relationships that will last a lifetime. That's the wonderful thing about events like the Commonwealth Youth Parliament. They open the doors to knowledge, friendships and experiences."

The CPA Secretary-General, Stephen Twigg highlighted that the CPA's youth engagement work, through programmes such as the Commonwealth Youth Parliament, seeks to equip young people with the skills to play an active role in decision-making processes.

The United Nations Youth Envoy, H.E. Jayathma Wickramanayake from Sri Lanka noted that these programmes are more important than ever in the face of growing distrust and alienation amongst young people in democracies across the world. Speaking to participants at the opening ceremony, she said: "We need to create safe spaces for the meaningful inclusion of young people and make sure that young people can speak freely about their own lived realities and experiences."

The Commonwealth Youth Parliament is held annually and many of its former participants have become Parliamentarians in their own jurisdictions, including Senator Sam Mézec from Jersey, who acted as a Presiding Officer for part of the 2021 Commonwealth Youth Parliament. The virtual event also featured some of the youngest current Parliamentarians in the Commonwealth including Hon. Te-Hani Brown MP from the Cook Islands and Hon. Kyle Knowles MP from Turks and Caicos.



### IN NUMBERS: VIRTUAL COMMONWEALTH YOUTH PARLIAMENT

63 young Commonwealth citizens taking part in week long Virtual CYP.



3 young current Commonwealth Parliamentarians from Jersey, Cook Islands and Turks and Caicos.

1 Speaker of the Canadian House of Commons and 1 United Nations Youth Envoy from Sri Lanka



Youth participants joined the Virtual CYP from 17 different time zones.



40 CPA Branches represented at CYP 2021 including Tanzania, Uganda, Western Cape, Maldives, Sri Lanka, Australia Federal, New South Wales, Northern Territory, Tasmania, Victoria, Western Australia, Falkland Islands, Gibraltar, Isle of Man, Malta, Jersey, UK, Anguilla, Antigua and Barbuda, Dominica, Guyana, Jamaica, Alberta, Ontario, Nova Scotia, Assam, Delhi, Rajasthan, Malaysia, Singapore, New Zealand, Tonga.



### What do CYP youth participants say...

Reflecting on the week, Christy O'Neill, Leader of the Independent Party at the Virtual CYP (United Kingdom) said: "I have learned so much through taking part in the CYP. Not only have I had the privilege of engaging with like-minded individuals on various matters of importance in contemporary society, but I have also had the opportunity to learn about parliamentary processes, mechanisms and debates. The experience has been invaluable, and I cannot recommend it any more highly."

Crystal Paris, Leader of the Democratic Party (Queensland) said: "For anyone who has an interest in government, politics and who wants to experience the parliamentary and legislative process first-hand, I cannot recommend the CYP programme enough. Aside from the educational value and personal development, be that in terms of leadership or public speaking skills, it is a great opportunity to forge meaningful relationships with other like-minded individuals from around the Commonwealth. I've walked away from the Virtual CYP 2021 with a refined skillset, fond memories and life-long friendships."



## International Days and CPA campaigns

### COMMONWEALTH PARLIAMENTARY ASSOCIATION RECOGNISES VALUABLE CONTRIBUTION OF PARLIAMENTARIANS AND PARLIAMENTARY STAFF TO HEALTHY, THRIVING DEMOCRACIES ON INTERNATIONAL DAY OF PARLIAMENTARISM 2021



On International Day of Parliamentarism 2021, the Commonwealth Parliamentary Association (CPA) celebrated the unique contribution of Parliamentarians and parliamentary staff to democracy in the Commonwealth and reaffirmed its mission to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy.

In a special video message to mark the day, the CPA Secretary-General, Stephen Twigg, emphasised the need for Parliaments and Parliamentarians to lead the recovery from the current COVID-19 pandemic. He said: "This has been

an incredibly challenging past 12 months as the people of the Commonwealth have adapted to the pandemic. Parliaments and Parliamentarians have a crucial role to play – holding governments to account, passing the necessary legislation and budgets, and speaking up for the citizens of their country. International Day of Parliamentarism enables us to remember the crucial role of Parliaments, Parliamentarians and parliamentary staff."

In 2020-21, the COVID-19 emergency has made the full operation of Parliament challenging and created new threats to the sovereignty of Parliaments. Across the Commonwealth, there has been an impressive response from Parliamentarians and parliamentary staff, who have acted resolutely to maintain proper oversight of government decisions and worked hard to keep democratic processes running smoothly. International Day of Parliamentarism is also an opportunity to pay tribute to the crucial contribution of parliamentary staff to democracy. Throughout the Commonwealth, Parliaments are constantly evolving to become more modern, inclusive and accessible institutions, serving as a model that others can follow. It is the leadership shown by those within Parliaments, from Clerks and Committee staff to HR, communications, and finance professionals, that drives Parliaments forward, ensuring that they remain relevant democratic institutions in the 21<sup>st</sup> century.

The International Day of Parliamentarism, also known as World Parliament Day, is celebrated every year on 30 June. The Day was established in 2018 through a United Nations General Assembly Resolution.

### CPA LAUNCHES 'DEMOCRACY LOOKS DIFFERENT' BLOG SERIES TO MARK INTERNATIONAL DAY OF DEMOCRACY 2021



International Day of Democracy, held each year on 15<sup>th</sup> September, is 'an opportunity to review the state of democracy in the world.' To mark the day in 2021, the Commonwealth Parliamentary Association (CPA) launched a blog series, titled 'Democracy Looks Different: How the pandemic changed Commonwealth democracies'. The articles reviewed how Commonwealth democracies have changed the way they operate in 2021, examining the lessons learned and forming a picture of what post-pandemic democracies might look like.

Topics included campaigning during a lockdown, postponing elections, online voting, and livestreaming of parliamentary sittings, with

case studies and examples from across the Commonwealth, from small jurisdictions such as Guernsey and Turks and Caicos Islands to the biggest chambers in the Commonwealth, like the Lok Sabha of India and the UK House of Lords. Taking a closer look at how Commonwealth jurisdictions have had to adapt tried-and-tested democratic processes in 2021, the CPA Secretary-General Stephen Twigg sat down with Hon. Akierra Missick, MP, Government Minister in the Turks and Caicos Islands to record a video interview for the blog series. They discussed the 2021 Turks and Caicos General Election, which took place amidst a spike in COVID-19 cases, and the experience of running for office during a lockdown. Visit [www.cpahq.org](http://www.cpahq.org) to read the blog series.

### ON INTERNATIONAL DAY OF PARLIAMENTARISM 2021, THE COMMONWEALTH PARLIAMENTARY ASSOCIATION LAUNCHES ITS ENGAGEMENT, EDUCATION AND OUTREACH HANDBOOK FOR PARLIAMENTS

If Parliaments are ever going to succeed in having 'effective, accountable and transparent institutions at all levels' and ensure decision-making is 'responsive, inclusive, participatory, and representative' (UN SDG 16), then they must engage, listen, educate and share information with their citizens and public. This is the core rationale behind the CPA's latest publication.

The Engagement, Education and Outreach Handbook: Creating Open, Accountable and Transparent Institutions was developed for the benefit of the CPA's 180 Parliaments and Legislatures and is designed to be a practical resource to strengthen their public engagement and outreach focus. The Handbook was developed with the support and cooperation of national and subnational Legislatures across the Commonwealth and covers a broad spectrum of topics ranging from: how to develop youth engagement activities; how to target the right audiences; how to utilise social media; how to ensure public input into committee inquiries; and how to effectively monitor and evaluate outreach and engagement activities to ensure maximum impact.

The CPA Handbook is filled with tips, case studies, templates, checklists and many other useful and accessible tools and resources which Parliaments can quickly extract and utilise for their own practical use. The Handbook is designed for busy Parliamentarians, Clerks and parliamentary officials to access and refer to when needed.

Stephen Twigg, CPA Secretary-General, states that: "In line with SDG 16, the CPA has a mandate to support our member Branches in strengthening their engagement, education and outreach work. This Handbook seeks to explain the rationale for why Parliaments across the Commonwealth should engage, educate and communicate with the public on the role, work and importance of Parliaments. I am very pleased to add this Handbook to the CPA's existing institutional strengthening resources and present it to our membership on the International Day of Parliamentarism."

To download the new CPA Engagement, Education and Outreach Handbook please visit the CPA online library at [www.cpahq.org/knowledge-centre/cpa-library](http://www.cpahq.org/knowledge-centre/cpa-library).





## Communications and Publishing

Strategic Pillar	Communications and Publishing
Strategic Outcome	Greater awareness of the Commonwealth, its values and parliamentary democracy
Intermediate Outcomes	Improved visibility and profile of CPA
	Increased sharing of knowledge and best practices on good governance and rule of law among CPA membership
	CPA is a partner of choice in parliamentary strengthening

### CPA in the news



CPA features regularly in the news media (print and online) across the Commonwealth

- Over 500 news mentions each year
- Over 50 news stories featured on the CPA website annually
- Over 60 press releases and media statements to the wider CPA membership annually



### CPA Publications

In 2021, the CPA Headquarters Secretariat has designed and published the following publications which are sent via email to all CPA Branches, external partners and international organisations and are also available on the CPA website for download.



### The Parliamentarian, the Journal of Commonwealth Parliaments

1

The *Parliamentarian* is the quarterly flagship journal of the Commonwealth Parliamentary Association, the Journal of Commonwealth Parliaments. The Journal is distributed to Members of Parliament, Parliamentary staff and individual subscribers across the Commonwealth and International Organisations.

2

Totals for 2021: (four issues)

- Print edition: 12,500 print copies are usually sent to CPA Branches, Members and subscribers. However, due to the COVID-19 pandemic closures, this was reduced to a reduced number of print copies for each CPA Branch in 2021.
- Digital edition: 4,040 digital reads; 20,499 page impressions (views); 00:05:53 average read time | Reading Devices: Desktop - 71%; Phone - 29% | Top 5 countries: United Kingdom; India; Australia; Canada; USA.

3

Key themes in *The Parliamentarian* in 2021 included:

- Empowering small Parliaments to tackle big challenges - marking the 40<sup>th</sup> anniversary of the CPA Small Branches
- Delivering a Common Future: Connecting, Innovating, Transforming
- Looking ahead to COP26: key climate change challenges facing the Commonwealth
- Commonwealth Parliaments supporting people with disabilities

4

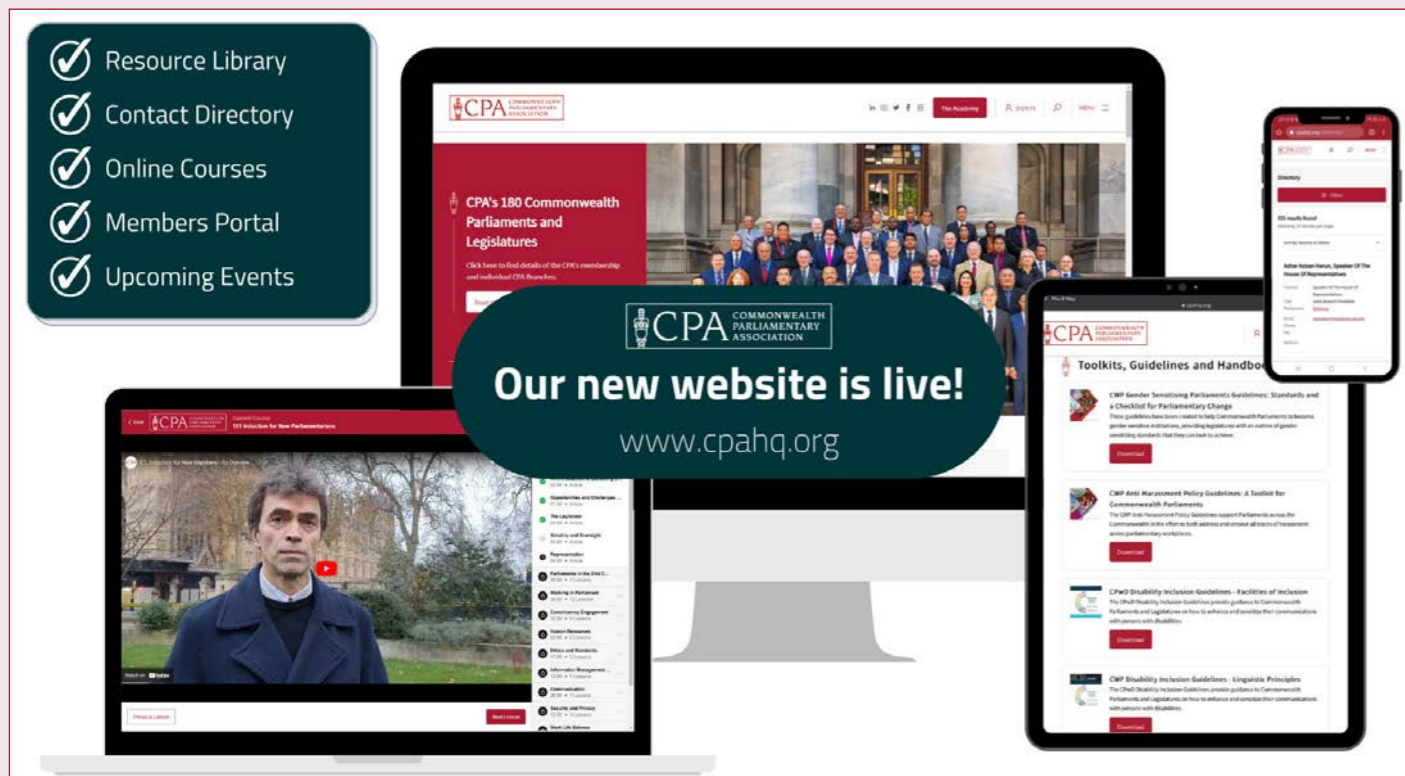
The Editorial Advisory Board for *The Parliamentarian* advises the CPA Secretary-General and the Editor on the publication's future direction and editorial content. Members of Editorial Advisory Board represent the diversity of the Commonwealth, its nine Regions, CWP and youth contributors and the board met several times virtually in 2021.





CPA website and social media

COMMONWEALTH PARLIAMENTARY ASSOCIATION LAUNCHES NEW WEBSITE FOR THE BENEFIT OF ITS MEMBERSHIP OF 180 COMMONWEALTH PARLIAMENTS



The Commonwealth Parliamentary Association (CPA) launched its new modern and accessible website in April 2021. The newly launched site at [www.cpahq.org](http://www.cpahq.org) includes a wide range of resources, information and online learning opportunities for Commonwealth Parliamentarians, parliamentary staff and the wider public. The new CPA website includes information and links to the following areas of our work:

- Information about each of the 180 Commonwealth Parliaments that make up the membership of the CPA at national, subnational and territorial level.
- A new online learning portal for Members of Parliament, Clerks and parliamentary staff to access online training and professional development through the new CPA Parliamentary Academy.
- Learn more about how we help build better Parliaments through our institutional parliamentary strengthening work and how we can help your Parliament.
- Links to the three CPA networks – the Commonwealth Women Parliamentarians (CWP), the CPA Small Branches and the Commonwealth Parliamentarian with Disabilities (CPwD).
- Information about our forthcoming seminars, conferences, events and activities with an online registration portal.
- Access to the online editions of *The Parliamentarian*, the *Journal of Commonwealth Parliaments* providing articles and news on Commonwealth and international affairs.
- Links to the newly launched CPA Podcast Series and blog articles.
- A CPA library featuring toolkits, booklets, guides and resources on many different aspects of parliamentary development and research produced by the CPA and its partners.
- Information about our youth engagement work with resources on the CPA and the Commonwealth for schools.
- Learn more about how the CPA is governed and meet the Members of the CPA International Executive Committee.

The CPA Headquarters Secretariat worked with external developers, CSI Media and Fabric IT to develop the designs and back office elements of the new site and to launch the new website.

1

CPA website [www.cpahq.org](http://www.cpahq.org) and online activity: In 2021, the new website was launched. The new website is a significant step forward for the CPA in our efforts to modernise our online presence and create a simplified, interactive and rich user experience for our audience. The CPA website and social media channels (*Twitter, Facebook, LinkedIn, Instagram,* and *YouTube* for video content) have continued to be a popular source of information for CPA Members and Branches.

2

In 2021, the CPA website had **75,360 users across 96,434 web sessions and 188,513-page views in 2021** - this was a decrease in users and views compared to 2019, however, this was to be expected during the transition to the new website and work is underway to build the audience for the new website. The Top 10 most popular countries of origin for visitors to the CPA website in this period were: Nigeria (11.88% of users), India (9.75%), UK (8.01%), USA (7.58%), Canada (5.00%), Pakistan (4.96%), Australia (4.56%), Bangladesh (3.35%), Ghana (3.29%), Kenya (2.37%).



Top referral methods to the CPA website



New and returning visitors to the CPA website



Map of most popular countries for visitors to the CPA website in 2021.



In 2021, the CPA Facebook page increased direct Followers from 3,925 to 4,294 – a **9.4% increase in Followers in 2021**.

*This also passed the milestone of 4,000 Followers in 2019.*



The CPA Headquarters Secretariat has launched a new Instagram page **@cpa\_secretariat** and has posted 120 times on this platform.

To date, the CPA's Instagram page has **513 Followers** – this is an **increase of 112%** from the start of the year (242 Followers).



In 2021, the CPA's Twitter page reached approx. **1,025,900-page impressions (views)**.

The CPA Twitter page reached the milestones of **over 7,000 direct Followers in April 2021 and over 8,000 direct Followers in December 2021**.



In 2021, the CPA's LinkedIn page has gained **515 Followers** – an increase of **77%** to a total of 1,178 Followers.

The 94 posts in 2021 on LinkedIn have gained **30,085-page impressions** - an increase of **56%** over the same period the previous year.



In 2021, the highest reaching Twitter post was on 7 December 2021 about an article in *The Parliamentarian* by CPwD Asia Regional Champion Zille Huma on disability rights in Pakistan reaching 19,390 views and 365 engagements.



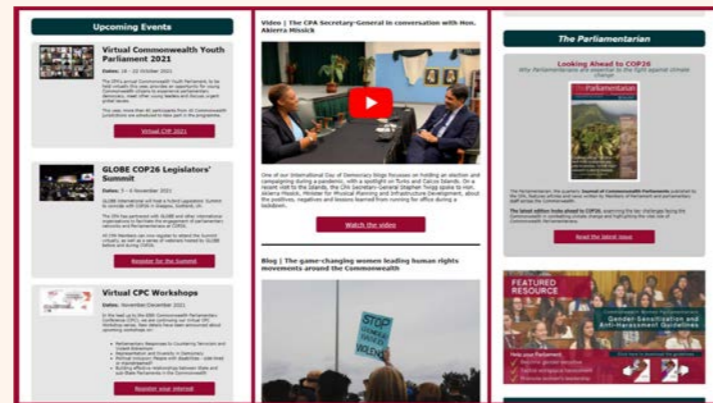
## CPA Communications

### CPA Order Paper e-newsletter

The CPA Order Paper, a quarterly email newsletter, was launched in January 2021 using the CPA's new IT systems (Microsoft Dynamics365). The CPA Order Paper has proved a successful relaunch of previous CPA email newsletters. In 2021, the CPA Headquarters Secretariat has significantly increased the number of individual Member contact details on our database with many Parliaments providing contact details for all of their individual Members for inclusion in the CPA database.

The CPA Order Paper in 2021 (post-database expansion figures only):

- 3 editions of the CPA Order Paper sent to an average of 8,854 contacts per edition.
- Average open rate: 23.4% | Average click-through rate: 3.9%.



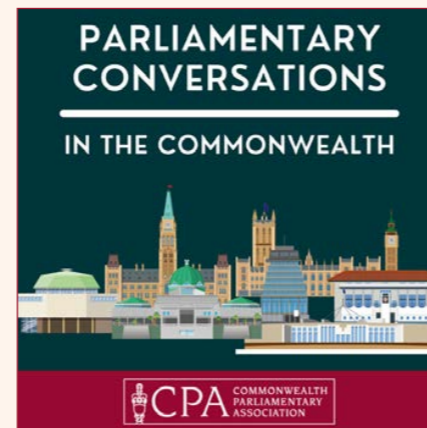
### CPA Podcast

*Parliamentary Conversations in the Commonwealth*, a new Podcast by the CPA, was launched in April 2021. The Podcast is available on all major podcasting platforms, the CPA YouTube channel and via the CPA website [www.cpahq.org](http://www.cpahq.org).

*Parliamentary Conversations in the Commonwealth* in 2021: 4 episodes on the following topics:

- Kwibuka27 (Rwanda)
- Giving Refugees a Voice
- Indigenous Political Participation
- Interview with former Australian Prime Minister, Julia Gillard

Total listens across four episodes (all platforms – including Buzzsprout/YouTube): 1,590 listens. Guests: 7 women, 4 men from 7 CPA Regions.



### CPA Blog

As part of the new CPA website launch in 2021, the CPA Headquarters Secretariat has also created a new blog area on the website. The blog articles are contributed by Members, parliamentary staff, experts and CPA Headquarters staff. The blog articles are another opportunity to increase the audience for the new CPA website and to create a hub of policy examples, resources and information sharing for Members and parliamentary staff. Blog articles tend to be shorter, with a focus on topical issues that can also be shared across the CPA's online and social media platforms.

The CPA blog in 2021:

- Curated resources/articles for MPs and parliamentary staff on such themes as technology, disabilities and terrorism.
- Thematic blog series were featured on both COVID-19 and climate change that included Commonwealth case studies.
- Policy/action/personal case studies were written by Commonwealth MPs and parliamentary staff on topics including being an LGBT+ MP, and establishing Workplace Equality Networks in Parliament.
- Spotlights on partner organisations e.g. WFD's Commonwealth Equality Project and the work of the Climate Parliament.

Total unique page views for all blog posts: 1,828.



## CPA Branch visits in 2021

Each year the CPA Secretary-General and members of the CPA Headquarters Secretariat staff undertake a number of Branch visits to Member Parliaments and Legislatures of the CPA to engage with Members of Parliament and parliamentary staff and to raise the profile of the CPA in different jurisdictions – however during 2021, the majority of these visits were unable to take place during the COVID-19 global pandemic.

### CPA SECRETARY-GENERAL MEETS PARLIAMENTARY LEADERS IN JERSEY FOR FIRST 'IN-PERSON' VISIT

The Secretary-General of the Commonwealth Parliamentary Association, Stephen Twigg, visited Jersey to meet the leaders of the States Assembly (the Parliament of Jersey) and attend the 64<sup>th</sup> Annual General Meeting (AGM) of the CPA Jersey Branch. Due to COVID-19 travel restrictions, the trip was the first 'in-person' official visit that the CPA Secretary-General had been able to undertake since assuming the position on 1 August 2020. During the visit, which took place from 28 to 30 June 2021, the CPA Secretary-General watched proceedings at the States Assembly in Jersey's capital St Helier, met with the Bailiff, Timothy Le Cocq, and the Chief Minister, Senator John Le Fondré, and attended a number of meetings with parliamentary leaders to discuss ongoing CPA and Commonwealth engagement with the Branch. The CPA Secretary-General also met with Jersey's External Relations Minister, Senator Ian Gorst and the Jersey Overseas Aid Office.



The CPA Secretary-General commented: *"The CPA provides a wealth of opportunities for Members to build strong relationships with, and learn from, other Commonwealth jurisdictions in the promotion of parliamentary democracy. Being a member of the CPA and our Small Branches network presents a unique opportunity for Jersey to connect with the smallest jurisdictions in the Commonwealth that may face similar issues and opportunities. I was very pleased to undertake my first physical visit as CPA Secretary-General to the States Assembly and CPA Jersey Branch, at a particularly pertinent time as we celebrated International Day of Parliamentarism on 30<sup>th</sup> June. I enjoyed meeting with Jersey States Members during my visit and learning from their perspectives."*

The Chair of the CPA Jersey Branch Executive Committee, Deputy Carolyn Labey, said, *"The CPA provides fantastic opportunities to share ideas and discuss best practices on the global stage. Jersey benefits hugely from its close links with the Commonwealth, and I am proud to lead the Island's work in this field. Jersey is an active contributor to the CPA and achieves recognition for our efforts. I am looking forward to showcasing more of our Island's achievements and learning from others in the year to come."*

### CPA DEPUTY SECRETARY-GENERAL ATTENDS ISLE OF MAN'S TYNWALD DAY CEREMONY

The CPA Deputy Secretary-General, Mr Jarvis Matiya, visited the Isle of Man to take part in the Annual Tynwald Day celebrations. Mr Matiya joined Members and parliamentary staff of the House of Keys and Legislative Council, dignitaries, the judiciary, the clergy and the general public to celebrate the National Day of the Isle of Man. HRH The Princess Royal presided over the 2021 event, which saw a return to full proceedings after a scaled back event in 2020 due to the pandemic. Usually celebrated on 5<sup>th</sup> July every year, the ancient Tynwald Day has been celebrated for over 1000 years and involves a sitting of the Tynwald (Parliament) that takes place in the Royal Chapel of St John and outside near Tynwald Hill. At the sitting of the Tynwald, twenty acts were promulgated as per the Isle of Man's Statutes.



Whilst on the Island, the CPA Deputy Secretary-General also toured the Legislative Chambers and met with the President of Tynwald and Legislative Council and the Speaker of the House of Keys. The CPA Deputy Secretary-General commented: *"It is a pleasure to be able to celebrate Tynwald Day with the CPA Isle of Man Branch and others. As my first in-person CPA Branch visit since February 2020, it is excellent to be able to take part in such a special and longstanding tradition of the Commonwealth's oldest continuous parliamentary body. It is fascinating to see the rich Manx history celebrated in modern life, showcasing principles of openness, democracy and good governance. The interaction and closeness between the legislature (and other branches of government) on one hand and the people on the other is striking."*



## CPA Branch visits in 2021

### IMPORTANCE OF SHARING PARLIAMENTARY PRACTICE IN SMALL JURISDICTIONS ACROSS THE COMMONWEALTH HIGHLIGHTED BY ACTING CPA CHAIRPERSON IN GUERNSEY

The Acting Chairperson of the Commonwealth Parliamentary Association (CPA), Hon. Ian Liddell-Grainger MP, visited Guernsey to meet the leaders of the States of Deliberation (the Parliament of Guernsey), marking his first 'in person' visit to a CPA Branch since becoming the Acting Chairperson of the CPA Executive Committee in April 2021. The visit, which took place from 7 to 8 September 2021, saw the CPA Acting Chairperson meet with parliamentary leaders from the States of Deliberation in Guernsey, including the Bailiff (Presiding Officer) and CPA Guernsey Branch President, Richard McMahon; the Chief Minister, Deputy Peter Ferbrache; and the CPA Guernsey Branch Chairperson, Deputy Lyndon Trott, among others. Discussions centred on the ongoing CPA and Commonwealth engagement with the Guernsey Branch and the range of support available by the CPA Headquarters Secretariat. The CPA Acting Chairperson also watched proceedings at the States of Deliberation, which acts as both the legislature and government of Guernsey.



The CPA Acting Chairperson commented: *"The great strength of the CPA is the tremendous convening power of its network, bringing together over 17,000 Parliamentarians from over 180 Legislatures, representing approximately 2.4 billion citizens. Unique to the Association is also its representation of Legislatures across national, state, provincial and territorial levels, including Guernsey."*

The Bailiff of Guernsey, Richard McMahon, who formally welcomed the CPA Acting Chairperson to Guernsey, commented: *"Guernsey has enjoyed close links with the Commonwealth Parliamentary Association for many years and has capitalised on its network of Commonwealth Parliaments, particularly other small jurisdictions. I am delighted that Guernsey receives recognition for its contributions to the Association. I'm also thankful to the innumerable opportunities that the CPA provides to the States of Deliberation, both in its institutional capacity building and professional development for Deputies and officials."*

### CPA SECRETARY-GENERAL VISITS THE HOUSE OF ASSEMBLY IN TURKS AND CAICOS

The CPA Secretary-General, Stephen Twigg, visited the Turks and Caicos Islands to meet Members of the House of Assembly. During the visit, which took place from 11 to 15 September 2021, the CPA Secretary-General met with the Premier of Turks and Caicos, Hon. Charles Washington Misick; the Speaker of the House and CPA International Executive Committee Member for the Caribbean, Americas and Atlantic Region, Hon. Gordon Burton, MP; Leader of the Opposition, Hon. Edwin A. Astwood, MP; Minister of Infrastructure, Housing, Planning & Development, Hon. Akierra Missick, MP; and the island's Governor, His Excellency Nigel Dakin CMG. The meetings provided an opportunity to discuss recent events in the Turks and Caicos, including the election held in February 2021 where several Members of the House were either newly elected or appointed (including the Speaker and Attorney-General). The CPA Secretary-General commented: *"I am extremely pleased to be able to visit the CPA Caribbean, Americas and Atlantic Region and make my first international visit to Turks and Caicos. The CPA Branch has shown first-hand how a jurisdiction can successfully conduct an election during the COVID-19 pandemic, and their experience has provided a wealth of best practice for Members to learn from one another in the promotion of parliamentary democracy."* During his visit, the CPA Secretary-General, alongside the Minister for Education, Hon. Rachel Taylor, MP was also able to visit the school where the temporary Parliament is being held while the main Assembly building, that sustained damage during Hurricane Irma, is being restored.



## CPA Regional Conferences in 2021

### COMMONWEALTH PARLIAMENTARIANS CONVENE IN NIGERIA TO DISCUSS COVID-19 CHALLENGES AT 51<sup>ST</sup> CPA AFRICA REGIONAL CONFERENCE



From 9 to 13 November 2021, Commonwealth Parliamentarians from across Africa met in Abuja, Nigeria to attend the 51<sup>st</sup> CPA Africa Regional Conference on the theme of **'African Parliaments and the Challenge of the COVID-19 Pandemic.'** The main programme included workshops examining COVID-19 challenges through a range of thematic lenses, including gender, youth and sustainable development. At the official opening ceremony, the Vice-President of the Federal Republic of Nigeria, His Excellency Prof Yemi Osinbajo, delivered the keynote address stressing the importance of the institution of Parliament in promoting democracy and fostering economic development. He also

called on international leaders to put in place appropriate transitional climate change arrangements for Africa, saying: *'the international community must meet its pledges to Africa and the developing world in terms of financing and technology, to support mitigation and adaptation to climate change.'*

In his welcome address, the Speaker of the House of Representatives of Nigeria and President-designate of the CPA Africa Region, Hon. Femi Gbajabamila, appealed for full integration in Africa, taking advantage of the available regional legislative instruments to have a common passport, market and a single customs and monetary union. Hon. Christopher Kalila, MP (Zambia) addressed delegates on behalf of the CPA Africa Region Executive Committee, whilst Hon. Dr Zainab Gimba, MNA (Nigeria), as Commonwealth Women Parliamentarians (CWP) Africa Regional Chairperson, called for greater focus on gender inclusion and women's participation in political, social, economic and development processes. The Acting CPA International Chairperson, Hon. Ian Liddell-Grainger, MP (United Kingdom) attended the Regional Conference in person as part of a CPA Secretariat delegation, alongside the CPA Secretary-General, Stephen Twigg and CPA Deputy Secretary-General, Jarvis Matiya. Speaking at the opening ceremony, the Acting CPA Chairperson reiterated the CPA's commitment to continue pushing for a change in the legal status of the CPA, whilst the CPA Secretary-General took the opportunity to welcome back several Nigerian sub-national Legislatures that have recently been re-admitted to the CPA's membership.



### PARLIAMENTARY CLERKS FROM CPA AFRICA REGION'S SOCIETY OF CLERKS-AT-THE-TABLE MEET IN KENYA TO DISCUSS ADAPTIVE PARLIAMENTS AND RESPONDING TO GLOBAL CHALLENGES

Parliamentary Clerks from the CPA Africa Region met for the Fifth Society of Clerks-at-the-Table (SoCATT) Africa Region Professional Development Seminar in Nairobi Kenya from 22 to 24 October 2021, hosted by the Parliament of Kenya and CPA Kenya Branch. The three-day seminar was held on the theme of **'Promoting adaptive programming in Parliamentary settings as a response to emergency and emerging global, regional and national challenges.'** Delegates were led by the Chairperson of the SoCATT CPA Africa Region, Mrs Cecilia N. Mbeve, Clerk of the National Assembly of Zambia with Clerks and parliamentary staff attending from a wide range of jurisdictions across the CPA Africa Region including Ghana, Uganda, South Africa, Eswatini, Namibia and Kenya.

The seminar was officially opened by the Chairperson of the CPA Africa Regional Executive Committee, Rt Hon. Justin B. Muturi, EGH, MP, Speaker of the National Assembly of Kenya, who gave the keynote address on the need for modern Legislatures to promote innovative processes to respond to the emerging global, regional and national challenges. The Society of Clerks-at-the-Table (SoCATT) Africa Region provides a network for the sharing of best parliamentary practice amongst the Commonwealth Legislatures in the region.





## CPA Regional Conferences in 2021

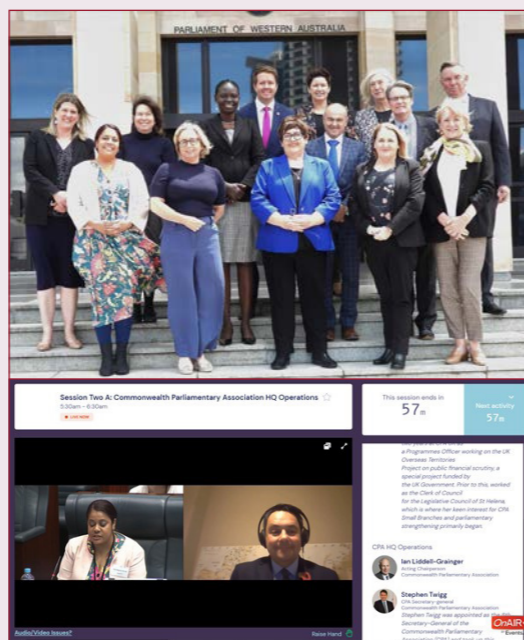
### ROLE OF PARLIAMENTS IN TACKLING THE CHALLENGES OF THE PANDEMIC IS THE FOCUS FOR 2021 CPA AUSTRALIA AND PACIFIC REGIONAL CONFERENCE IN WESTERN AUSTRALIA



Commonwealth Parliamentarians came together both 'in person' and virtually to discuss the role of Parliaments in tackling the challenges of the COVID-19 pandemic at the 2021 CPA Australia and Pacific Regional Conference in Perth, Western Australia from 1 to 4 November 2021. Delegates attended from across the two CPA Regions under the theme of 'Parliament, People and Pandemics'. The CPA Regional Conference was opened with a keynote presentation by Professor Colleen Hayward, a leading expert from Western Australia on policies relating to equity and social justice, who spoke of the

importance of parliamentary democracy in the Commonwealth and the importance of Parliamentarians representing their communities. Delegates were welcomed by the Joint CPA Western Australia Branch Presidents, Hon. Alanna Therese Clohesy, MLC, President of the Western Australia Legislative Council and Hon. Michelle Hopkins Roberts, MLA, Speaker of the Western Australia Legislative Assembly.

The Acting CPA Chairperson, Hon. Ian Liddell-Grainger, MP (United Kingdom) sent a video message to the Regional Conference and thanked delegates for their support for the Association during the challenging period of the COVID-19 pandemic. The CPA Secretary-General, Stephen Twigg also updated delegates via video link and said: "It was good to attend this important CPA Regional Conference, albeit virtually. I was pleased to speak about the CPA's priorities as set out in our new Strategic Plan and to answer questions on important subjects, including CPA's work on both human rights, good governance and the Sustainable Development Goals. The hosting of this CPA Regional Conference, despite the challenges of the pandemic, emphasises the importance of bringing together our network."



### PACIFIC PRESIDING OFFICERS AND CLERKS ATTEND INAUGURAL VIRTUAL CONFERENCE

The first ever Pacific Tai a Kiwa Speakers, Presiding Officers and Clerks virtual conference took place on 2 and 3 November 2021 hosted by the Parliament of New Zealand on a theme of 'Leadership and influence during times of uncertainty'. The Speaker of the New Zealand House of Representatives, Rt Hon. Trevor Mallard MP said: "Our communities are relying on decision-makers to lead them through unprecedented challenges in health, the environment and the economy. Parliamentary scrutiny, executive accountability and transparency are crucial in ensuring these decisions are robust and in the best interests of the public that we serve." Many CPA Branches in the Pacific Region were represented at the virtual conference including the Cook Islands, Niue and Kiribati. The Speaker of the Legislative Assembly of Tonga, Lord Fakafanua, spoke about the flexibility of Parliaments during emergencies, such as the current COVID-19 pandemic, and reflected on Tonga's experience. Hon. Tangariki Reete, Speaker of the Parliament of Kiribati shared the challenges that she faced as a woman candidate and as a new Presiding Officer, stressing that women candidates must convince men to become their champions in campaigning for elections and not just women. The New Zealand Deputy Speaker, Hon. Jenny Salesa spoke about the vital role that Clerks play in assisting MPs perform their roles. Other topics covered included promoting diversity in Parliaments; flexible and robust Parliaments during emergencies; and parliamentary autonomy, flexibility and resilience.



### POST-PANDEMIC PARLIAMENTS ON THE AGENDA AT 50<sup>th</sup> CPA BRITISH ISLANDS AND MEDITERRANEAN REGIONAL CONFERENCE IN NORTHERN IRELAND



Parliamentarians and parliamentary staff from the CPA British Islands and Mediterranean (BIM) Region attended the annual Regional Conference in Belfast, Northern Ireland from 21 to 22 September 2021, focused on the theme of 'Post-Pandemic Parliaments.' Across the course of two days, the Acting CPA Chairperson, Hon. Ian Liddell-Grainger MP (UK), the CPA Secretary-General, Stephen Twigg, and more than 50 Speakers, Members of Parliament, Clerks, and officials participated in a series of workshops on the impact that COVID-19 will have on the future of parliamentary democracy. Sessions explored topics such as emergency legislation, the future of hybrid Parliaments, and vaccine responses, acknowledging

the common challenges that the pandemic continues to pose for Parliaments and Legislatures in the Region and elsewhere in the Commonwealth.

Delegates were welcomed to the Northern Ireland by Alex Maskey MLA, Speaker of the Northern Ireland Assembly and President of the CPA Northern Ireland Branch who said: "The impact of the COVID-19 pandemic on the world, and all our individual jurisdictions, has been unlike anything in living memory. The Northern Ireland Assembly, like all Legislatures, had to review its procedures almost overnight and adapt and innovate at speed to ensure that the essential legislative, scrutiny and accountability functions of the Assembly could continue. This Conference provides an opportunity to assess and share experience about how parliamentary institutions have adapted to this emergency situation and consider lessons to inform us as we hope to increasingly focus on the pandemic recovery."

The programme, designed to showcase Northern Ireland's history and diverse economy, featured a tour of the Parliament Buildings, known as Stormont, and a visit to the Balmoral Show, Northern Ireland's largest agri-food event, where a series of presentations were given on the future of the agri-food industry post-COVID.

At the CPA BIMR AGM, the CPA Secretary-General outlined how the CPA is supporting Parliaments to lead the pandemic recovery and said: "Mutual learning is a crucial part of the response to the pandemic and at the core of the mission of the CPA. To make Parliaments stronger, more effective and fully independent, we must learn from each other. The CPA will continue to provide a forum for Parliamentarians and parliamentary staff to come together and share their ideas and strategies as the pandemic recovery continues."





## CPA Regional Conferences in 2021

### COMMONWEALTH SPEAKERS AND MPs FROM CPA AFRICA REGION AT 17<sup>th</sup> CONFERENCE OF SPEAKERS AND PRESIDING OFFICERS OF THE COMMONWEALTH AFRICA REGION IN RWANDA



Commonwealth Speakers and MPs from the CPA Africa Region met for the 17<sup>th</sup> Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) Africa Region, hosted by the Parliament of Rwanda on the theme of 'African Parliaments in the 21<sup>st</sup> century' in November 2021. The conference was opened by the President of Rwanda, H.E. Paul Kagame who said: *"Across the continent, Parliamentarians have raised awareness and provided support for pandemic response. As we continue on the path to recovery, Parliaments still need to be at the forefront of building Africa's resilience against health threats. The pandemic exposed Africa's vulnerabilities and reversed some of the gains we had made. I would like to encourage all of us to continue sharing knowledge, skills, and resources with one another. It is by collaborating that our individual efforts will be multiplied."*

The conference brought together twelve national Branches of the Commonwealth Parliamentary Association (CPA) Africa Region including Botswana, Cameroon, Ghana, Kenya, Mozambique, Namibia, Nigeria, Rwanda, Sierra Leone, South Africa, Tanzania and Uganda as well as several Nigerian State Branches and South African Provincial Legislatures as observers.

The Speaker of the Rwanda Chamber of Deputies, Hon. Donatille Mukabalisa said: *"Gatherings such as this conference are indeed an invaluable opportunity to come together, as Speakers, Presiding Officers and Members of Parliament, as representatives of the people, to discuss, exchange and share best practices on how to challenge ourselves to respond to our people's expectations, to provoke a new thinking in order to be at the heart of socio-economic transformation. The theme of our conference 'African Parliaments in the 21<sup>st</sup> century' is deliberately a wake-up call to our Parliamentary institutions to reconsider, review and readjust our methods of working, while respecting required procedures and delivering as expected at the same time."*



## CPA Governance

### Governance and Management

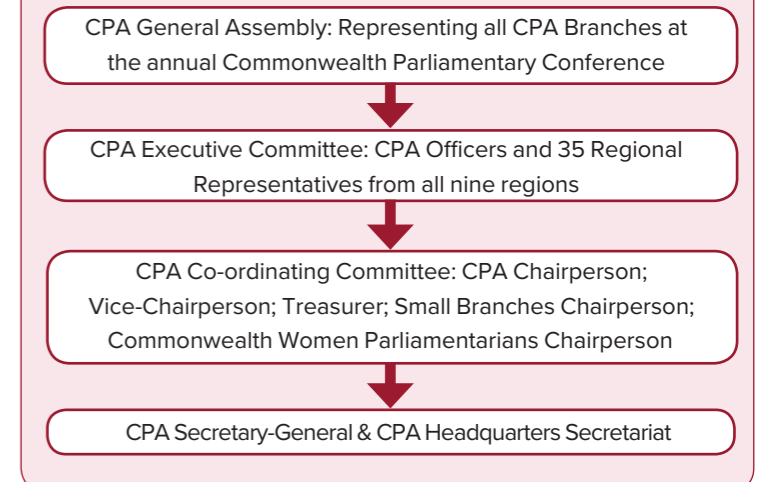
**Executive Committee and Trustees:** The CPA is run by an Executive Committee which acts as the board of trustees of the charity and determines its strategy and overall management. Day-to-day direction of the Association is vested in the Secretary-General, the Chief Executive Officer (CEO). The Executive Committee is responsible for the control and management of the Association's affairs. It has three Subcommittees: Planning & Review Subcommittee; Finance Subcommittee and Performance & Review Subcommittee.

The Executive Committee is made up of 35 Members, who are also the Trustees of the Association. They are comprised of Members of all three Subcommittees. All Members of the Executive Committee serve a three-year term, with a third of the Members retiring each year. The Executive Committee normally meets twice a year and reports to the General Assembly annually.

However, between 1 January and 31 December 2021, the Executive Committee and its Subcommittees met twice: virtual meetings were held from 24 to 26 March 2021 and from 28 to 30 September 2021. The CPA Executive Committee and Secretary-General report to the annual General Assembly. The most recent General Assembly was held on 28 September 2019 in Kampala, Uganda.

Trustees are appointed by the Executive Committee on the basis of eligibility, specialist skills and availability, and all of our Trustees give their time freely. An induction session is organised by the Secretariat for new Trustees. New Trustees are also provided with recent data on the operations of the CPA, including financial reports and minutes of immediate past meetings. At their bi-annual meetings, Trustees are kept apprised of recent charity legislation/developments by the Senior Management Team (SMT) of the CPA Headquarters Secretariat.

#### HOW IS THE CPA ORGANISED?



### CPA EXECUTIVE COMMITTEE HOLD VIRTUAL MEETINGS TO ADDRESS GOVERNANCE ISSUES

In 2021, the CPA Executive Committee held two virtual meetings. Following the first virtual meeting held in 2020, the second fully virtual meeting of the CPA Executive Committee was held from 24 to 26 March 2021 chaired by the late Chairperson of the Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon. The CPA Executive Committee Mid-Year meeting was due to have been held in Gibraltar but was held virtually due to the COVID-19 global pandemic and travel restrictions in place.

The Chairperson of the CPA Executive Committee said: *"The Commonwealth Parliamentary Association provides a unique platform for inter-parliamentary dialogue to take place amongst its membership of 180 Member Parliaments and Legislatures. Although the CPA Executive Committee is meeting virtually once again this week, we look forward to meeting in person and furthering the CPA's work in strengthening parliamentary democracy across the Commonwealth supported by the CPA Headquarters Secretariat's dedicated staff members."*

Later in the year, the CPA Executive Committee held its third fully virtual meeting from 28 to 30 September 2021 chaired by the Acting Chairperson of the Executive Committee, Hon. Ian Liddell-Grainger, MP (United Kingdom) assisted by the CPA Secretary-General, Stephen Twigg. The CPA Executive Committee represents the nine regions of the CPA - Africa; Asia; Australia; British Islands and Mediterranean; Canada; Caribbean, Americas and Atlantic; India; Pacific; South-East Asia.







**The General Assembly:** The General Assembly has the ultimate constitutional authority to determine the policy and management of the Association. An annual ordinary meeting of the General Assembly is held at each plenary conference.

**Coordinating Committee:** The Coordinating Committee is constitutionally composed of the Chairperson of the Executive Committee, the Vice-Chairperson of the Executive Committee, the Treasurer, the Chairperson of the Commonwealth Women Parliamentarians (CWP) and the CPA Small Branches Chairperson. The Coordinating Committee is responsible for overseeing the implementation of practices, policies and procedures of the Executive Committee between meetings, the follow-up on Executive Committee decisions, and for dealing with urgent and critical issues as may arise between Executive Committee meetings.

**Day-to-Day Management:** The CPA Secretary-General is supported in the day-to-day management of the CPA Headquarters Secretariat and the Association's affairs by the Deputy Secretary-General and Director of Operations and the Finance Director. The CPA Secretary-General reports on the operations of the CPA Headquarters Secretariat directly to the CPA Chairperson and the CPA Executive Committee, and via the Co-ordinating Committee and the three Subcommittees. Decisions on daily operational matters are made by the CPA Secretary-General, in consultation with the Directors. The CPA Secretary-General, the Deputy Secretary-General and Director of Operations, the Finance Director, the Head of Programmes, the Head of Strategy and Engagement, the Head of IT Transformation and HR Consultant make up the Senior Management Team (SMT).

**Risk Management:** The Trustees are responsible for risk management. Risks identified by the Senior Management Team are reviewed, assessed and appropriate action incorporated as part of operational delivery. During 2021, the main risks and uncertainties facing the Association were:

- restricted opportunities to grow or diversify income.
- significant reliance on membership fees, and the timely payment of subscriptions.
- the challenge of ensuring that membership remains a worthwhile proposition for the CPA's Branches.
- investment in the infra-structure that helps ensure the CPA Headquarters Secretariat is run efficiently and is pro-active in communications with its membership.
- new or unexpected pressures on the CPA Headquarters Secretariat or Programme costs.
- governance, given the CPA's status as a UK Charity with both UK and international Trustees.

Appropriate systems and/or actions have been developed or undertaken to identify and mitigate risk. These systems or actions include:

- expanding the Association's revenue streams by reviewing its membership categories.
- maximising the Association's investment returns within an agreed risk appetite framework.
- actively seeking hosts for the Association's events to achieve a reduced cost burden on reserves.
- financial governance-related policies (i.e. use of credit cards, funding policy to support branch programme delivery, cash handling, etc).
- a programme of internal audit of the Association's governance, risks, controls and performance management arrangements.
- Audit Subcommittee oversight.
- staff handbook detailing HR policies, practices and procedures.
- business and financial risk management plan (risk register) which details the nature of risk (i.e. external, fraud, governance, operational, liquidity and security) likelihood of occurrence, controls in place and the risk holder.
- appropriate insurance cover (management liability: Trustees' liability, employment practices liability and legal liability; office cover: employer's liability, public liability, business interruption, and office contents; health and life).
- establishment of an expert group to consider options for longer term organisational status.

The Trustees consider risk management as a top priority matter. The internal audit cycle in 2021 reviewed the effectiveness of the Association's risk management processes and key controls. Following the review, steps will be taken to update/develop relevant policies and systems.

**Compliance with UK Charity Commission Governance Code:** The CPA Headquarters Secretariat recognised that a new Governance Code was introduced by the UK Charity Commission in July 2017 and has implemented and complied with this new code.

## Corporate Effectiveness and Efficiency

### Provision of Facilities for Member Branches

The Trustees continued to make the CPA both accessible and welcoming to all Commonwealth countries who wish to enhance parliamentary democracy. In particular, we are committed to assisting Commonwealth countries that are less developed both financially and democratically. Our annual membership fee is structured to provide assistance to all CPA Branches by providing funding to assist their Parliamentarians to attend the CPA's events.

### CPA Staff & Secretariat Matters in 2021

In 2021, the staff at the CPA Headquarters Secretariat continued in their commitment to support the work of Parliamentarians and parliamentary staff in the Branches and Regions of the Association.

CPA Headquarters Secretariat have continued to benefit from a wide range of Learning and Development (L&D) opportunities and training during the year.

In 2021, the CPA Headquarters Secretariat didn't make any new staff appointments.

CPA Headquarters Secretariat staff during 2021 are listed below:

- Mr Stephen Twigg, CPA Secretary-General
- Mr Jarvis Matiya, Deputy Secretary-General
- Mr Paul Townley, Director of Finance
- Ms Emily Davies, Head of Strategy and Engagement
- Mr Matthew Salik, Head of Programmes
- Mr Chinonso Orekie, Head of IT and Digital Transformation
- Ms Sharon Moses, Head of Human Resources
- Mr Tuck Choo, Financial Accountant
- Mr Jeffrey Hyland, Editor, *The Parliamentarian* and Communications Manager
- Ms Cynthia Appenteng, Partnerships & Engagement Manager
- Mr James Pinnell, Deputy Head of Programmes, Multilateral Engagement
- Ms Lydia Buchanan, Deputy Head of Programmes, Bilateral Engagement
- Ms Benite Dibateza, Programmes Manager and CWP Coordinator
- Mr Jack Hardcastle, Programmes Manager and CPA Small Branches Coordinator
- Mr Clive Barker, Programmes Manager and CPwD & Youth Engagement Coordinator
- Ms Colette Blair-Buchanan, Finance Officer
- Ms Avni Kondhia, Executive Officer, Secretary-General's Office
- Ms Aqsa Latif, Programmes Officer
- Ms Acacia Wall, Programmes Administrator
- Mr Tom Davies, Communications and Monitoring & Evaluation Officer
- Mrs Luseane Chesham, Office Administrator (part-time)

Former CPA staff during 2021:

- Ms Olivia Flynn, Programmes Administrator (Parliamentary Academy)

## COMMONWEALTH PARLIAMENTARY ASSOCIATION RECOGNISED WITH *INVESTORS IN PEOPLE* AWARD

The Commonwealth Parliamentary Association (CPA) Headquarters Secretariat has received the *Investors in People* standard award in recognition of its principles and practices as well as its human resources support for its staff. The accredited award follows a rigorous review process and places the CPA Headquarters Secretariat alongside a wide range of organisations that seek to provide and nurture the best possible working environment for their staff.

The Chairperson of the Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon said: "We would like to congratulate the CPA Secretary-General and the CPA Headquarters Secretariat on receiving the *Investors in People* standard award in recognition of the practical support for CPA staff members."

The CPA Secretary-General, Stephen Twigg said: "Receiving the *Investors in People* standard award for the CPA Headquarters Secretariat in recognition of its principles and practices is testament to the hard work of the CPA staff and our belief that the success of any organisation begins and ends with its people. This is a continuous process and so we will continue to ensure that our staff are supported – especially during the difficult circumstances during the COVID-19 pandemic."

The Investors in People accreditation is a community of 15,000 organisations across 75 countries.

**INVESTORS IN PEOPLE®**  
We invest in people Standard



## Appendix 1:

### Patrons, Officers, CPA Executive Committee Members and Steering Committee Members

#### Patron and Vice-Patron

**Patron** H.M. Queen Elizabeth II, Head of the Commonwealth

**Vice-Patron** *Vacant*, 2019-2021



#### Executive Committee Members (Officers of the Association)

The names of the Members serving on the CPA Executive Committee during the year (as at 31 December 2021) were as follows:

##### Officers:

**President** Hon. Anthony Rota, MP, Speaker of the House of Commons, Canada Federal, 2019 - to date\*

**Vice-President** Rt Hon. Alban Bagbin, MP, Speaker of the Parliament of Ghana, 2019 - to date\*

**Acting Chairperson** Hon. Ian Liddell-Grainger, MP, United Kingdom, April 2021 – to date

**Acting Vice-Chairperson** Hon. Osei Kyei Mensah Bonsu, MP, Parliament of Ghana, August 2021 – to date  
*Also Regional Representative for the CPA Africa Region, 2019 - to date\**

**Treasurer** Hon. Datuk Shamsul Iskander Md. Akin, MP, Federal Parliament of Malaysia, 2019 – to date

**CWP Chairperson** Commonwealth Women Parliamentarians (CWP) Chairperson: Hon. Shandana Gulzar Khan, MNA, National Assembly of Pakistan, 2019 – to date

**Acting CPA Small Branches Chairperson** Joy Burch, MLA, Speaker of the Legislative Assembly of Australian Capital Territory, February 2021 – to date

#### Executive Committee Members (Regional Representatives)

**CPA Africa Region** Hon. Solomon Lechesa Tsenoli, MP, Deputy Speaker of the National Assembly, Parliament of South Africa – completing the term of a previous Member, 2016 – to date\*

Hon. Dr Christopher Kalila Kalila, MP Zambia – completing the term of a previous Member, 2016 – to date\*

Hon. Dr Makali Mulu, MP, Kenya, 2017 – to date\*

Rt Hon. Sefhiri Enoch Motanyane, MP, Speaker of National Assembly of Lesotho, 2017 – to date\*

Hon. Osei Kyei Mensah Bonsu, MP, Ghana, 2019 - to date  
*Also Vice-Chairperson of the CPA Executive Committee, August 2021 - to date*

Rt Hon. Dr Abass Bundu, MP, Speaker of the Parliament of Sierra Leone, 2019 - to date

**CPA Asia Region** Hon. Dr Fehmida Mirza, MP, Pakistan, 2016 – to date\*

Hon. Dr Lal Chand Ukrani, MPA, Sindh, 2017 – to date\*

Hon. Mahinda Yapa Abeywardana, MP, Speaker of the Parliament of Sri Lanka, 2019 - to date

**CPA Australia Region** Hon. Jonathan O’Dea, MLA, Speaker of the Legislative Assembly of New South Wales – completing the term of a previous Member, 2016 – to date\*

Hon. Bruce Atkinson, MLC, President of the Legislative Council, Victoria, 2017 – to date

Senator Hon. Slade Brockman, President of the Senate of Australia – completing the term of a previous Member, 2019 - to date

**CPA British Islands and Mediterranean Region** Hon. Stuart McMillan MSP, Scotland (Stand-in Branch for Northern Ireland), 2016 – to date\*

Hon. Leona Roberts MLA, Falkland Islands, 2017 – to date\*

Hon. Julie Elliott, MP, United Kingdom – completing the term of a previous Member, 2019 - to date

**CPA Canada Region** Hon. Maryse Gaudreault, MNA, Vice-President of the National Assembly of Québec – completing the term of a previous Member (Stand-in Branch for Northwest Territories), 2016 – to date\*

Hon. Randy Weekes, MLA, Speaker of the Legislative Assembly of Saskatchewan – completing the term of a previous Member, 2017 – to date\*

*Vacant*, Canada Federal, 2019 - to date

**CPA Caribbean, Americas and the Atlantic Region** Hon. Arthur Holder, Speaker of the House of Assembly, Barbados – completing the term of a previous Member, 2017 – to date\*

Hon. Claudius J. Francis, MP, Speaker of the House of Assembly, Saint Lucia – completing the term of a previous Member, 2019 - to date

Hon. Gordon J. Burton, MHA, Speaker of the House of Assembly, Turks and Caicos – completing the term of a previous Member, 2019 - to date

**CPA India Region** Shri Premchand Aggarwal, MLA, Speaker of the Assembly of Uttarakhand (Stand-in Branch for Jammu and Kashmir), 2016 – to date\*

Shri Biswajit Daimary, MLA, Speaker of the Legislative Assembly, Assam – completing the term of a previous Member, 2017 – to date\*

Shri Anurag Sharma, MP, Lok Sabha, India Union, 2019 - to date

**CPA Pacific Region** Hon. Gerry Brownlee, MP, New Zealand – completing the term of a previous Member, 2016 – to date\*

Hon. Therese Kaetavara, MHR, Deputy Speaker of House of Representatives, Bougainville – completing the term of a previous Member, 2017 - to date\*

Rt Hon. Ratu Epeli Nailatikau, MP, Speaker of the Parliament, Fiji, 2019 - to date

**CPA South-East Asia Region** Hon. Suhaizan Kayat, MLA, Speaker of the Johor State Legislative Assembly – completing the term of a previous Member (Stand-in Branch for Malacca), 2016 – to date\*

Hon. Mr Lim Biow Chuan, MP, Deputy Speaker of the Parliament, Singapore – completing the term of a previous Member, 2017 – to date\*

Hon. Datuk Wira Dr Mohd Hatta Md Ramli, MP, Malaysia, 2019 - to date

\* The names of the Members serving on the CPA Executive Committee are listed as at 31 December 2021. Some Members’ terms were extended in 2021 as no General Assembly was held in 2018, 2020 and 2021.



## Former Officers and Members of the Executive Committee (Regional Representatives) during 2021

The following includes those who served during the year, but their term had ended when the Annual Report was approved:

- **Chairperson of the Executive Committee (2017 to 2021):** Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of Parliament of Cameroon
- **Vice-Chairperson of the Executive Committee (2019 to 2021):** Hon. John Ajaka, MLC, President of the Legislative Council, New South Wales
- **CPA Small Branches Chairperson (2019 to 2021):** Hon. Niki Rattle, Speaker of the Parliament of the Cook Islands

### Africa Region

- Hon. Bernard Songa Sibalatani, MP, Vice-Chairperson of the National Council of Namibia (2016 to 2021)
- Hon. Lazarous C. Chungu, MP, Zambia (2016 to 2021)

### Australia Region

- Hon. John Ajaka, MLC, President of the Legislative Council of New South Wales (2016 to 2021)
- Senator Hon. Scott Ryan, President of the Senate of Australia (2019 to 2021)

### Canada Region

- Hon. François Paradis, MNA, President of the National Assembly of Quebec (2018 to 2021)
- Hon. Kevin Murphy, MLA, Speaker of the House of Assembly of Nova Scotia (2018 to 2021)
- Hon. Yasmin Ratansi, MP, Canada Federal (2019 to 2021)

### Caribbean, Americas and the Atlantic Region

- Hon. Bridgid Annisette-George, MP, Speaker of the House of Representatives, Trinidad and Tobago (2017 to 2021)
- Hon. Andy Glenn Daniel, MP, Speaker of the House of Assembly, Saint Lucia (2019 to 2021)
- Hon. Dwayne Taylor, MHA, Speaker of the House of Assembly, Turks and Caicos (2019 to 2021)

### India Region

- Shri Hitendra Goswami, MLA, Speaker of the Legislative Assembly of Assam (2017 to 2021)

## CPA Small Branches Steering Committee

As at 31 December 2021:

### Acting CPA Small Branches Chairperson

Joy Burch, MLA, Speaker of the Legislative Assembly, Australian Capital Territory, February 2021 - to date

### Africa Region

Hon. Gervais Henrie, MNA, Deputy Speaker Seychelles, 2019 - to date

### Australia Region

Hon. Ngaree Ah Kit, MLA, Speaker of the Northern Territory Legislative Assembly – completing the term started by another Member, 2020 - to date

### British Islands and Mediterranean Region

Hon. Juan Watterson, SHK, Speaker of the House of Keys Isle of Man, 2020 - to date

*Also Vice-Chairperson of the CPA Small Branches*

### Former Members of the CPA Small Branches Steering Committee during 2021:

The following includes those who served during the year, but their term had ended when the Annual Report was approved:

**CPA Small Branches Chairperson:** Hon. Niki Rattle, Speaker of the Parliament of the Cook Islands (2019 to 2021)

## Commonwealth Women Parliamentarians (CWP) Steering Committee

As at 31 December 2021:

### CWP President

Vacant, Canada Federal, 2019 - to date

### CWP Chairperson

Hon. Shandana Gulzar Khan, MNA Pakistan, 2019 – to date

### Africa Region

Hon. Dr Zainab Gimba, MP, Nigeria, 2019 - to date.

### Asia Region

Hon. Selima Ahmad, MP Bangladesh, 2021 - to date

### Australia Region

Senator Nita Green Australia Federal, 2019 – to date

### British Islands and Mediterranean Region

Hon. Samantha Sacramento, MP Gibraltar, 2019 - to date

### Canada Region

Hon. Lisa Thompson, MPP Ontario, 2020 – to date

### Caribbean, Americas and Atlantic Region

Hon. Valerie Woods, Speaker of House of Representatives, Belize, 2021 - to date.  
*Also CWP Vice-Chairperson, 2021-2022.*

### India Region

Smt. Sunita Duggal, MP Lok Sabha, India 2020 – to date

### Pacific Region

Hon. Selina Napa, MP Cook Islands, 2020 - to date

### South-East Asia Region

Hon. Alice Lau Kiong Yieng, MP Malaysia, 2019 – to date

### Former Members of the Commonwealth Women Parliamentarians Steering Committee during 2021:

The following includes those who served during the year, but their term had ended when the Annual Report was approved:

#### Asia Region

- Ms. Munaza Hassan, MNA, Pakistan (2018 to 2021)

#### Caribbean, Americas and the Atlantic Region

- Senator Hon. Jeannine Giraudy-McIntyre, President of the Senate, Saint Lucia (2018 to 2021)

## Commonwealth Parliamentarians with Disabilities (CPwD) Regional Champions

As at 31 December 2021:

### CPwD Chairperson

Hon. Dennitah Ghati, MP Member of the National Assembly, Kenya, 2021 - to date

### Africa Region

Hon. Dennitah Ghati, MP Member of the National Assembly Kenya, 2020 - to date

### Asia Region

Hon. Zill-E-Huma, MNA Member of the National Assembly Pakistan, 2020 - to date

### Australia Region

Hon. Gareth Ward, MP Member of the Legislative Assembly and Minister for Families, Communities and Disability Services, New South Wales, 2020 – to date

### British Islands and Mediterranean Region

Hon. Paul Maynard, MP United Kingdom – completing the term started by another Member 2020 - to date

### Canada Region

Vacant, 2020 - to date

### Caribbean, Americas and Atlantic Region

Senator Paul Richards Trinidad and Tobago, 2020 – to date

### India Region

Smt. Supriya Sule, MP Lok Sabha, India 2020 – to date

### Pacific Region

Hon. Viam Pillay, MP Assistant Minister for Agriculture, Waterways and Environment Fiji, 2020 - to date

### South-East Asia Region

Senator Ras Adiba Mohd Radzi Malaysia, 2020 – to date

### Former Commonwealth Parliamentarians with Disabilities (CPwD) Regional Champions during 2021:

The following includes those who served during the year, but their term had ended when the Annual Report was approved:

#### CPwD Chairperson and Canada Region

- Hon. Kevin Murphy, MLA, Speaker of the House of Assembly, Nova Scotia (2020 to 2021)

#### British Islands and Mediterranean Region

- Hon. Ann Jones, MS, Deputy Presiding Officer of the Welsh Parliament (2020 to 2021)





### History and Status

The Commonwealth Parliamentary Association (CPA) was originally established in 1911 as the Empire Parliamentary Association. In 1948, the name was changed to the Commonwealth Parliamentary Association.

The CPA was registered as a charity on 22 October 1971 (registration number 263147) under the laws of the United Kingdom. Its principal office is located at the Commonwealth Parliamentary Association, CPA Headquarters Secretariat, Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom.

The Association's Constitution was first adopted by the General Assembly in Cyprus on 6 September 1993, and amended by the General Assembly of the Association at its meetings in New Zealand on 19 October 1998; in Canada on 7 September 2004; in India on 28 September 2007; in Kenya on 18 September 2010; in South Africa on 5 September 2013; and in the United Kingdom on 16 December 2016.

The current membership is made up of over 180 national, state, provincial and territorial Parliaments or Branches in 54 countries of the Commonwealth. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association's International Secretariat in London. The annual subscription is determined at the Association's annual meeting of the General Assembly.

### Statement of Purpose

The Commonwealth Parliamentary Association (CPA) exists to connect, develop, promote and support Parliamentarians and their staff to identify benchmarks of good governance, and implement the enduring values of the Commonwealth.

It collaborates with Parliaments and other organisations, including the intergovernmental community, to achieve its Purpose. The CPA brings Parliamentarians and parliamentary staff together to exchange ideas among themselves and with experts in various fields, to identify good practices and new policy options which they can adopt or adapt in the governance of their societies.

Commonwealth Heads of Government have recognised the Parliaments and Legislatures of the Commonwealth as essential elements in the exercise of democratic governance, and have endorsed the efforts of the Association as the parliamentary partner of the Commonwealth's governmental and non-governmental sectors.

The CPA's activities focus on the Commonwealth's commitment to its fundamental political values, including: just and honest government, the alleviation of poverty, fundamental human rights, international peace and order, global economic development, the rule of law, equal rights and representation for all citizens of both genders, the separation of powers among the three branches of government and the right to participate in free and democratic political processes.

### Activities and Public Benefit

In pursuance of the CPA's aims and objectives, the Trustees have considered the UK Charity Commission's guidance on public benefit. In broad terms, all stakeholders in the legislative arm of government (the only other two being the executive and judiciary) across the 54 countries of the Commonwealth in particular, and the other countries of the world in general, benefit from the work of the Association through its promotion of the knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy.

During the year under review, the Trustees delivered on the following core constitutional mandate of:

- arranging Commonwealth Parliamentary Conferences, and other conferences, seminars, meetings and study groups
- providing facilities for the exchange of visits between Members of the Branches of the Association
- publishing material relevant to the aims and activities of the Association, which shall include the regular publication of a periodical devoted to constitutional and parliamentary affairs
- maintaining at the CPA Headquarters Secretariat a centre for the dissemination and exchange of information on parliamentary matters.

In 2021, the CPA Headquarters Secretariat planned to continue to implement a revised programme, with particular focus on parliamentary development and benchmarking, Post-Election Seminars and Technical Assistance Programmes together with an emphasis on youth engagement through the CPA's Commonwealth Day activities and Commonwealth Youth Parliament. However, as a result of the COVID-19 pandemic, many physical activities during 2021 have been severely restricted so a wide range of virtual activities have been organised.

## Appendix 2: Financial Statements 2021



The Financial Statements show how the Commonwealth Parliamentary Association (CPA) revenues were generated and expended during 2021.



## FINANCIAL STATEMENTS AND REVIEW

**Governing Document:** The CPA has its own constitution '*Constitution of the Commonwealth Parliamentary Association*' as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993 and amended by the General Assembly of the Association from time-to-time.

**Statement of Trustees Responsibilities:** Trustees, working through the Executive Committee, are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the income and expenditure of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Observe the methods and principles in Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable United Kingdom accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with the *Charities Act 2011*, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity's Constitution and Trust Deeds. They are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Website:** The Trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Recruitment and Appointment of new Trustees:** Members of the Executive Committee act as the Trustees of the Charity. The General Assembly elects new Trustees on the advice of the Regions of the CPA. All Trustees are unpaid.

**Induction and Training of new Trustees:** The CPA Headquarters Secretariat organises induction sessions for new Trustees. New Trustees also receive recent data on the operations of the CPA, including financial reports and minutes of immediate past meetings. The CPA Headquarters Secretariat updates Trustees on recent Charity legislation/developments at their bi-annual meetings.

**Organisational Structure:** The CPA Secretary-General is responsible for the day-to-day management of the CPA. During 2021, he was supported by the Deputy Secretary-General and the Finance Director. The CPA Secretary-General makes decisions on operational matters, in consultation with the Senior Management Team (SMT).

The CPA Secretary-General reports to the CPA Executive Committee, and annually to the General Assembly on the operations of the CPA Headquarters Secretariat. The Executive Committee meets twice a year, and reports to the General Assembly. Certain aspects of the work of the Executive Committee are undertaken between meetings by the Co-ordinating Committee. The Sub-Committees of the Executive Committee meet on the margins during its meetings. These are the Audit Committee, Planning and Review Sub-Committee, and Finance Sub-Committee.

**CPA Branches:** The CPA is composed of Branches that have been admitted as Members to the Association. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association's International Headquarters. The Commonwealth Parliamentary Association Secretariat is the International Headquarters for the Association. It has close links with almost 180 member Branches on a day-to-day working level. Income raised by the Association's Headquarters Secretariat is used to pay for the CPA's programmes of work and for the meetings and conferences of its Members. The annual subscription is determined at meetings of the General Assembly.

**Risk Management:** The Trustees are responsible for risk management. Risks identified by the Senior Management Team (SMT) are reviewed, assessed and appropriate action incorporated as part of operational delivery. During 2021, the main risks and uncertainties facing the Association were:

- restricted opportunities to grow or diversify income.
- significant reliance on membership fees, and the timely payment of subscriptions.
- the challenge of ensuring that membership remains a worthwhile proposition for the CPA's Branches.
- investment in the infra-structure that helps ensure the CPA Headquarters Secretariat is run efficiently and is pro-active in communications with its membership.
- new or unexpected pressures on the CPA Headquarters Secretariat or Programme costs.
- governance, given the CPA's status as a UK Charity with both UK and international Trustees.
- the continuing impact of the COVID-19 pandemic on activities, its staff and its membership.

Appropriate systems and/or actions have been developed to identify and mitigate risk. These systems or actions include:

- expanding the Association's revenue streams by exploring new funding and partnership opportunities.
- design and implementation of both a new CRM system and new website.
- maximising the Association's investment returns within an agreed risk appetite framework.
- actively seeking hosts for the Association's events to achieve a reduced cost burden on reserves.
- financial governance-related policies (i.e. use of credit cards, funding policy to support Branch programme delivery, minimisation of cash handling, etc).
- a proposed programme of internal audits to cover areas as agreed by the Audit Subcommittee.
- Audit Subcommittee oversight.
- staff handbook detailing HR policies, practices and procedures.
- extensive support for staff during the COVID-19 pandemic.
- a wide range of programmes to support Members carried out virtually as well as regular virtual governance meetings.
- business and financial risk management plan (risk register) which details the nature of risk (i.e. external, fraud, governance, operational, liquidity and security) likelihood of occurrence, controls in place and the risk holder.
- appropriate insurance cover (management liability: Trustees' liability, employment practices liability and legal liability; office cover: employer's liability, public liability, business interruption, and office contents; health and life).
- establishment of an expert group to consider options for longer term organisational status.

**Pay-Setting Policy for Key Management Personnel:** The Trustees have an established pay-setting policy for the Charity's key management personnel and other staff. It is based on an approved pay band. Progression from one spine point to another within a given band is on the basis of satisfactory performance. The Trustees adopted the pay band on the recommendation of independent pay review consultants. In addition, for staff at the top of their pay band, one off payments are awarded dependent on performance.

### FINANCIAL REVIEW

The total revenue for the financial year under review was **£2,611,730 (2020: £2,636,145)**. Of this, the Association's core funding streams were from Branch Membership fees (94%) and financial investments (5%) with the balance coming from other sources such as subscriptions for *The Parliamentarian* and partnership income.

The ongoing COVID-19 pandemic and travel restrictions caused the 65<sup>th</sup> Annual Plenary Conference to be postponed again to August 2022. In addition, a substantial part of the CPA's programmes were delivered online and Governance meetings were also held virtually. As a result of savings in travel, the surplus for the year was £1,466,648 (2020: 1,221,807).

Total revenue decreased by £24,415 when compared to the previous financial period. There was a 3% increase

in Membership fee rates for 2021 and this has contributed to membership income increasing by £84,357. Income from investments decreased by £55,834. The partnership agreement with Westminster Foundation for Democracy ended in 2020, with an income of £54,606 in 2020.

Total operating costs during the reporting period was £1,832,444 (2020: £1,548,711), made up of the costs of raising funds, totalling £52,761 (3%), and direct charitable activities totalling £1,779,683 (97%). In 2020, these were £49,726 (3%) and £1,498,985 (97%) respectively. The increase in total operating costs reported was due to a slight easing of travel restrictions in the last quarter of 2021.

At the end of the financial year, the Association's unrestricted reserves amounted to £3,136,354 (2020: £2,372,927) with free reserves, after deducting the value of tangible assets, amounting to £3,059,357 (2020: £2,245,602) which is in excess of the target in the reserves policy.

In addition to the General Reserves, the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £8,650,949 (2020: £7,947,728). Income from each Trust Fund is used for the benefit of the Members in support of the wider objectives of the Association.

**Financial Strategy:** The Trustees agreed on the CPA financial strategy in South Africa in August 2013. The issues addressed included reserve levels, income generation, and financial and administrative control policies for the Association. Trustees have kept the strategy under review and in particular to ensure that it meets the wider strategic objectives of the CPA. The Strategic Plan covering the period 2018-2021 further reinforced and informed the existing Financial Strategy as will the new plan for 2022-2025.

**Reserves Policy:** In 2018, the Reserves Policy of the Association was reviewed and the Trustees agreed a change in policy to one that better addressed the likely risks and financial pressures faced by the CPA in the medium to long-term. Trustees have accordingly agreed a policy to retain unrestricted reserves at between 3 to 6 months planned operating expenditure.

As at December 2021, the Association held unrestricted reserves of £3,136,354, of which £3,059,357 were free reserves. The Trustees note that this is significantly in excess of the required amount in the reserves policy but that it has primarily resulted from the severe restrictions on physical activities due to the COVID-19 pandemic. This figure will be kept under review and the Trustees will consider the scope for releasing funds from these reserves to meet the strategic priorities of the CPA. It is also expected that once travel restrictions are lifted, and the full range of physical activities, including annual Plenary Conferences take place, the level of reserves will reduce significantly in the future.

**Investment Policy:** The CPA has investments in two trust funds under the guidance and supervision of the funds' Trustees. Under the trust deeds, the funds' Trustees are mandated as the CPA Secretary General, the Association's



Treasurer and another member of the CPA who is not a member of the CPA Executive Committee. These Trustees are listed on page 87. The purposes of these funds are to promote knowledge and education about the constitutional Legislatures within a parliamentary democratic framework, arrange study group meetings, seminars and conferences, and provide facilities for the exchange of visits between members of Branches of the CPA.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious-to-moderate risk investment strategy aimed at maximising income and capital growth. Within this strategy, the Trustees have set a target of exceeding the average market performance for a similar fund, based on the market value of the portfolio.

The Trustees have a formal Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Establishes a clear understanding of the investment goals and objectives of Fund(s) assets.
- Offers guidance and limitations to investment advisors and/or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent, ethical and environmental considerations, the Trust Deeds of the Fund(s), and the *Trustee Act 2000*.

Close Brothers Asset Management have been appointed to manage the trust funds. The Trustees met four times in 2021 to review the funds' performance.

**Investment Performance:** The value of the Association's listed investments increased by £951,711 (13%) from £7,281,291 at 31 December 2020 to £8,233,002 as at the end of the reporting period. The Charity holds no unlisted funds.

The target total return on the Trustees' portfolio of investments, within an agreed level of risk appetite, is 6% from 1 January 2021. This is apportioned between annual investment income (2.1%) and long-term capital appreciation (3.9%), with a targeted total return of 6%. In 2020, a Socially Responsible Portfolio proposed by Close Brothers was adopted.

As a result of the COVID-19 pandemic, the stock markets have experienced significant volatility and future major fluctuations remain a distinct possibility. The Trustees will continue to monitor the performance of the investments and it is encouraging to note the recovery of the funds during the year compared to 2020.

**Fundraising:** Following the implementation of the *Charities (Protection and Social Investment) Act 2016*, the Trustees have reviewed its fundraising activities and confirm that it complies with the regulation. There were no fundraising activities and the Association did not make use of any external fundraisers.

**Plans for Future Periods:** The current Strategic Plan, covering the period from 2018 – 2021, was agreed by Trustees in the first quarter of 2018. The CPA will continue to pursue its key aims of holding conferences and seminars; disseminating

information on Parliamentarians and political issues; organising international exchanges among Members and officials of Parliaments and Legislatures; and assisting newly emerging Commonwealth democracies.

Following the outbreak of the COVID-19 pandemic all activities of the CPA were reviewed and activities have continued remotely with staff working from home with the appropriate support and guidance. Operational plans, related budgets and forecasts have all been reviewed and updated for the years 2021 - 2023.

The CPA Headquarters Secretariat continuously strives to ensure that it can serve its membership to the highest possible standards as well as remaining a relevant and valuable service. To that effect, the CPA Headquarters Secretariat continues to review its programme, Communications and outreach activities and delivery methodology to ensure it can continue to provide a full-spectrum service whilst the COVID-19 global pandemic remains in place.

With the impact of COVID-19 ongoing, the CPA Headquarters Secretariat continues to review if it is doing everything possible within the conditions and resources of the Association to provide support to its Members and Branches. For example, moving to providing long-term online services, the development of remote resources and platforms as well as harnessing technology for maximum impact.

Although any future impact on revenue is not expected to be significant, the CPA will ensure Members continue to receive a full range of services and support. It is understood that some Branches may take longer to pay their fees than in the past as a result of the continuing difficult and challenging times and the CPA is committed to providing support to these Branches.

A new Strategic Plan has been prepared and approved by the Trustees to cover 2022-2025. This plan was produced after wide ranging consultations had taken place, both internally and externally, to ensure it meets the needs of the membership. Drawing upon this feedback and the vision of the CPA Secretary-General and CPA Officers, the plan sets out the following six core objectives, the tools which will be utilised to achieve them and cross-cutting themes which will be mainstreamed within all future CPA work. It will be accompanied each year of its implementation by an Annual Business Plan, which will identify the priority activities and outputs necessary in order to achieve the plan's objectives which are set out below:

1. Strengthen the capacity and maximise the effectiveness of Parliamentarians and parliamentary staff and enable mutual learning.
2. Protect and uphold the independence of Parliaments, the principle of the separation of powers and broader human rights as set out in the Commonwealth Charter through strong, strategic partnerships.
3. Persuade the UK Government to implement legislation recognising the CPA as an international, interparliamentary organisation.
4. Support Parliaments and Parliamentarians to adapt, innovate and recover from crises such as COVID-19 or natural disasters.

5. Support and enable the Commonwealth Women Parliamentarians (CWP), CPA Small Branches and Commonwealth Parliamentarians with Disabilities (CPwD) networks to fulfil their strategic objectives
6. Promote the values of the Commonwealth, parliamentary democracy and sustainable development to a wide audience.

It is hoped that this new Strategic Plan will enable the CPA to build upon the organisation's existing strengths and the substantial progress made by the Secretariat and membership in recent years, whilst also addressing the challenges the organisation is likely to face between now and 2025.

Following the above review, and despite future plans still being, to a degree, uncertain as a result of COVID-19, the Trustees consider that the Association's assets, and in particular, liquid funds are adequate to meet its annual obligations in the next two years.

**Auditors:** Buzzacott LLP, Registered Auditors, have indicated their willingness to continue in office and it is proposed that they be re-appointed auditors for the ensuing year.

The CPA Executive Committee approved this report on 10 April 2022. Signed on behalf of the CPA Executive Committee:

- **Hon. Ian Liddell-Grainger MP, Acting Chairperson of the CPA Executive Committee**
- **Stephen Twigg, CPA Secretary-General**

#### Independent Auditor's Report to the Trustees of Commonwealth Parliamentary Association

**Opinion:** We have audited the financial statements of Commonwealth Parliamentary Association (the 'Charity') for the year ended 31 December 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the related notes to the financial statements, including a summary of accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice). In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 December 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the *Charities Act 2011*.

**Basis for opinion:** We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the

audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern:** In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

**Other information:** The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report and Performance Review 2021, and the Annual Report and financial statements, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Matters on which we are required to report by exception:** We have nothing to report in respect of the following matters in relation to which the *Charities Act 2011* requires us to report to you if, in our opinion:

- the information given in the Trustees' annual report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



**Responsibilities of Trustees:** As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements:** Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations; and
- we obtained an understanding of the legal and regulatory frameworks that are applicable to the charity and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the *Charities Act 2011*) and those that relate to data protection (General Data Protection Regulation).

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions; and
- assessed whether judgements and assumptions made in determining the accounting estimate for the provision for bad debts were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report:** This report is made solely to the Charity's Trustees, as a body, in accordance with section 144 of the *Charities Act 2011* and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Buzzacott LLP  
Statutory Auditor  
130 Wood Street, London, EC2V 6DL, United Kingdom  
20 May 2022

*Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.*

## Commonwealth Parliamentary Association Statement of Financial Activities for the year ending 31 December 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Restated Total 2020 £
<b>Income from:</b>					
Investments	2	18,279	122,575	140,854	196,688
<b>Charitable activities</b>					
- Branch membership fees		2,466,030	-	2,466,030	2,381,673
- Subscriptions for <i>The Parliamentarian</i>		3,271	-	3,271	2,849
- Partnership income	3	-	-	-	54,606
Other income		1,575	-	1,575	329
<b>Total income</b>		<b>2,489,155</b>	<b>122,575</b>	<b>2,611,730</b>	<b>2,636,145</b>
<b>Expenditure on:</b>					
<b>Raising funds</b>					
- Investment Management Costs		301	52,460	52,761	49,726
<b>Charitable activities</b>					
- Parliamentary Benchmarking and Development		1,156,587	53,292	1,209,879	1,146,312
- Public Outreach		26,922	-	26,922	65,589
- Communications and Publishing		542,882	-	542,882	287,084
<b>Total expenditure</b>	6	<b>1,726,692</b>	<b>105,752</b>	<b>1,832,444</b>	<b>1,548,711</b>
Net income before gains on investments		762,463	16,823	779,286	1,087,434
Net gains on investments	12	964	686,398	687,362	134,373
<b>Net movement in funds</b>		<b>763,427</b>	<b>703,221</b>	<b>1,466,648</b>	<b>1,221,807</b>
<b>Reconciliation of funds</b>					
Balance brought forward on 1 January 2021	17	2,372,927	7,947,728	10,320,655	9,098,848
Balance carried forward on 31 December 2021	17	3,136,354	8,650,949	11,787,303	10,320,655

All recognised gains and losses have been included in the Statement of Financial Activities. All activities are continuing.



Commonwealth Parliamentary Association  
Balance sheet as at 31 December 2021

	Note	2021 £	2021 £	2020 £	2020 £
<b>Fixed asset</b>					
Tangible assets	11		76,997		127,325
Investments	12		8,233,002		7,281,291
<b>Totals</b>			<b><u>8,309,999</u></b>		<b><u>7,408,616</u></b>
<b>Current assets</b>					
Debtors	13	643,877		703,111	
Short term deposit	14	3,610,117		2,973,681	
Cash at bank and in hand		269,047		284,152	
<b>Totals</b>		<b><u>4,523,041</u></b>		<b><u>3,960,944</u></b>	
Creditors: amounts falling due within one year	15	(1,045,737)		(1,048,905)	
<b>Net current assets</b>			<b><u>3,477,304</u></b>		<b><u>2,912,039</u></b>
<b>Net assets</b>			<b><u>11,787,303</u></b>		<b><u>10,320,655</u></b>
<b>Funds</b>					
<b>Unrestricted</b>					
General fund	17		3,136,354		2,372,927
<b>Restricted</b>					
Conference assistance fund	17		5,590,089		5,109,405
Working capital fund	17		3,060,860		2,838,323
<b>Totals</b>			<b><u>11,787,303</u></b>		<b><u>10,320,655</u></b>

The Financial Statements were approved, and authorised for distribution, by the CPA Executive Committee on 10 April 2022 and signed on its behalf by:

**Hon. Ian Liddell-Grainger MP**  
**Acting Chairperson of the CPA**  
**Executive Committee**

**Stephen Twigg**  
**CPA Secretary-General**

Commonwealth Parliamentary Association  
Cash flow statement for the year ending 31 December 2021

	2021 £	2020 £
Cash flows from operating activities	<u>758,641</u>	<u>36,219</u>
<b>Cash flows from investing activities</b>		
- Interest and dividends	140,854	196,688
- Purchase of property, plant and equipment	(13,815)	(95,785)
- Purchase of investments	(4,061,991)	(1,809,746)
- Proceeds from the sale of investments	4,134,099	2,046,922
- Movement in investment cash account	(336,457)	(16,158)
<b>Net cash (used in)/provided by investing activities</b>	<b><u>(137,310)</u></b>	<b><u>321,921</u></b>
<b>Change in cash and cash equivalents in the reporting period</b>	<b><u>621,331</u></b>	<b><u>358,140</u></b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<b><u>3,257,833</u></b>	<b><u>2,899,693</u></b>
<b>Cash and cash equivalents at the end of the reporting period</b>	<b><u>3,879,164</u></b>	<b><u>3,257,833</u></b>
<b>Notes to the cash flow statement</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities</b>		
- Net movement in funds	1,466,648	1,221,807
- Depreciation charges	64,143	30,499
- Decrease/(Increase) in debtors	59,234	(587,734)
- Decrease in creditors	(3,168)	(297,292)
- Interest and Dividends	(140,854)	(196,688)
- Gains on investments	(687,362)	(134,373)
<b>Net cash provided by operating activities</b>	<b><u>758,641</u></b>	<b><u>36,219</u></b>
<b>Analysis of Cash and Cash Equivalents</b>	<b>2021 £</b>	<b>2020 £</b>
Cash at bank and in hand	269,047	284,152
Short term deposits	3,610,117	2,973,681
<b>Totals</b>	<b><u>3,879,164</u></b>	<b><u>3,257,833</u></b>

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.



## Notes to the financial statements for the year ending 31 December 2021

### 1. Summary of Accounting Policies

#### (a) Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in these notes to the financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), Charities SORP (FRS102), and the *Charities Act 2011*.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are presented in sterling and are rounded to the nearest pound. The Charity constitutes a public benefit entity as defined by FRS 102.

#### (b) Income recognition

All membership fee income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. In the event of Branch suspension, we stop recognising its income. Interest on funds held on deposit is included when receivable and the amount can be measured reliably when notification is received of the interest paid or payable by the bank. Dividends are recognised when notification is received of the dividend due.

#### (c) Expenditure recognition

Liabilities are recognised as expenditure when there is a legal or constructive commitment, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

#### (d) Allocation of support and governance costs

Support costs are allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

#### (e) Pension costs

The CPA Headquarters Secretariat operates a defined contribution pension scheme for the benefit of its employees. The net assets of the fund are held separately from those of the Charity. Contributions payable are charged to the SOFA in the year in which they are incurred.

#### (f) Employee benefits

- Short term benefits: Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.
- Employee termination benefits: Termination benefits are accrued in line with FRS 102.

#### (g) Fund accounting

**Unrestricted funds** are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

**Restricted funds** are funds which are to be used in accordance with specific restrictions imposed by the charity's funding partners. Note 17 sets out the aim and use of each restricted fund.

#### (h) Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the SOFA in the year in which they fall due.

#### (i) Subventions to CPA Branches

CPA Branches' outstanding travel claims are accrued at the end of the financial year. If after one year from the date of accrual such claims have not been made, the accrued amounts are written back.

#### (j) Foreign exchange

Balances denominated in foreign currencies are translated into pounds sterling at the rate of exchange prevailing at the balance sheet date. Financial transactions are translated at the rate of exchange prevailing on the date the transaction is processed.

#### (k) Fixed asset investments

Investments are a form of basic financial instrument and are recognised initially at their transaction value and measured subsequently at their fair value as at the balance sheet date using the closing quoted market price. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

#### (l) Tangible fixed assets and depreciation

All assets costing more than £350 are capitalised and valued at historical cost. Depreciation is charged on IT and other equipment on a straight-line basis over their estimated useful life of three years from the year of acquisition.

#### (m) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial

year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

#### (n) Stocks

Stocks are not included in the balance sheet and costs are written off as incurred.

#### (o) Debtors

Branch fees and other debtors are recognised at the settlement amount due, less any provision for bad or doubtful amount. Such provisions are specific and applied in a consistent manner based on a debts aging and other factors affecting potential recoverability such as the status of the Branch. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### (p) Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that probably will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount after allowing for any trade discounts due.

#### (q) Cash and cash equivalents

Cash and cash equivalents in the cash flow statement comprise cash in hand, balances with banks, investments in money market instruments representing short-term, highly liquid investments that are readily convertible to known amounts of cash.

#### (r) Going concern and COVID-19 pandemic

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. With respect to the next reporting period, the most significant areas of uncertainty that affect the charity's assets relates to the COVID-19 pandemic and the level of investment return and the performance of the investment markets (see the investment policy and the risk management sections of the Trustees' annual report for more information).

Following the outbreak of the COVID-19 pandemic, all activities of the CPA have been examined and activities have continued remotely with staff working from home with the appropriate support and guidance. Operational plans, related budgets and forecasts have all been reviewed and updated for the years 2021-2022.

Following the above review, and despite future plans still being, to a degree, uncertain as a result of COVID-19, the Trustees consider that the Association's assets, and in particular, liquid funds are adequate to meet its annual obligations in the next two years.

Whilst changes to and timing of activities have had to take place the financial impact on the CPA has been limited. The impact on revenue, which relates predominantly to Membership fees, is not expected to be significant overall as the CPA will ensure Members continue to receive a full range of services and support, which, in the current climate may well be even more valuable than in the past. However, it is likely some Branches may take longer to pay their fees than in the past as a result of restricted working arrangements currently in place as a result of COVID-19 and therefore, where necessary, appropriate support will be given to those Branches concerned. Operational costs may well reduce compared to historic figures as a result of a reduction in overseas travel in the short to medium term.

As a result of the above review of the charity's financial position, reserves levels and future plans, the Trustees are of the view that the charity remains a going concern in respect to a period of one year from the date of approval of these financial statements, notwithstanding the uncertainties outlined above.

#### (s) Judgements and estimates

Judgements made by the Trustees, in the application of these accounting policies that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next reporting period are deemed to be in relation to the valuation of investments and the provision for doubtful debts. The CPA Headquarters Secretariat is currently hosted by the UK Parliament on the Parliamentary Estate. The Trustees do not believe that the value of this benefit, although a Gift in Kind, can be measured with sufficient accuracy.

In addition to the above, the full impact following the recent emergence of the global Coronavirus pandemic is still unknown. It is therefore not currently possible to evaluate all the potential implications for the CPA's activities, members, suppliers and the wider economy. Estimates used in the financial statements, are subject to a greater degree of uncertainty and volatility.

As set out in these accounting policies under 'going concern and COVID-19 pandemic', the Trustees have considered the impact of the pandemic on the Charity and have concluded that it is appropriate for the CPA to continue to prepare its financial statements on the going concern basis.



Notes to the financial statements for the year ending 31 December 2021 (continued)

2. Investment Income	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Dividends – equities	196	101,252	101,448	-	143,396	143,396
Interest – fixed interest securities	48	16,724	16,772	-	20,469	20,469
Interest on cash and money market deposits	18,035	4,599	22,634	29,063	3,760	32,823
<b>Totals</b>	<b>18,279</b>	<b>122,575</b>	<b>140,854</b>	<b>29,063</b>	<b>167,625</b>	<b>196,688</b>

Investment income consists of dividend & interest received from investments, bank interest and interest earned on term deposits.

3. Partnership Income	Total 2021 £	Total 2020 £
Westminster Foundation for Democracy – Commonwealth Partnership for Democracy (CP4D) Project	-	54,606
	-	<b>54,606</b>

4. Staff Costs	Note	Total 2021 £	Restated Total 2020 £
Salaries and wages		948,184	747,439
Social security costs		84,202	68,973
Pension costs	5	59,644	44,080
<b>Totals</b>		<b>1,092,030</b>	<b>860,492</b>

The Benefits-in-kind payments of £20,477 (2020: £19,221) cover qualifying employees' relocation, home leave, health & travel insurance and death-in-service expenses to the Association. These payments are covered by a PAYE Settlement Agreement with HM Customs and Excise.

The average number of staff employed during the year was:	2021 No.	2020 No.
Management	3	3
Charitable activities	18	15
<b>Totals</b>	<b>21</b>	<b>18</b>

Key management personnel	2021 £	2020 £
CPA Secretary-General	121,098	49,127
Acting Secretary-General	-	70,303
Deputy Secretary-General and Director of Operations	89,564	35,692
Finance Director	52,772	52,216
<b>Totals</b>	<b>263,434</b>	<b>207,338</b>

The key management personnel comprised members of the Senior Management Team (SMT). The SMT is made up of the CPA Secretary-General, Acting Secretary-General, Deputy Secretary-General and Finance Director plus other senior managers.

4. Staff Costs (continued)

Staff receiving emoluments in excess of £60,000 (exclusive of pension contributions paid by the CPA Headquarters Secretariat) during the year were as follows:

	Total 2021 No.	Total 2020 No.
£60,000 - £70,000	2	2
£70,000 - £80,000	1	-
£90,000 - £100,000	-	1
£130,000 - £140,000	1	-
<b>Totals</b>	<b>4</b>	<b>3</b>

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Headquarters Secretariat paid £19,981 (2020: £9,691) for these employees.

A total of £7,238 was paid to the Parliament of one Member of the CPA Executive Committee for their travel and accommodation (2020: £42,250 paid to 8 Parliaments of Members of the CPA Executive Committee). None of the CPA Executive Committee Members received remuneration or benefits from employment with the CPA (2020: none).

5. Pension scheme

The CPA Headquarters Secretariat's Personal Pension Scheme ("Scheme") for employees is with *Scottish Widows*, which commenced on 1<sup>st</sup> August 2010 (previously with Clerical Medical). The Scheme is funded by contributions from Scheme members and the CPA Headquarters Secretariat.

The Scheme is operated on a Personal Pension Scheme basis and is not a defined benefits final salaries arrangement. Contributions are invested with *Scottish Widows* under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15% of annual salary. The CPA Headquarters Secretariat pays 16%.

In 2017, in response to the *UK Pension Act 2008*, CPA Headquarters Secretariat registered for automatic enrolment. From April 2017, staff members can contribute towards the cost of their benefits at rates of 3% of annual salary. The CPA Headquarters Secretariat pays 5%.

	Total 2021 £	Total 2020 £
Total Premiums paid	135,639	71,872
Less: Contributions from employees	(75,995)	(27,792)
<b>Employer Contributions</b>	<b>59,644</b>	<b>44,080</b>

6. Total Expenditure	Note	Direct costs 2021 £	Support costs 2021 £	Total 2021 £	Direct costs 2020 £	Support costs 2020 £	Total 2020 £
<i>Cost of generating funds</i>							
Investment management costs		52,761	-	52,761	49,726	-	49,726
<i>Cost of charitable activities</i>							
- Parliamentary Benchmarking and Development	8	522,351	687,528	1,209,879	563,296	583,016	1,146,312
- Public Outreach	9	9,056	17,866	26,922	23,127	42,462	65,589
- Communications and Publishing	10	244,735	298,147	542,882	120,822	166,262	287,084
<b>Totals</b>		<b>828,903</b>	<b>1,003,541</b> (Note 6a)	<b>1,832,444</b>	<b>756,971</b>	<b>791,740</b> (Note 6a)	<b>1,548,711</b>



Notes to the financial statements for the year ending 31 December 2021 (continued)

6a. Allocation of Support Costs (2021)	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2021 £
<i>Cost of charitable activities</i>	<i>(Note 4)</i>						
- Parliamentary Benchmarking and Development	399,633	42,407	42,003	133,365	43,945	26,175	687,528
- Public Outreach	10,385	1,102	1,091	3,466	1,142	680	17,866
- Communications and Publishing	173,301	18,390	18,215	57,833	19,057	11,351	298,147
<b>Totals</b>	<b>583,319</b>	<b>61,899</b>	<b>61,309</b>	<b>194,664</b>	<b>64,144</b>	<b>38,206</b>	<b>1,003,541</b>

6a. Allocation of Support Costs (2020 Restated)	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2020 £
<i>Cost of charitable activities</i>	<i>(Note 4)</i>						
- Parliamentary Benchmarking and Development	345,807	43,377	38,875	38,160	22,459	94,338	583,016
- Public Outreach	25,186	3,159	2,831	2,779	1,636	6,871	42,462
- Communications and Publishing	98,616	12,370	11,086	10,882	6,405	26,903	166,262
<b>Totals</b>	<b>469,609</b>	<b>58,906</b>	<b>52,792</b>	<b>51,821</b>	<b>30,500</b>	<b>128,112</b>	<b>791,740</b>

Support costs are allocated between activities based on the proportion of direct expenditure attributable to each activity.

7. Governance

Costs classified as governance relate to the general running of the Charity and included operations of the Board of Trustees and those addressing constitutional, audit and other statutory matters, and are made up of the following:

	2021 £	2020 £ (Restated)
- External Auditor's remuneration		
- Statutory audit	16,440	17,640
- Co-ordinating Committee meetings	-	40,316
- Legal & professional fees	9,106	17,753
- Consultants' fees	11,424	48,934
- Officers travel	1,236	2,521
- Overseas travel	-	948
<b>Totals</b>	<b>38,206</b>	<b>128,112</b>

8. Parliamentary Benchmarking and Development	2021 £	2020 £ (Restated)
- CPA Post-Election Seminars	14,951	4,513
- CPA Technical Assistance Programmes	17,943	-
- Commonwealth Women Parliamentarians (CWP)	48,868	16,551
- CPA Small Branches Network (inc workshops)	20,662	131
- Commonwealth Parliamentarians with Disabilities (CPwD) Network	11,187	(4,332)
- Commonwealth Heads of Governments Meetings (CHOGM)	-	21
- CPA Parliamentary Fundamentals Course	17,076	177,354
- CPA Masterclasses	-	7,380
- Thematic and Parliamentary Practice & Procedure	15,000	-
- Commonwealth Partnership for Democracy (CP4D)	4,015	65,544
- CPA Regional Conferences	19,206	(9,461)
- CPA Annual Parliamentary Conference and Mid-year Executive Committee	4,924	16,489
- Direct staff costs	348,519	289,106
<b>Totals</b>	<b>522,351</b>	<b>563,296</b>

9. Public Outreach	2021 £	2020 £ (Restated)
- Commonwealth Youth Parliament	-	1,943
- CPA Roadshows for Schools and Universities	-	128
- Direct staff costs	9,056	21,056
<b>Totals</b>	<b>9,056</b>	<b>23,127</b>

10. Communications and Publishing	2021 £	2020 £ (Restated)
<i>The Parliamentarian</i>		
Printing	27,826	15,678
Distribution	27,254	14,498
Fees to contributors	2,025	2,325
<b>Subtotals</b>	<b>57,105</b>	<b>32,501</b>
- Annual Report	254	-
- CPA website	34,539	5,484
- Books, periodicals and information	1,703	391
- Direct staff costs	151,134	82,446
<b>Totals</b>	<b>244,735</b>	<b>120,822</b>



Notes to the financial statements for the year ending 31 December 2021 (continued)

11. Tangible Assets	2021	2020
Tangible fixed assets comprise of computer and office equipment.	£	£
<b>Cost</b>		
- At 1 January	179,924	85,137
- Additions	13,815	95,785
- Eliminated on disposal	-	(998)
<b>At 31 December</b>	<b><u>193,739</u></b>	<b><u>179,924</u></b>
<b>Depreciation</b>		
- At 1 January	52,599	23,098
- Charge for the year	64,143	30,499
- Eliminated on disposal	-	(998)
<b>At 31 December</b>	<b><u>116,742</u></b>	<b><u>52,599</u></b>
<b>Net book value at 31 December</b>	<b><u>76,997</u></b>	<b><u>127,325</u></b>

12. Investments	2021	2020
	£	£
- Market value at 1 January	7,281,292	7,367,936
- Additions	4,061,991	1,809,746
- Disposal Proceeds	(4,134,099)	(2,046,922)
- Investment cash account movement	336,457	16,158
- Realised gains/(losses)	647,430	(175,717)
- Unrealised gains	39,931	310,090
<b>Market value at 31 December</b>	<b><u>8,233,002</u></b>	<b><u>7,281,291</u></b>
<b>Historic cost value at 31 December</b>	<b><u>6,993,034</u></b>	<b><u>6,079,241</u></b>

The total unrealised gains at 31 December 2021 constitute movements on the revaluation and are as follows:

	2021	2020
	£	£
<b>Unrealised gains included above:</b>		
On investments	1,239,968	1,202,050
<b>Total unrealised gains at 31 December</b>	<b><u>1,239,968</u></b>	<b><u>1,202,050</u></b>
<b>Reconciliation of movements in unrealised (losses)/gains:</b>		
Unrealised gains at 1 January	1,202,050	892,807
In respect to disposal in the year	(2,013)	(847)
Add: net gains arising on revaluation in the year	39,931	310,090
<b>Total unrealised gains at 31 December</b>	<b><u>1,239,968</u></b>	<b><u>1,202,050</u></b>

Analysis of investment assets	Fixed interest securities	Equities	Cash	Total
	£	£	£	£
2021	757,428	6,946,185	529,389	<u>8,233,002</u>
2020	1,112,082	5,976,522	192,687	<u>7,281,291</u>

The underlying assets contained within the various funds invested in by the Charity are recognised on a listed stock exchange.

13. Debtors	2021	2020
	£	£
- Branch fees	1,163,039	1,172,279
Less: Provision for doubtful debts	(826,790)	(740,515)
<b>Net branch fees</b>	<b><u>336,249</u></b>	<b><u>431,764</u></b>
- Staff advances	3,104	2,300
- Other debtors and prepayments	304,524	269,047
<b>Totals</b>	<b><u>643,877</u></b>	<b><u>703,111</u></b>

14. Short term deposit investment	2021	2020
	£	£
Close Brothers business notice account and term deposit	3,610,117	2,973,681
<b>Totals</b>	<b><u>3,610,117</u></b>	<b><u>2,973,681</u></b>

15. Creditors: Amounts Falling Due Within One Year	Note	2021	2020
		£	£
- Trade creditors		44,801	26,531
- General accruals		70,355	101,984
- Parliamentary Benchmarking and Development accruals		52,719	43,000
- Tax and social security		25,234	41,404
- Deferred income	16	852,628	835,986
<b>Totals</b>		<b><u>1,045,737</u></b>	<b><u>1,048,905</u></b>



## Notes to the financial statements for the year ending 31 December 2021 (continued)

16. Deferred income	At 1 Jan 2021 £	Released to income £	Deferred in the year £	At 31 Dec 2021 £
Branch fees - 2021	835,986	(835,986)	852,628	852,628
<b>Totals for 2021</b>	<b>835,986</b>	<b>(835,986)</b>	<b>852,628</b>	<b>852,628</b>
	At 1 Jan 2020 £	Released to income £	Deferred in the year £	At 31 Dec 2020 £
Branch fees - 2020	571,742	(571,742)	835,986	835,986
<b>Totals for 2020</b>	<b>571,742</b>	<b>(571,742)</b>	<b>835,986</b>	<b>835,986</b>

This primarily represents 2022 memberships received in 2021. They are treated as deferred income, and will be released as income in 2022 in line with the membership period.

17. Movement in funds	At 1 Jan 2021 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2021 £
<i>Unrestricted funds</i>					
- General reserve	2,372,927	2,489,155	(1,726,692)	964	3,136,354
<i>Restricted Funds</i>					
- Westminster Foundation for Democracy	-	-	-	-	-
- Conference Assistance Fund (CAF)	5,109,405	78,182	(41,941)	444,442	5,590,088
- Working Capital Fund (WCF)	2,838,323	44,393	(63,811)	241,956	3,060,861
<b>Total restricted funds</b>	<b>7,947,728</b>	<b>122,575</b>	<b>(105,752)</b>	<b>686,398</b>	<b>8,650,949</b>
<b>Total funds</b>	<b>10,320,655</b>	<b>2,611,730</b>	<b>(1,832,444)</b>	<b>687,362</b>	<b>11,787,303</b>

	At 1 Jan 2020 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2020 £
<i>Unrestricted funds</i>					
- General reserve	1,398,851	2,413,914	(1,439,838)	-	2,372,927
<b>Total unrestricted funds</b>					
<i>Restricted Funds</i>					
- Westminster Foundation for Democracy	-	54,606	(54,606)	-	-
- Conference Assistance Fund (CAF)	4,961,528	107,478	(39,285)	79,684	5,109,405
- Working Capital Fund (WCF)	2,738,469	60,147	(14,982)	54,689	2,838,323
<b>Total restricted funds</b>	<b>7,699,997</b>	<b>222,231</b>	<b>(108,873)</b>	<b>134,373</b>	<b>7,947,728</b>
<b>Total funds</b>	<b>9,098,848</b>	<b>2,636,145</b>	<b>(1,548,711)</b>	<b>134,373</b>	<b>10,320,655</b>

## Unrestricted funds

- The general reserve represents the accumulated surplus which is available for spending on CPA's objectives.

In 2018, to better address the likely risks and financial pressures faced by the CPA in the medium to long-term, the Trustees have accordingly agreed a policy to retain all unrestricted reserves at between 3 to 6 months planned operating expenditure.

## Restricted funds

- Westminster Foundation for Democracy (WFD):** The object of the fund is to work with Parliaments in Commonwealth Member States across Sub-Saharan Africa and Asia to improve representation of women, young people with disabilities and the LGBT+ community in the democratic process.
- Conference Assistance Fund (CAF):** The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid and assistance to assist Branches to organise, constitute and hold plenary conferences and to assist Branches to facilitate the attendance of Regional Representative(s) and/or delegates at plenary conferences. Expenditure is restricted to fulfilling these aims.
- Working Capital Fund (WCF):** The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid to host Branches and Parliamentary officials to organise educational seminars in accordance with the objects of the Association on parliamentary practice and procedure. Expenditure is restricted to fulfilling these aims.

18. Analysis of net assets between funds	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
Tangible fixed assets	76,997	-	76,997	127,325	-	127,325
Fixed asset investment	200,964	8,032,038	8,233,002	-	7,281,291	7,281,291
Current assets	3,892,084	630,957	4,523,041	3,281,293	679,651	3,960,944
Current liabilities	(1,033,691)	(12,046)	(1,045,737)	(1,035,691)	(13,214)	(1,048,905)
<b>Totals</b>	<b>3,136,354</b>	<b>8,650,949</b>	<b>11,787,303</b>	<b>2,372,927</b>	<b>7,947,728</b>	<b>10,320,655</b>

## 19. Related parties' transaction

Other than transactions with key management personnel as disclosed in note 4, there have been no related party transactions in the reporting period that require disclosure.

## Notes to the financial statements for the year ending 31 December 2021 (continued)

20. Comparative Statement of Financial Activities  
Year ending 31 December 2020

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income from:</b>				
Investments	2	29,063	167,625	196,688
<i>Charitable activities</i>				
Branch membership fees		2,381,673	-	2,381,673
Subscriptions for <i>The Parliamentarian</i>		2,849	-	2,849
Partnership income	3	-	54,606	54,606
Other income		329	-	329
<b>Total income</b>		<b><u>2,413,914</u></b>	<b><u>222,231</u></b>	<b><u>2,636,145</u></b>
<b>Expenditure on:</b>				
<i>Raising funds</i>				
Investment Management Costs		-	49,726	49,726
<i>Charitable activities</i>				
Parliamentary Benchmarking and Development		1,087,165	59,147	1,146,312
Public Outreach		65,589	-	65,589
Communications and Publishing		287,084	-	287,084
<b>Total expenditure</b>	6	<b><u>1,439,838</u></b>	<b><u>108,873</u></b>	<b><u>1,548,711</u></b>
Net income before gains on investments		974,076	113,358	1,087,434
Net gains/(losses) on investments	12	-	134,373	134,373
<b>Net movement in funds</b>		<b>974,076</b>	<b>247,731</b>	<b>1,221,807</b>
<b>Reconciliation of funds</b>				
Balance brought forward on 1 January 2020	17	<u>1,398,851</u>	<u>7,699,997</u>	<u>9,098,848</u>
Balance carried forward on 31 December 2020	17	<u>2,372,927</u>	<u>7,947,728</u>	<u>10,320,655</u>

## 21. Post balance sheet events

There are no post balance sheet events.

## Professional Advisers

- **External Auditors** - Buzzacott LLP, 130 Wood Street, London, EC2V 6DL, United Kingdom E: enquiries@buzzacott.co.uk
- **Internal Auditors** - Sayer Vincent LLP, Invicta House, 108-114 Golden Lane, London EC1Y 0TL, United Kingdom
- **Bank** - National Westminster Bank plc, Victoria Branch, 169 Victoria Street, London SW1E 5NA, United Kingdom
- **Investment Managers** - Close Brothers Asset Management, 10 Exchange Square, Primrose Street, London, EC2AR 2BY, United Kingdom
- **Legal Advisers** - Bates Wells & Braithwaite London LLP, 10 Queen Street Place, London, EC4R 1BE, United Kingdom

## Trustees of CPA Trust Funds. During 2021.

Hon. Datuk Shamsul Iskander Md. Akin, MP, Federal Parliament of Malaysia CPA Treasurer (appointed August 2019)	Deputy Lyndon Trott Guernsey States Assembly Trustee (appointed August 2020)	Stephen Twigg CPA Secretary-General (appointed August 2020)
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# COMMONWEALTH PARLIAMENTARY ASSOCIATION ANNUAL REPORT AND PERFORMANCE REVIEW 2021

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Commonwealth Parliamentarians and parliamentary staff from the CPA British Islands and Mediterranean (BIM) Region attended the annual Regional Conference in Belfast, Northern Ireland from 21 to 22 September 2021, focused on the theme of 'Post-Pandemic Parliaments'.

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