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 the implementation of the enduring values of the Commonwealth.

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 261147) under the laws of the United Kingdom. Its principal office and registered address is located at Suite 700, Westminster House, 7 Millbank, London SW1P 3JA, 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, and in South Africa on 5 September 2013.

The current membership is made up of over 180 national, state, provincial or territorial Parliaments or Branches in 52 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.

Front cover images representing the Parliaments and Legislatures of the nine regions of the CPA: (top row left to right) Parliament of Sri Lanka (Asia Region); Parliament of South Africa (Africa Region); Sabah State Legislative Assembly, Malaysia (South East Asia Region); (middle row left to right) States of Guernsey (British Islands and Mediterranean Region); Legislative Assembly of British Columbia, Canada (Canada Region); Parliament of New South Wales, Australia (Australia Region); (bottom row left to right) Parliament of the Cook Islands (Pacific Region); Parliament of India (India Region); Parliament of Bermuda (Caribbean, Americas and Atlantic Region).
Patrons, Officers, Executive Committee Members and Associated Organisations

Patron and Vice-Patron

Patron: H.M. Queen Elizabeth II, Head of the Commonwealth
Vice-Patron: Vacant

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 2016) were as follows:

Officers:

- President: Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh, 2016 – to date
- Vice-President: Vacant
- Chairperson: Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh, 2014 – to date
- Vice-Chairperson: Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the Parliament of Cameroon, 2016 – to date
- Treasurer: Mrs Vicki Dunne, MLA, Deputy Speaker of the Legislative Assembly of the Australian Capital Territory, 2016 – to date (Acting Treasurer - June 2016 - December 2016)
- CWP Chairperson: Commonwealth Women Parliamentarians (CWP) Chairperson: Hon. Dr Dato’ Noraini Ahmad, MP, Parliament of Malaysia, 2016 – to date
- Small Branches Chairperson: Hon. Angelo Farrugia, MP, Speaker of the House of Representatives, Malta, 2016 – to date

Executive Committee Members (Regional Representatives)

Africa Region
- Hon. Murimu Zeno, MP, Parliament of Rwanda, 2014 – to date
- Rt Hon. Thembu Msibi, MP, Speaker of the Parliament of Swaziland, 2014 – to date
- Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the Parliament of Cameroon, 2015 – to date
- Also Vice Chairperson of the CPA Executive Committee
- Rt Hon. Umar Buba Jibril, MP, Deputy House Leader, National Assembly of Nigeria, 2015 – to date
- Hon. Bernard Songa Sibalatani, MP, Namibia, 2016 – to date
- Hon. Lazarous C. Chungu, MP, Zambia, 2016 – to date

Asia Region
- Hon. Mian Tariq Mehmood, MPA, Provincial Assembly of the Punjab, Pakistan, 2014 – to date
- Hon. Imran Ahmad, MP, Parliament of Bangladesh, 2015 – to date
- Hon. Dr Fehmida Mirza, MP, Pakistan, 2016 – to date

Australia Region
- Hon. Kezia Purtick, MLA, Speaker of the Legislative Assembly of the Northern Territory, Australia, 2014 – to date
- Hon. Russell Paul Wortley, MLC, President of the Legislative Council of South Australia, 2015 – to date
- Hon. Don Harwin, MLC, President of the Legislative Council, New South Wales, 2016 – to date

British Islands and Mediterranean Region
- Hon. Derek Thomas, MLC, Legislature of St Helena, 2014 – to date
- Rt Hon. Sir Alan Haselhurst, MP, Parliament of the United Kingdom, 2015 – to date
- Mrs Jo Anne Dobson, MLA, Northern Ireland, 2016 – to date

Canada Region
- Vacant, 2014 – to date
- Hon. Alexandra Mendes, MP, Parliament of Canada, 2015 – to date
- Hon. Jackson Lafferty, MLA, Speaker of Legislative Assembly, North West Territories, 2016 – to date

Caribbean, Americas and the Atlantic Region
- Hon. Michael Peyrefitte, MP, Speaker of the House of Representatives, Belize, 2014 – to date
- Hon. Anthony Michael Perkins, MP, Speaker of the National Assembly, St Kitts and Nevis, 2015 – to date
- Hon. Leroy C. Rogers, MLA, Speaker of the House of Assembly, Anguilla, 2016 – to date
- Dr Sitasharan Sharma, MLA, Speaker of the Legislative Assembly of Madhya Pradesh, India, 2014 – to date
- Shri Feroze Varun Gandhi MP, Lok Sabha, India Union, 2016 – to date
- Shri Kavinder Gupta, Speaker of Jammu and Kashmir, 2016 – to date

India Region
- Mr Nafoitoa Talaimanu Keti, MP, Deputy Speaker of the Legislative Assembly, Samoa, 2013 – to date
- Mr Scott Simpson, New Zealand, 2016 – to date

Pacific Region
- Hon. Niki Rattle, Speaker of the Parliament of the Cook Islands, 2014 – to date
- Mr Nafoitoa Talaimanu Keti, MP, Deputy Speaker of the Legislative Assembly, Samoa, 2015 – to date
- Dr Lim Biow Chuan MP, Deputy Speaker of the Parliament of Singapore, 2014 – to date
- Vacant, 2015 – to date
- Hon. Datuk Wira Haji Othman Muhamad, MP, Speaker, State Legislative Assembly of Malacca, 2016 – to date
Former Officers of the Executive Committee during 2016
The following includes those who served during the year, but their term had ended when the Annual Report was approved:

Vice-Chairperson
Hon. Shirley M. Osborne, MLA, Speaker of the Legislative Assembly of Montserrat, 2015 – 2016

Treasurer

CWP Chairperson

Internal Auditors
Crowe Clark Whitehill LLP, St. Bride’s House, 10 Salisbury Square, London EC4Y 8EH, United Kingdom

Former Members of the Executive Committee
(Regional Representatives) during 2016

Africa Region

Asia Region

Australia Region
Mrs Vicki Dunne, MLA, Speaker of the Legislative Assembly of the Australian Capital Territory, Australia, 2013 – 2016

British Islands and Mediterranean Region

Canada Region
Hon. Tom Osborne, MHA, Speaker of the House of Assembly of Newfoundland and Labrador, Canada, 2013 – 2016
Hon. David Laxton, MLA, Speaker of the Legislative Assembly of Yukon, Canada, 2014 – 2016

Caribbean, Americas and the Atlantic Region
Hon. Shirley M. Osborne, MLA, Speaker of the Legislative Assembly of Montserrat, 2013 – 2016
Hon. Franklin O. Brand, MP, Speaker of the National Assembly of St Christopher & Nevis, 2015 – 2016

India Region
Hon. Dr Charanjit Singh Atwal, MLA, Legislative Assembly of Punjab, India, 2013 – 2016

Pacific Region
Mr Paul Foster-Bell, MP, Parliament of New Zealand, 2013 – 2016
Hon. Agaili Patisela Eteuati Tolewao, MP, Deputy Speaker of the Legislative Assembly of Samoa, 2015 – 2016

South East Asia Region
Hon. Dr Dato’ Noraini Ahmad, MP, Parliament of Malaysia, 2015 – 2016

Trustees of CPA Trust Funds
(at 31 December 2016)
Mrs Vicki Dunne, MLA
Australian Capital Territory
CPA Treasurer
Mr Robin Swann MLA
Northern Ireland
Mr Akbar Khan
CPA Secretary-General

Senior Management Team (SMT)
Secretary-General and Chief Executive Officer
Mr Akbar Khan
Director of Finance & Administration
Mr Joe Omorodion
Director of Programmes
Ms Meenakshi Pilar

Professional Advisers
External Auditors
Haysmacintyre, Registered Auditors, 26 Red Lion Square, London WC1R 4AG, United Kingdom

Internal Auditors
Crowe Clark Whitehill LLP, St. Bride’s House, 10 Salisbury Square, London EC4Y 8EH, United Kingdom

Bank
National Westminster Bank plc, 2nd Floor Argyll House, 246 Regent Street, London, W1B 3PB, United Kingdom

Investment Managers
Coutts & Co. 440 Strand, London WC2R 0QS, United Kingdom

Legal Advisers
Bates Wells & Braithwaite London LLP, 2–6 Cannon Street, London EC4M 6YH, United Kingdom

Business Consultants
CASS Business School, 106 Bunhill Row, London EC1Y 8TZ, United Kingdom

Partner Organisations
Commonwealth Secretariat, Marlborough House Pall Mall, London SW1Y 5HX, United Kingdom
The Commonwealth Secretariat is the governmental wing of the Commonwealth and has 52 countries as its members. The CPA’s relationship with the Commonwealth Secretariat is informal. However, it is recognised that the CPA is the parliamentary wing of the Commonwealth and some CPA programmes are jointly implemented with the Commonwealth Secretariat. The Commonwealth Secretary-General or their representative usually attends the CPA Annual Conference and the CPA Secretary-General and/or the Officers of the Association participate in the Commonwealth Heads of Government Meeting (CHOGM).
http://thecommonwealth.org/

Inter-Parliamentary Union, 5 Chemin du Pommier, Case postale 330, CH-1218, Le Grand Saconnex, Geneva, Switzerland
The Inter-Parliamentary Union (IPU) deals with the national parliaments of all countries around the world. The Association’s relationship with the IPU is informal. However, many CPA members are also members of the IPU. http://www.ipu.org

The Commonwealth Parliamentary Association (CPA) works with a wide range of international partner organisations and the ‘Commonwealth Family’. Full details can be found at www.cpahq.org or from the CPA Headquarters Secretariat.
Chairperson’s Foreword

I am pleased to present to you the CPA Annual Report for 2016. It is a pleasure for me to share the effort of my fellow Parliamentarians in strengthening the role of the Commonwealth Parliamentary Association across the Commonwealth through its programmes, events and activities in the year 2016. I would like to express my sincere gratitude to Mr Akbar Khan who has brought his new vision to the Association.

The CPA has launched its revised programmes strategy which has strengthened the number and quality of the CPA’s programmes and has undertaken new initiatives to reach out to both CPA Members and beyond the Association. Initiatives have been undertaken to improve the effectiveness of communication between the CPA Headquarters Secretariat and CPA Branches and to ensure there is more opportunity for Branches to contribute to and attend CPA programmes. It is a pleasure for me to look back on the goals achieved in 2016.

As Chairperson, I would like to stress the need to work together with member Parliaments to bring a convergence of diverse perspectives and experiences, which is the beauty and strength of the CPA. It is important to allow all members, large and small, to express views and raise concerns with equal voices in a participatory, democratic manner, thus ensuring the voices of the people, countries and regions are heard.

The CPA works not only with national parliaments but also reaches out to the voices of the people at the grassroots level and in the community. The CPA is a platform for the sharing of ideas and resources for the common welfare of the people. Strengthening coordination among countries has common roots and histories; while they face common challenges, they may each develop unique solutions. The CPA is the ideal platform for the sharing of these ideas and resources for the common welfare of the people. Strengthening coordination between member countries is therefore crucial. Insights of members on issues that are critical for the advancement of their nations must be the central driving force for the CPA. Regional as well as cross-regional dialogue and cooperation must be intensified and must be based on the consensus of member parliaments and branches in the regions.

The 62nd Commonwealth Parliamentary Conference (CPC) was successfully hosted for the first time by the CPA Headquarters Secretariat in London, UK in December 2016 and earlier in the year, the CPA Executive Committee Meeting was held in London in April 2016 where many important agendas were addressed and resolved.

In 2016, there were significant developments in relation to the CPA’s Small Branches with the election of the CPA Small Branches Chairperson, Mr Akbar Khan who has brought his new vision to the Association’s Standing and future viability that need to be brought to the attention of the Members.

Many of these new initiatives have been shared with the wider CPA membership online and via the CPA’s YouTube channel. The CPA is now considering programmes and activities continued to be a huge success in 2016 and a successful CPA Annual Conference was held in British Columbia, Canada in November 2016. Other ongoing programmes in 2016 included the CPA’s work on Codes of Conduct and Public Accounts Committees as well as programmes on Trade and the Sustainable Development Goals. The concept of hosting programmes, meetings, events and conferences is central to the CPA’s standing and future viability that need to be brought to the attention of the Members.

Mr Akbar Khan
Secretary-General
Commonwealth Parliamentary Association (CPA)
Commonwealth Parliamentary Association: Statement of Purpose, Aims and Objectives

CPA 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. It engages with other organisations to provide broad-based support programmes.

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 the executive and judiciary, across the Commonwealth.

The CPA's activities include: 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; and maintaining at the Secretariat of the Association a centre for the dissemination and exchange of information on parliamentary matters.

In pursuance of these constitutional aims, the Association has developed eight (8) strategic objectives for the period 2013 – 2017. These are comprised of:

1. To encourage the professional development of Members and parliamentary staff.
2. To strengthen the CPA at branch, regional and international levels through communication.
3. To share resources across the CPA and across the Association.
4. To address the concerns facing Small Branches.

Governance and Management

The General Assembly: The General Assembly has the ultimate constitutional authority to determine the policy and management of the Association. Attendees at the General Assembly usually include the Officers of the Association; the Chairperson of the Commonwealth Women Parliamentarians; Regional Representatives and Branch delegates to the plenary conference at which the meeting of the General Assembly is held.

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 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 33 Members, who are also the Trustees of the Association. Members of the Executive Committee also attend the CPA's Committees. 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. Thus, between 1 January and 31 December 2016, the Executive Committee and its Subcommittees met in April 2016 (London, UK) and December 2016 (London, UK).

The Executive Committee and the CPA's Annual Report at the General Assembly.

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 reporting, at their annual meetings. Trustees are kept apprised of recent charity legislation/developments by the Senior Management Team (SMT) of the Secretariat.

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 the Small Branches Chairperson (since December 2013). 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 Secretary General is supported in the day-to-day management of the CPA Secretariat and the Association's affairs by two Directors: Director of Finance & Administration and Director of Programmes. The Secretary General reports on the operations of the CPA Secretariat directly to the Executive Committee, and via the Coordinating Committee and three Subcommittees. Decisions on daily operational matters are made by the Secretary General, in consultation with the Directors. The Secretary General, the Director of Finance & Administration and the Director of Programmes make up the Senior Management Team (SMT).

Risk Management: The Trustees have responsibility for risk management. Risks identified by the Senior Management Team are reviewed, assessed and appropriate action incorporated as part of the annual budget and programming work. The consideration of risk is an integral part of the budget and programmes, and these are approved by the Trustees. The main risks and uncertainties facing the Association are:

- restricted growth in revenue given that the market in which the Association operates is increasingly becoming very competitive
- significant reliance on membership fees, as the Association is membership based
- the management of 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 its reserves
- financial governance-related policies (i.e. use of credit cards, funding policy to support branch programme delivery, cash handling, etc.)
- annual external audit of the Association's operations
- internal audit of the Association's governance, risks, controls and performance management arrangements
- performance and review subcommittee oversight
- strategic plan and three-year financial projections
- staff handbook detailing 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 potential impact
- appropriate insurance cover (management liability insurance; trustees' liability; employment practices liability and legal liability; office cover; employer's liability; public liability; business interruption, and office contents; health and life).

The Trustees consider risk management as a top priority matter. Hence, the next internal audit in early 2017 will review 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.

Commonwealth Parliamentary Association (CPA) Activities in 2016

Commonwealth Parliamentary Conference and Mid-Year Meetings

62nd Commonwealth Parliamentary Conference, London, United Kingdom

Over 400 Commonwealth Parliamentarians from across the world gathered in London, United Kingdom from 11 to 17 December 2016 for the 62nd Commonwealth Parliamentary Conference (CPC), hosted by the Commonwealth Parliamentary Association (CPA) Headquarters Secretariat. The Commonwealth Parliamentary Conference is the annual conference of the Commonwealth Parliamentary Association. The unique conference brought together Speakers, Members of Parliament and Parliamentary staff representing the nine regions of the CPA – Africa; Asia; Australia; British Islands and Mediterranean; Canada; Caribbean, Americas and Atlantic; India; Pacific and South East Asia. The CPA reaches all 53 countries of the Commonwealth as well as national, sub-national and territorial Parliaments and Legislatures bringing together over 180 CPA Branches of the Association.

The main conference themes for 2016 at the annual event was: A Collaborative Commonwealth Unity, Diversity and Common Challenges. Workshops and debates were held during the conference on a wide range of topics including the role of the Commonwealth in fostering freedom of religion or belief, ending violence against women and girls; the Sustainable Development Goals (SDGs); Climate Change; and the radicalisation of young people. Conference reports from all of the main workshops and sessions appeared in the first issue of The Parliamentarian in 2017.

The Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh urged Commonwealth Parliamentarians to work together to find common solutions to global issues as she opened the 62nd CPC. The Chairperson welcomed Parliamentarians from across the Commonwealth on behalf of the CPA at the opening ceremony and said: "The Commonwealth Parliamentary Association (CPA) provides a unique platform for inter-parliamentary dialogue to take place. The diverse nature of the membership provides the Commonwealth Parliamentary Association with a unique position within the parliamentary democracy Commonwealth-wide and discuss new and innovative approaches to doing so." The opening ceremony of the 62nd Commonwealth Parliamentary Conference heard from the Secretaries-General of the Commonwealth Parliamentary Association and the Commonwealth. The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan welcomed Commonwealth Parliamentarians and delegates to the conference and said: "The Commonwealth Parliamentary Conference strengthens our networks and nurtures our shared Commonwealth democratic values. The fact that the Commonwealth Parliamentary Association embodies diversity yet shares values of democracy, rule of law and human rights, only serves to strengthen and deepen our unity. The need for the CPA to continue to strengthen its core programme's work and to translate the practical benefits of democratic governance to the peoples of the Commonwealth has never been greater."

The Commonwealth Secretary-General, Rt Hon. Patricia Scotland QC said: "The Commonwealth Parliamentary Conference is like a beehive. It buzzes with pollinators whose work will result in fruit throughout the Commonwealth. Thanks to Commonwealth Parliamentarians coming together, law reform and progressive social and economic development are accelerated. Exchanges of knowledge and expertise lead to institutions of governance being strengthened, while respect and good will within the rich diversity of Commonwealth identity helps build a safer, more prosperous and more inclusive future for all."

The Master of Ceremonies for the opening ceremony was Hon. Lindiwe Maseko, MP (South Africa) who welcomed all delegates before introducing the Commonwealth Youth Choir who performed both the Commonwealth Anthem and the Commonwealth Song under the conductorship of Simon Haw MBE, the Commonwealth Music Ambassador 2016-2018.

During the 62nd Commonwealth Parliamentary Conference, there were a number of additional conferences and meetings including:

- The CPA Executive Committee
- CPA General Assembly
- 35th Small Branches Conference
- 9th Triennial Commonwealth Women Parliamentarians Conference
- Society of Clerks-at-the-Table (SOCATT) Meetings

The Executive Committee of the CPA met ahead of the 62nd Commonwealth Parliamentary Conference in London, UK. 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 Executive Committee was chaired by Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh. The CPA General Assembly, Members of the CPA endorsed the appointment of Hon. Vicki Dunne, MLA, Deputy Speaker of the Legislative Assembly of the Australian Capital Territory as the new CPA Treasurer. The Treasurer, who is a Member of the Association nominated by the Executive Committee, is elected for three years by the General Assembly as works with the CPA Secretary-General and the CPA Headquarters Secretariat to monitor the finances of the Association. The CPA Treasurer also joins the Trustees board of the Association.

The 62nd General Assembly was followed by the new CPA Executive Committee during which Hon. Emilia Mongowa Lilaka, MP, Deputy Speaker National Assembly of Cameroon and a Regional Representative for the CPA Africa Region was elected by Members of the Executive Committee to the position of Vice-Chairperson of the CPA Executive Committee. The position of Vice-Chairperson is for a term of one year.

The new Chairperson of the Commonwealth Women Parliamentarians was elected for a three-year term at the CPA Women's Political Participation Committee during the fifth triennial conference of the Commonwealth Women Parliamentarians (CWP), which took place in London, United Kingdom as part of the wider 62nd Commonwealth Parliamentary Conference in December 2016. The new Chairperson of the Commonwealth Women Parliamentarians (CWP), Hon. Dr Dato’ Noraini Ahmad MP is a Member of Parliament from Malaysia. Under CPA election rules only female delegates to the 62nd Commonwealth Parliamentary Conference could take part in the vote to elect a new CPA Chairperson. There were four candidates for the position of CPA Chairperson: Hon. Dr Dato’ Noraini Ahmad, MP (Malaysia); Hon. Linda Reid, MLA (British Columbia, Canada); Joyce Watson, AM (Wales); Hon. Poto Williams, MP (New Zealand).

Following the election of the new Chairperson of the Commonwealth Women Parliamentarians (CWP), the Steering Committee of the CWP representing all nine regions of the Commonwealth Parliamentary Association (CPA) met to elect Hon. Poto Williams, MP (New Zealand) as the new Vice-Chairperson for the Commonwealth Women Parliamentarians (CWP).

In addition, CPA Members attending the 35th CPA Small Branches Conference unanimously acclaimed Hon. Angelo Farrugia, MP, the Speaker of the House of Representatives of the Parliament of Malta as the new Chairperson of Small Branches. The role of Chairperson of Small Branches is a new Officer role for the CPA and the new incumbent will sit on the CPA International Executive Committee to bring a voice for Small Branches to the CPA governing body of the CPA. Forty-seven Members of Parliament and Legislatures from 26 CPA Small Branches attended the conference. Of the over 180 Branches of the CPA, forty-three Branches are classified as 'Small Branches' which are defined as jurisdictions having a population below 500,000 people.

During the 62nd CPC, a meeting of the CPA Regional Secretaries also took place. Alongside the substantive conference workshops and the CPA governance meetings (62nd General Assembly and Executive Committee meetings), the 62nd CPC also included a number of additional events.

Delegates at the conference attended the CPA Caribbean, Americas and Atlantic Regional ‘Hot Topic’ Forum on the ‘hot topic’ of the region - ‘Seeking to Increase Women’s Political Participation’. The CPA Regional Hot Topic Forum heard from a number of distinguished speakers. The CPA Regional ‘Hot Topic’ Forums bring together not only Commonwealth Parliamentarians, but also academics, students, civil society organisations and the wider Commonwealth family.

The inaugural Commonwealth Parliamentary Association Lecture was held at the 62nd CPC with former Lord Speaker of the UK Parliament’s House of Lords, Rt Hon. Baroness D’Souza CMG PC, who spoke of the Commonwealth’s enduring political values that bring challenges and opportunities for Commonwealth Parliamentarians. The theme for the new Commonwealth Parliamentary Association Lecture was ‘The Promotion and Implementation of the Commonwealth’s enduring political values - Challenges and Opportunities’. The United Nations Development Programme (UNDP) held a side event for Commonwealth Parliamentarians on Sustainable Development Goal (SDG) 1: ‘Tobacco Control Frameworks and effective Parliamentary Oversight’. A lunchtime event was held by the Commonwealth Initiative for Freedom of Religion and Belief (CIFoRB) on Engaging Effectively with Freedom of Religion or Belief. For further information about the conference visit www.cpahq.org/cpahq/annualconference.
CPA Trustees Meeting, London, United Kingdom

The Commonwealth Parliamentary Association (CPA) Trustees Meeting was held at the CPA Headquarters in London, United Kingdom on Monday 25 April 2016. The CPA Trustees attending this meeting were: Hon. Request Muntanga, MP (Zambia), CPA Treasurer; Mrs Clare Christian, MILC (Tywyn, Isle of Man); and the Secretary General of the CPA, Mr Akbar Khan.

CPA Mid-Year Executive Committee Meeting in London, United Kingdom

The Executive Committee of the Commonwealth Parliamentary Association (CPA) Mid-Year Meetings were held from 27 to 29 April 2016 in London, United Kingdom. The CPA Chairperson, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh chaired the CPA Executive Committee meetings in London with the Executive Committee Members representing the nine regions of the CPA – Africa; Asia; Australia; British Islands; Mediterranean; Caribbean; Americas & Atlantic; India; Pacific; and South East Asia.

Executive Committee Members attended various meetings including the Coordinating Committee, Finance Subcommittee and Planning and Review Subcommittee to review the CPA’s Annual Reports, Audited Accounts and Budget Planning and the work of the CPA.

Members of the Executive Committee considered a number of agenda items including CPA Trustees Annual Report and audited Financial Statements (for the period 1 January to 31 December 2015); revised Programme Strategy 2016-17; Communications Implementation Plan and proposal for an Editorial Advisory Board.

CPA Regional Conferences

Right: Delegates at the 46th CPA British Islands and Mediterranean Region Annual Conference in Jersey.

Above: Members of the CPA Executive Committee attend the CPA Executive Committee Mid-Year Meetings in London, United Kingdom in April 2016.

Above: Parliamentarians at the 41st Regional Conference of the CPA Caribbean, Americas and Atlantic Region in The Bahamas.

CPA British Islands and Mediterranean Region Annual Conference in Jersey, Channel Islands

The 46th CPA British Islands and Mediterranean (BIM) Regional Annual Conference was hosted by the States of Jersey and the CPA Jersey Branch from 15 to 18 May 2016. The Secretary General of the Commonwealth Parliamentary Association, Mr Akbar Khan attended the conference, his first CPA regional conference in his role as Secretary General.

The CPA BIM Region conference was officially opened with a welcoming address by the Bailiff of Jersey, Mr. William Saulthuche, Presiding Officer of the States Assembly. The overall theme of the conference was ‘Parliaments and Public Engagement’ and participants heard from a wide range of speakers. CPA Branches represented at the conference included: Alderney, Cyprus, Falkland Islands, Gibraltar, Guernsey, Isle of Man, Jersey, Malta, Scotland, St Helena, UK, Northern Ireland and Wales.

41st Regional Conference of the CPA Caribbean, Americas and Atlantic Region in The Bahamas

The 41st Regional Conference of the CPA Caribbean, Americas and Atlantic Region in The Bahamas, took place from 22 to 30 July 2016. The theme of the Regional Conference was ‘Modernisation: An Essential Element for the Independence of Parliament and the Deepening of Democracy’. The conference was attended by Speakers, Members of Parliament and parliamentary staff from across the region. The 41st Regional Conference of the Caribbean, Americas and Atlantic Region saw several other events take place including the 9th Regional Conference of the Commonwealth Women Parliamentarians (CWP) for the CAA Region, the Regional Executive Committee Meeting, the Annual General Meeting and the Regional Youth Parliament.

The 9th Regional Conference of Commonwealth Women Parliamentarians (CWP) was held from 23 to 24 July 2016. The two-day meeting was chaired by Hon. Shirley M. Osborne, MLA, Speaker of the Legislative Assembly of Montserrat and Chair of the Regional CWP, as well as Vice-Chairperson of the Executive Committee of the CPA. The Hon. Glenys Hanna-Martin, MP, Minister of Social Services and Community Development, Mr Akbar Khan, Secretary General of the CPA also addressed the 9th Regional Conference of Commonwealth Women Parliamentarians. The theme of the Regional Conference was ‘Parliaments’ Modernisation: An Essential Element for the Independence of Parliament and the Deepening of Democracy’.

45th CPA Australia and Pacific Regional Conference in Rarotonga, Cook Islands

The CPA Australia and Pacific Regional Conference was hosted by the States of Rarotonga and Cook Islands. The conference was attended by CPA Branches across the Asia-Pacific region and the conference theme was ‘Leadership Excellence for the Common Good: Share, Exchanger and Act’.

47th CPA Africa Regional Conference in Mauritius

The CPA Mauritius Branch hosted the 47th CPA Africa Regional Conference from 22 to 27 August 2016, at Bel Ombre in Mauritius. The theme of the conference was ‘Modernisation: An Essential Element for the Independence of Parliament and the Deepening of Democracy’.

5th CPA Australia and Pacific Regional Conference in Rarotonga, Cook Islands

The CPA Cook Islands Branch and the Parliament of the Cook Islands hosted the 5th CPA Australia and Pacific Regional Conference (CWP) Africa Pacific Regional Conference. Delegates attended the conference from CPA Branches across the Africa Region and the CPA International Executive Committee was represented by Hon. Shirley M Osborne, MLA, Vice Chairperson of the CPA Executive Committee and Speaker of the Legislative Assembly of Montserrat.

The conference heard opening addresses by: Hon. Shirley M. Osborne, MLA, Speaker of the Legislative Assembly of Montserrat; and Honourable Mrs Santi Bai Hanoomanjee, GCSDK, Speaker of the Mauritius National Assembly and President of the CPA Africa Region; Hon. Mwende Masoko, MP, Chairperson of CPA Africa Regional Executive Committee; Hon. Angela T. Didiza, MP, Acting Commonwealth Women Parliamentarians (CWP) Africa Region Chairperson; followed by a vote of thanks by Rt Hon. Acho Ihim, MP, Speaker of IMO State and Vice-President of the CPA Africa Region.

CPA Mauritius Branch hosted the 7th Commonwealth Parliamentary Association (CPA) Africa Regional Conference from 22 to 27 August 2016, at Bel Ombre in Mauritius. At the same time, the CPA Mauritius Branch hosted the 7th Commonwealth Women Parliamentarians (CWP) Africa Regional Conference. Delegates attended the conference from CPA Branches across the Africa Region and the CPA International Executive Committee was represented by Hon. Shirley M Osborne, MLA, Vice Chairperson of the CPA Executive Committee and Speaker of the Legislative Assembly of Montserrat.

The conference heard opening addresses by: Hon. Shirley M. Osborne, MLA, Speaker of the Legislative Assembly of Montserrat; and Honourable Mrs Santi Bai Hanoomanjee, GCSDK, Speaker of the Mauritius National Assembly and President of the CPA Africa Region; Hon. Mwende Masoko, MP, Chairperson of CPA Africa Regional Executive Committee; Hon. Angela T. Didiza, MP, Acting Commonwealth Women Parliamentarians (CWP) Africa Region Chairperson; followed by a vote of thanks by Rt Hon. Acho Ihim, MP, Speaker of IMO State and Vice-President of the CPA Africa Region.

35th CPA Australia and Pacific Regional Conference in the Cook Islands

The CPA Cook Islands Branch and the Parliament of the Cook Islands has hosted the 35th Commonwealth Parliamentary Association (CPA) Australia and Pacific Regional Conference from 28 to 30 November 2016 in Rarotonga, Cook Islands.

The conference also saw the signing of a Memorandum of Understanding (MoU) between the legislatures of Prince Edward Island, Canada and the Turks and Caicos Islands in the Caribbean Region. There are a number of twinning and partnership agreements between the regions and the conference theme was ‘Leadership Excellence for the Common Good: Share, Exchanger and Act’.

54th CPA Canada Regional Conference in St. John’s, Newfoundland

The CPA Canada Regional Conference took place in July 2016 hosted by the Newfoundland and Labrador House of Assembly in St. John’s attended by Members of Parliament from across Canada. The conference also hosted the annual steering committee and workshops of the Commonwealth Women Parliamentarians (CWP) Canada Region.

33rd CPA Canada Regional Conference in St. John’s, Newfoundland

The CPA Canada Regional Conference took place in July 2016 hosted by the Newfoundland and Labrador House of Assembly in St. John’s attended by Members of Parliament from across Canada. The conference also hosted the annual steering committee and workshops of the Commonwealth Women Parliamentarians (CWP) Canada Region.

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CPA Branch visits

CPA Bangladesh Branch
The new Secretary-General of the CPA, Mr Akbar Khan met with the Chairperson of the CPA Executive Committee and Speaker of the Parliament of Bangladesh, Hon. Dr Shirin Sharmar Chaudhury, MP on his first official visit to Bangladesh. The Secretary-General also met with parliamentary officials from the Parliament of Bangladesh during his visit to the CPA Bangladesh Branch from 14 to 15 January 2016.

CPA Montserrat Branch
The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan visited the CPA Montserrat Branch from 27 to 29 March 2016. During the visit, the Secretary-General met a number of dignitaries including the Premier of Montserrat, Hon. Donaldson Romeo; the Speaker of theMontserrat Legislative Assembly and Vice-Chairperson of the CPA International Executive Committee, Hon. Shirley Osborne, MLA; the Governor of Montserrat, HE Elizabeth Carriere; OBE; and the Opposition Leader, Hon. Reuben T. Meade. The CPA Secretary-General also met with parliamentary staff and members of the public.

The CPA Secretary-General’s visit included a CPA Roadshow held in Montserrat to help to increase young people’s awareness of parliament and democracy. Attended by local dignitaries and students from Montserrat and Antigua, Speaker Osborne commented that she was happy and encouraged that the CPA had chosen to come to Montserrat for its second CPA Roadshow and she encouraged all young people to be vocal and to seize the opportunity to find their voice and contribute to civic society.

CPA Pakistan Branch
The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan visited the CPA Pakistan Branch during a busy tour of Pakistan from 4 to 7 May 2016. During his visit, the Secretary-General held a number of bilateral meetings with:

- HE Mammnoon Hussain, President of Pakistan
- Senator Hon. Mian Raza Rabbani, Chairman of the Senate of Pakistan at Parliament House
- Mr. Ahmed Bilal Mehbub, President and Secretary-General, Pakistan Institute of Legislative Development and Transparency (PILDAT)
- UNDP Representative, Marc-André Franche, UNDP Pakistan Country Director
- Deputy High Commissioner Patrick Moody at the British High Commission in Islamabad to discuss CPA work in Pakistan.

During his visit to Pakistan, the Secretary-General of the CPA delivered a CPA Roadshow for young people at the National University of Modern Languages (NUML) in Islamabad, Pakistan accompanied by Senator Mushahid Hussain Sayed, Chairman, Senate Standing Committee on Defence and also attended the CPA Parliamentary Staff Development Workshop for the Asia and South East Asia, which was hosted by the CPA Pakistan Branch.

CPA Maldives Branch
At the invitation of the Speaker of the People’s Majlis, Hon. Abdulla Maseeh Mohamed, MP, the Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan visited the CPA Maldives Branch from 22 to 24 May 2016. During the visit, the Secretary-General paid courtesy calls on a number of dignitaries including Hon. Abdulla Maseeh Mohamed, MP, Speaker of the People’s Majlis; HE Ms Dunya Maumoon, Foreign Minister of the Maldives; Hon. Azima Shujur, Minister for Legal Affairs at the President’s Office; the Majority Leader of the People’s Majlis, Hon. Ahmed Nihan Hussain Manik, MP (along with members of the PPM Parliamentary Group); the MDA Parliamentary Group Leader, Hon. Ahmed Siyam Mohamed, MP (along with Members of the MDA Parliamentary Group); Hon. Anara Nasem, MP, a Member of the Adhaalath Party; MDP Parliamentary Group members; the JP Parliamentary Group Leader, Hon. Qasim Ibrahim, MP (along with Members of the JP Parliamentary Group); Hon. Ahmed Malikool, an independent MP, and Mr Ahmed Mohamed, Secretary-General of the People’s Majlis. The CPA has offered its assistance to strengthen the institution of Parliament as part of the Association’s new programmes strategy.

CPA Guernsey Branch
The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan was invited by the States of Guernsey to attend the Annual General Meeting (AGM) of the CPA Guernsey Branch which was attended by many newly-elected deputies of the States Assembly. The CPA Secretary-General was welcomed into the Royal Court and the Assembly Chamber by the Deputy Bailiff of Guernsey and Deputy President of the States, Richard McMahon when he watched the debates and proceedings in the States of Guernsey prior to attending the CPA Guernsey AGM.

During his visit to the States of Assembly, the Secretary-General also met with the Lieutenant-Governor of Guernsey, Vice-Admiral Ian Corder CB and Sir Richard Collas, Bailiff of Guernsey and President of the States Assembly to discuss the work of the Commonwealth Parliamentary Association. The Secretary-General met with many current and newly-elected members of the States of Guernsey following the elections held in Guernsey in April 2016 as well as Guernsey’s longest serving deputy and ‘Mother of the house’, Deputy Mary Lowe. In April 2016, 32% of the deputies that were elected in Guernsey were women – which more than doubled the number of women compared to the previous assembly which had 13% women deputies. The CPA Guernsey Branch hosted the Commonwealth Officers’ and Clerks’ Conference for the Pacific and Australia Regions in Tonga from 10 to 13 July 2016.

CPA Tonga Branch
During a visit to the CPA Pacific Region for the 47th Presiding Officers’ and Clerks’ Conference for the Pacific and Australia Regions in Tonga from 10 to 13 July 2016, Mr Akbar Khan, Secretary-General of the Commonwealth Parliamentary Association (CPA) visited the CPA Tonga Branch. The Secretary-General joined the Speaker of the Tongan Parliament, Lord Tu’ivakano and the Crown Prince of Tonga, HRH Tupouto’a ‘Ulukalala in opening the 47th Presiding Officers’ and Clerks’ Conference in Tonga.

The CPA Secretary-General also undertook a CPA Roadshow tour with visits to local schools and colleges, reaching out to over 5,000 Tongan students to talk about the importance of the political values of the Commonwealth, including diversity, development and democracy.

Women Parliamentarians (CWP) British Islands and Mediterranean Regional Conference in Guernsey in February 2016 where the theme was ‘Influencing Policy and Legislation for the Empowerment of Women’. During his visit to Guernsey, the Secretary-General also delivered a CPA Roadshow on the Commonwealth and democracy to over 100 sixth form students at Guernsey Grammar School and Sixth Form Centre.

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The CPA Secretary-General, Mr Akbar Khan, visited the New Zealand Branch of the CPA and the Parliament of New Zealand on his first visit as Secretary-General from 6 to 9 July 2016. The CPA Secretary-General was received by Rt Hon. David Carter, Speaker of the House of Representatives and David Wilson, Clerk of the House of Representatives at the Parliament of New Zealand. The Secretary-General was received into the Chamber of the House of Representatives during a parliamentary sitting and was received by Members of the New Zealand Parliament.

During his visit to New Zealand, the Secretary-General conducted an interview with Radio New Zealand about the Commonwealth and the work of the CPA. The Secretary-General of the CPA met with Helen Smith, Deputy High Commissioner at the British High Commission to New Zealand before meeting with Andrew Little, MP, Leader of the Opposition and Poto Williams, MP. The Secretary-General visited Te Papa Tongarewa, the national Museum of New Zealand for a guided tour.

As part of the visit, the CPA Secretary-General, Mr Akbar Khan, delivered a CPA Roadshow to students on the Victoria Campus of Northern College in Wellington. The CPA Roadshow was an engaging session with the Victoria University students who also had the opportunity to ask questions. The Secretary-General’s final engagement of the visit was to the Zealandia Sanctuary for a guided walk and tour of the sanctuary and a visit to the Mount Victoria Lookout.

The CPA Secretary-General also met with the First Minister of Northern Ireland, Arlene Foster, MLA, and parliamentary staff. The CPA Secretary-General of the CPA Northern Ireland Branch, Robin Newton, MLA, who is also the President of the CPA Northern Ireland Branch, at Stormalt Parliament Buildings.

The CPA Northern Ireland Branch
The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan, visited the Northern Ireland Branch of the CPA from 26 to 27 September 2016 at the invitation of Jo-Anne Dobson, MLA, Chair of the Northern Ireland CPA Branch, Northern Ireland Assembly.

During his visit to the Northern Ireland Assembly, the Secretary-General of the Commonwealth Parliamentary Association met with the Speaker of the Northern Ireland Assembly, Robin Newton, MLA, who is also the President of the CPA Northern Ireland Branch, at the Parliament Buildings before meeting with Members of the CPA Northern Ireland Executive Committee and other Members of the Assembly. The Secretary-General discussed the range of parliamentary strengthening programmes that the CPA offers and is developing to support the professional development of Members of Parliament and parliamentary staff. The Secretary-General also met with the First Minister of Northern Ireland, Arlene Foster, MLA, and Brenda Hale, MLA.

The CPA Bermuda Branch
The CPA Bermuda Branch has been an active Member of the Commonwealth Parliamentary Association (CPA) since Mr Akbar Khan visited the Bermuda Branch of the CPA from 1 to 6 November 2016 and highlighted the CPA’s programme to further strengthen relations between the CPA and the Bermuda House of Assembly. The CPA Bermuda Branch is keen to work with the Northern Ireland Assembly to share its innovative practices, such as the online Knowledge Exchange Seminar Series, with all legislatures of the CPA across the Commonwealth.

As part of its work, the Bermuda Branch of the CPA hosted a CPA Roadshow on the value of the CPA to students and continues to work with the Bermuda Department of Education on the CPA Roadshow to Bermuda for the first time - to engage with local students on the values that unite the Commonwealth and to highlight youth participation in the Overseas Territories. The CPA Secretary-General was accompanied by Jo-Anne Dobson, MLA, Chair of the Northern Ireland CPA Branch, Northern Ireland Assembly to Lurgan College and by Brenda Hale, MLA, Member of the CPA Northern Ireland Executive Committee on the visit to Dromore Central Primary School.

The CPA Bermuda Branch has been an active Member of the Commonwealth Parliamentary Association (CPA) since Mr Akbar Khan visited the Bermuda Branch of the CPA from 1 to 6 November 2016 and highlighted the CPA’s programme to further strengthen relations between the CPA and the Bermuda House of Assembly. The CPA Bermuda Branch is keen to work with the Northern Ireland Assembly to share its innovative practices, such as the online Knowledge Exchange Seminar Series, with all legislatures of the CPA across the Commonwealth.
27th CPA Commonwealth Parliamentary Seminar in Brisbane, Queensland, Australia

The 27th Commonwealth Parliamentary Seminar was hosted by the CPA Queensland Branch at the Parliament of Queensland on 3 to 11 June 2016. The CPA Commonwealth Parliamentary Seminar was officially opened by His Excellency Hon. Paul de Jersey AC, the Governor of Queensland with a ceremony held at Parliament House in Brisbane. The Speaker of the Legislative Assembly of Queensland, Hon. Peter Wellington MP and Mr Akbar Khan, Secretary General of the Commonwealth Parliamentary Association both gave speeches of welcome at the seminar’s opening ceremony. The ceremony also had an indigenous welcome to Queensland, Australia by community leader Auntie Carol Currie and an indigenous dance performance by the Excelsior dancers.

Hon. Peter Wellington MP, Speaker of the Legislative Assembly of the Queensland Parliament said: “Our Queensland Branch of the Commonwealth Parliamentary Association is honoured to once again host the CPA Commonwealth Parliamentary Seminar this year. Opportunities like this seminar allow us to learn from each other about what other ‘Westminster’ Parliaments are doing, what they are not doing, and as a tool for sharing best practices throughout the Commonwealth.

The seminar delivered the keynote address. The Prime Minister of Sri Lanka outlined that a Seminar for Parliamentarians in Asia on realising human rights is long overdue and in the case of Sri Lanka, the challenge is how to reconcile the people after the long war. He said that the task ahead for Sri Lanka is a difficult one as it involves balancing the issues of reconciliation and accountability which are interdependent. The Hon Speaker of the Parliament of Sri Lanka, Karu Jayasuriya MP said that he believes that Parliament has a critical role to play in the days ahead for nation building in Sri Lanka.

Over three days, Commonwealth Parliamentarians discussed human rights challenges in the region and considered practical actions to improve the situation by using their remits of law making and oversight of the executive. They also considered their relationship with the international human rights system including the work of the Human Rights Council and its Universal Periodic Review mechanism. Asma Jahangir, former United Nations Special Rapporteur on Freedom of Religion or Belief and Deepika Udagama, Chairperson of the Human Rights Commission of Sri Lanka are two of the human rights experts who supported this initiative.

Recognising the fundamental role of Parliament to promote and protect human rights, the Commonwealth Parliamentary Association in partnership with the Commonwealth Secretariat launched a series of regional seminars in 2015 aimed at strengthening the work of parliamentarians in improving their national human rights landscapes.

The Asian Regional Seminar in Sri Lanka is the fourth in the series and seeks commitment to a practical set of actions set out in a declaration as well as support for the establishment of a regional network of Parliamentarians dedicated to implementing the declaration.

27th CPA Commonwealth Parliamentary Seminar delegates were hosted by His Excellency Hon. Paul de Jersey AC, the Governor of Queensland and Mrs Kaye de Jersey at a reception held at Government House, Brisbane. Participants in the seminar benefitted from a number of presentations, workshops and sessions by leading experts in the field of parliamentary strengthening and governance. Sessions were held on a wide variety of topics including: The Evolution of the Commonwealth and the Role of the CPA; The Evolution of Parliamentary Democracy and the Political Scene in Australia; The Member of Parliament, the Party and Policy; Parliamentary Committees and the Importance of Scrutiny; Parliamentarians’ Role in Tackling Domestic Violence; Parliament, the Member and the Media; The Parliamentarian’s Role in Implementing Sustainable Development Goals.

On 3 February 2016 in Colombo, Sri Lanka, members of Parliament, Ministers and Human Rights experts attended the seminar from Sri Lanka and other Commonwealth Asia countries such as Bangladesh, India, Pakistan and Maldives.

Hon. Ranil Wickremesinghe MP, Prime Minister of Sri Lanka opened the CPA Asia Regional Seminar on the Role of Parliamentarians in the Promotion and Protection of Human Rights and at the opening ceremony delivered his keynote address. The Prime Minister of Sri Lanka outlined that a Seminar for Parliamentarians in Asia on realising human rights is long overdue and in the case of Sri Lanka, the challenge is how to reconcile the people after the long war. He said that the task ahead for Sri Lanka is a difficult one as it involves balancing the issues of reconciliation and accountability which are interdependent. The Hon Speaker of the Parliament of Sri Lanka, Karu Jayasuriya MP said that he believes that Parliament has a critical role to play in the days ahead for nation building in Sri Lanka.

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The seminar took place in Trinidad and Tobago in 2015 resulting in the establishment of the Commonwealth Caribbean Parliamentary Human Rights Group. The African regional seminar in Seychelles in March 2014 similarly resulted in the Commonwealth Africa Parliamentary Human Rights Group and the adoption of the Mahé Declaration. The Pacific regional seminar held in New Zealand in July 2015 produced the Piptee Declaration and commitment by parliamentarians to support the establishment of a regional network of Parliamentarians.

At the conclusion of the Commonwealth Regional Seminar on the Role of Parliamentarians in the Promotion and Protection of Human Rights-the Kotte Declaration was adopted and issued.

CPA Asia Regional Human Rights Seminar for Parliamentarians in Colombo, Sri Lanka


Members of Parliament, Ministers and Human Rights experts attended the seminar from Sri Lanka and other Commonwealth Asia countries such as Bangladesh, India, Pakistan and Maldives.

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CPA Acts Regional Information Communications Technology Workshop in Abuja, Nigeria

The workshop was the second in a series which focused on Information Communication Technology (ICT). The first, which was held in December 2014, focused on legislating for ICTs and the use of ICTs by Parliamentarians. It was hosted by the Parliament of Trinidad and Tobago and was delivered to Parliamentarians from the Caribbean, Americas and Atlantic Region. It was organised jointly by the Commonwealth Parliamentary Association (CPA) and the Commonwealth Telecommunications Organisation (CTO).

This workshop took place in Abuja, Nigeria from 21 to 23 February 2016 and was geared towards identifying the opportunities and challenges ICTs pose for the Africa region. It also focused on the role the Internet plays in socio-economic development with a view to equip Parliamentarians’ engagement in its governance.

Participants to the Workshop looked at regional issues such as the status of ICTs for development in Africa, connectivity, e-Commerce and its challenges, and possible multi-stakeholder approaches to global internet governance.

The CPA and its Parliaments and we are delighted to be hosting this seminar.
The CPA and the World Bank Group (WBG) convened a two-day workshop in support of caribbean, Americas and Atlantic Network of Public Accounts Committees (CarNPAC) Core Group Meeting in Bridgetown, Barbados. The seminar agenda included:

- Identify performance as well as financial issues that should form the basis for recommendations for future preparedness.
- Collaborate across PAC associations to identify emerging PAC good practice globally.
- Consider how PACs should plan for business continuity and prepare a report with recommendations for action by 31 December 2016.

Caribbean, Americas and Atlantic Network of Public Accounts Committees CarNPAC Core Group Meeting in Bridgetown, Barbados

The CPA has continued its collaborative work with the World Bank Group to develop and support regional PAC networks. In this regard, the first meeting of the Caribbean, Americas and Atlantic Network of Public Accounts Committees (CarNPAC) took place in Bridgetown, Barbados from 18 to 19 April 2016. The core group includes members from Barbados, Bermuda, Nevis, Jamaica and Trinidad and Tobago. The network is in its early development stages with the first annual meeting of the network scheduled to take place in Kingston, Jamaica in October 2016.

CPA Parliamentary Staff Development Workshop for the Asia and South East Asia Regions was hosted by the Parliament of Pakistan

The Commonwealth Parliamentary Association (CPA) Parliamentary Staff Development Workshop for the Asia and South East Asia Regions was hosted by the Parliament of Pakistan in Islamabad, Pakistan. The CPA Programme, held from 4 to 7 May 2016, was opened by Mr. Amir Perez, Secretary of the Senate in Pakistan and Ms. Meena Khokhar, Chairperson of the Pakistan National Assembly. The seminar was attended by the following members of the staff from the Asia and South East Asia regions: Mr. M. Anwar, Parliament of Pakistan; Mrs. Rabeea Anwar, Parliament of Pakistan; Mr. M. Anwar, Parliament of Pakistan; Mrs. Rabeea Anwar, Chairperson of the Pakistan National Assembly; Senator David Smith, QC, MP, House of Commons, Canada; Hon. Dr. Barton U.A. Scotland, C.C.H, MP and Mr. Akbar Nagamootoo, JP, MP; the Speaker of the Parliament of Guyana, Hon. Dr. Shridath Ramphal, and President of the Commonwealth Parliamentary Association.

The participants in the CPA Parliamentary Staff Development Workshop attended a series of seminars on parliamentary practice and procedures. The resource persons for the CPA Parliamentary Staff Development Workshop were: Mrs. Rabeea Anwar, Parliament of Pakistan; Mr. M. Anwar, Parliament of Pakistan; Mr. M. Anwar, Parliament of Pakistan; Ms. Blatt Mustafa, Director of Research, Senate of Pakistan; Dr. Trevor Allen, Head of the Commonwealth Parliamentary Association; Hon. Dr. Godfrey Haantobolo, Deputy Clerk, Parliament of Zambia; Mr. Peter McHugh, Clerk of the Legislative Assembly of Western Australia; Mr. Simon Ross, Senior Deputy Gellier, Guam.


CPA Post-Election Seminar for the Parliament of Guyana in Georgetown, Guyana

The CPA Commonwealth Parliamentary Association (CPA) Post-Election Seminar for the Parliament of Guyana took place in Georgetown, Guyana, from 30 March to 1 April 2016, hosted by the CPA Guyana Branch. The Seminar was opened by the First Vice-President and Prime Minister of Guyana, Hon. Moses V. Nagamootoo, JP, MP; the Speaker of the Parliament of Guyana, Hon. Dr. Bartu A.U. Scotland, C.C.H, MP and Mr. Akbar Khan, Secretary-General of the Commonwealth Parliamentary Association.

The CPA Resource Team consisted of Hon. Chandra Arya, MP; House of Commons, Canada; Hon. Rodger Cunzner, MP; House of Commons, Canada; the Rt. Hon. David Lammy, MP; House of Commons, United Kingdom; Senator David Smith, QC, Senate of Canada; Mrs. Jacqui Sampson Meiguel, Clerk to the House of Representatives, Parliament of Trinidad and Tobago; Mr. José Cadotette, Deputy Principal Clerk, House of Commons, Canada; and Ms Elizabeth Kingston, CPA Canada Branch Secretary.

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CPA Parliamentary Staff Development Workshop for the Caribbean, Americas and the Atlantic (CAA) Region in St George’s, Grenada.

The 6th Commonwealth Parliamentary Association (CPA) Parliamentary Staff Development Workshop for the CAA Region took place in St George’s, Grenada, hosted by the Parliament of Grenada from Monday 22 to Wednesday 24 August 2016. The CPA Workshop saw Parliamentary staff from across the CAA Region come together to develop their core skills and to share experiences from their own jurisdictions. Parliamentary staff represented the following jurisdictions: Antigua and Barbuda, Anguilla, Guyana, Dominica, Saint Vincent and Grenadines, Jamaica, British Virgin Islands, Bermuda, Barbados, Cayman Islands, Montserrat, Trinidad and Tobago, Turks and Caicos, Saint Christopher and Nevis and Saint Lucia.

One of the Commonwealth Parliamentary Association’s core functions is to develop the capacity of Parliamentary staff and each year the CPA convenes Parliamentary Staff Development Workshops on a regional basis. The Workshops cover specific aspects of serving parliament; for this Workshop, the topics of discussion will include the production and archiving of parliamentary records, clerking for committees and the effective use of technology in Parliament. The CPA has provided similar Workshops for the Africa, Pacific, Asia and South East Asia Regions. The CPA Parliamentary Staff Development Workshop for the CAA Region included an official welcome by the Speaker of the Grenada Parliament, Hon. Michael Pierre MP. The CPA Resource Team for the Workshop included the Clerk of the Parliament of Trinidad and Tobago, Ms Jacqui Sampson-Mequil, the Clerk of the Parliament of Bermuda, Ms Shermette Wolfe; and the former Clerk of the Canadian Senate, Mr Paul Bhise.

2016 meeting of the Caribbean Network of Public Accounts Committees (CarNPAC), Jamaica

Parliamentarians from across the Caribbean, Americas and Atlantic (CAA) Region, who are engaged in scrutinising financial budgets and legislation through Public Accounts Committees, participated in the 2016 meeting of the Caribbean Network of Public Accounts Committees (CarNPAC), hosted by the Parliament of Jamaica from 24 to 25 October 2016. The meeting was opened by Hon. Pearl Charles, CD, MP, JP, Speaker of the Parliament of Jamaica and saw opening addresses by the Chair of the Public Accounts Committee in the Parliament of Jamaica, Hon. Dr Peter Phillips, MP; Ms Adekunle Bussiere, Assistant Director of the Office of Parliamentary Services; and Hon. Cletus A. Avoka, MP from the Parliament of Ghana and Mr Crispin Poyser, Clerk of the United Kingdom Parliament’s Overseas Office.

CPA launches new Regional ‘Hot Topics’ Forums with first event for CPA Asia Region in Pakistan

The CPA headquarters Secretariat launched its first CPA Regional Hot Topics Forum to provide an opportunity for the CPA Members and the wider community to engage with experts on a particular topic which is of specific regional relevance. The CPA Forum was held from 24 to 25 November 2016 hosted by the Senate of the Parliament of Pakistan and the CPA Pakistan Branch.

The Secretary General of the Commonwealth Parliamentary Association, Mr Abkar Khan said: “As a key strand of CPA’s work, the CPA Regional Hot Topic Forum focuses on pressing democracy and good governance issues relevant to Legislatures and the Region. Here in Islamabad, the CPA Regional Hot Topics Forum brings together not only Parliamentarians, but also the Commonwealth family, as well as academics, civil society and media. The CPA Regional Hot Topics Forum will provide an opportunity to discuss ‘Democracies in Transition and the Challenges they face’; a very pertinent topic in this region and indeed across the entire Commonwealth as we seek to strengthen our democratic institutions and respect the importance of the separation of powers. I am delighted to launch the CPA Regional Hot Topics Forum here in the Asia Region of the CPA, hosted by the Pakistan Branch and the Senate of Pakistan.”

The first CPA Regional Hot Topics Forum was held in the CPA Asia Region on the subject of ‘Democracies in Transition and the challenges they face’. At the opening of the CPA Asia Regional Hot Topics Forum, Hon. Mian Raaza Rabbani, Chairman of the Senate of Pakistan expressed the hope that regular interactions like these and by playing an even more constructive part in the Association, Pakistan can benefit more to address the problems of freedom, national integration, implementation of policies, federation and power of the center government and its democracy and to establish itself firmly as a true democracy in the community of the parliamentary democracies of the CPA and around the globe.

Hon. Mian Raaza Rabbani, Chairman of the Senate of Pakistan said: “Learning from the experiences of the other democracies and parliaments is important for Pakistan as we are a democracy in transition and also because we started our journey of transition from dictatorship to democracy. It is also important to tell the people that parliament is no longer a debating club and a revising chamber, but a powerful oversight body that can change the course of the country and the efforts of the Senate of Pakistan to legislate on the rights of the federating units and marginalised segments speak volumes of the changes that have taken place.” He said that the Executive have the tendency to override the Parliament and the time has come that Parliament should stand up to protect its powers. He also thanked the CPA for creating the CPA Regional Hot Topics Forums and for choosing to launch them in Pakistan.

The opening ceremony also heard opening addresses from: Mr Abkar Khan, Secretary General of the Commonwealth Parliamentary Association (CPA), Senator Raja Zafar-ul-Haq, Leader of the House in the Senate of Pakistan; Senator Aitzaz Ahsan, Leader of the Opposition in the Senate of Pakistan. The two day CPA Asia Regional Hot Topics Forum heard from a wide range of experts and commentators in the Region on the subject of Democracies in Transition and the Challenges they face. Participants were drawn from within the local CPA Pakistan Membership and across the CPA Asia Region as well as students from local universities, High Commissioners and civil society groups. Participants heard from a wide range of guest speakers and panellists at the CPA Asia Regional Hot Topics Forum.

Below: The CPA Parliamentary Staff Development Workshop for the Caribbean, Americas and the Atlantic Region in Grenada.
Renewed focus on global trade at CPA-WTO Workshop for Parliamentarians in the Caribbean Region

Parliamentarians will have the opportunity to learn about the Complex issue of global trade and the impact it has on their countries. The workshop will cover topics such as the principles of the World Trade Organization (WTO), the benefits and challenges of trade agreements, and how to ensure that trade policies are equitable and inclusive. Attendees will also have the chance to network with other parliamentarians from across the Caribbean, Americas, and Atlantic Region.

Increased Women’s Political Participation will benefit wider society

The CPA Regional Hot Topic Forum in the Americas and Atlantic Region will explore the importance of increasing women’s political participation. The forum will bring together parliamentarians, experts, and civil society organizations to discuss strategies and best practices for increasing women’s representation in decision-making processes. The event will be held in collaboration with the UNDP and will focus on promoting gender equality and women’s rights.

Newly elected Parliamentarians in Zambia at CPA Post-Election Seminar

The CPA Post-Election Seminar in Zambia is an opportunity for newly elected Members of Parliament to learn about the role of Members in enhancing public’s trust in Parliament. The seminar will cover topics such as the importance of representation, accountability, and transparency in decision-making processes. Attendees will also have the chance to network with other parliamentarians from across the Commonwealth to share good practice and learn from each other.

The CPA Secretariat General, Mr. Akbar Khan, said: “The CPA Post-Election Seminar in Zambia provides an excellent opportunity for newly elected Members to ask questions about parliamentary practice and procedure and to receive guidance on how to perform their roles effectively.”

Delegate and guests from other Commonwealth jurisdictions will also be present at the seminar to share their experiences and best practices in promoting democratic governance and ensuring the effective functioning of parliaments.

Newly elected Parliamentarians to Zambia for the first time

The newly elected Members of the National Assembly of Zambia will be attending the CPA Post-Election Seminar for the first time. The seminar will provide them with an opportunity to learn about the role of Members in enhancing public’s trust in Parliament and to network with other parliamentarians from across the Commonwealth.

This three day CPA/WTO Workshop for Parliamentarians in the Caribbean Region was hosted by the CPA Caribbean, Americas and Atlantic Regional Secretariat in collaboration with the Ministry of Foreign Affairs and Trade of Trinidad and Tobago. The workshop was opened by Hon. Bridgid Annisette-George MP, Speaker of the House of Representatives of Trinidad and Tobago.

The keynote address was given by Senator Hon. Paula Gopee-Scoon, Trade Minister of Trinidad and Tobago. The Minister reaffirmed Trinidad and Tobago’s commitment to the multilateral system of the WTO and that the Government of Trinidad and Tobago is looking to expand and enhance market access into Central America, Africa and Asia as part of efforts to diversify the economy of Trinidad and Tobago away from dependence on oil and gas. Parliamentarians were able to look at the challenges and opportunities for the Caribbean region and for the global economy in relation to trade and heard from renowned experts in the field.

The CPA Regional Hot Topic Forum will be held in London, United Kingdom. The CPA Secretariat in partnership with the Commonwealth Parliamentary Association (CPA) and the World Bank Group has organized the event to provide parliamentarians with an opportunity to learn more about the role of Members in enhancing public’s trust in Parliament and to network with other parliamentarians from across the Commonwealth.
Commonwealth’s enduring political values bring challenges and opportunities for Commonwealth Parliamentarians’ says former Lord Speaker as the inaugural speaker for new Commonwealth Parliamentary Association Lecture Series. Former Lord Speaker of the UK Parliament’s House of Lords, Rt Hon. Baroness D’Souza CMG PC has spoken of the Commonwealth’s enduring political values that bring challenges and opportunities for Commonwealth Parliamentarians as she launched the new Commonwealth Parliamentary Association Lecture Series on 15 December 2016. As the inaugural speaker in the new Commonwealth Parliamentary Association Lecture Series, Baroness D’Souza commented: ‘How should we characterise the world we currently live in? We have conflict, despair, injustice, short-termism, globalisation, growing disparity between the rich and the destitute. I hope that you will agree that there has never been a time when the diversity and unity that the Commonwealth represents has been more needed.

The Commonwealth occupies a special place in the world and stands for the enduring Commonwealth political values, which are universal and timeless. These include democracy, human rights, the separation of powers, good governance and the rule of law, as stated in the Commonwealth Charter. Therefore, the theme for the new Commonwealth Parliamentary Association Lecture Series is ‘The Promotion and Implementation of the Commonwealth’s enduring political values - Challenges and Opportunities’. The inaugural Commonwealth Parliamentary Association Lecture was held in the margins of the 62nd Commonwealth Parliamentary Conference, one of largest gatherings of Commonwealth Parliamentarians, held in London, United Kingdom.

The Commonwealth Parliamentarians Association Lecture Series will offer Members a unique opportunity to hear from distinguished Parliamentarians, such as Baroness D’Souza, who have made an outstanding contribution to their nation’s democracy and to the institution of Parliament and all that it represents. Individually, these Members have devoted their careers to public service and have set the bar of outstanding parliamentary leadership. Collectively, this series of lectures will contribute not only to the CPA’s continuing development, but also to the further sharing of knowledge, understanding and best practice.

For Members who are unable to attend in person, the lectures will be recorded and made available on the CPA website to encourage the further sharing of knowledge, understanding and best practice.

To view video highlights of the inaugural Commonwealth Parliamentary Association Lecture please visit the CPA Headquarters Secretariat YouTube channel: www.cpahq.org/cpahq.youtube.


The Commonwealth Parliamentary Association (CPA) advances parliamentary democracy by enhancing knowledge and understanding of democratic governance, and by building an informed parliamentary community, capable of deepening the Commonwealth’s democratic commitment and co operation among its Parliaments and Legislatures. To further this objective, the CPA launched its pioneering flagship programme - the CPA Fundamentals Programme on Parliamentary Practice and Procedure - at the 62nd Commonwealth Parliamentary Conference, which took place in London, United Kingdom in December 2016. This is the first course of its kind and through the new CPA Fundamentals programme, the CPA aims to assist Commonwealth Parliamentarians in building the capacity of their newly-elected and returning Parliamentarians, by equipping them with:

• Greater depth of knowledge of parliamentary practice and procedure
• Increased in-depth and practical knowledge based on accepted theories and international good practices
• An accredited qualification from an internationally recognised university that will benefit participants for life during and after Parliament.

The programme is interactive and comprehensive, comprising online modules as well as face to face contact with the CPA’s partner universities. This programme also aims to develop well-informed, skilled parliamentary leaders, who will go on to contribute to creating strong democratic legislatures that adhere to principles of good governance.

The unique CPA Fundamentals Programme focusing on Parliamentary Practice and Procedure has two main courses, with one course specifically developed for CPA Small Branches. The CPA works closely with Small Branches (jurisdictions of less than 300,000 people) in all Regions of the Commonwealth to identify their particular needs and requirements in parliamentary strengthening, development and cooperation.

The CPA is working alongside two prestigious Commonwealth universities to provide this flagship programme. The CPA Fundamentals course will be provided to Commonwealth Parliamentarians in partnership with University of Witwatersrand, Johannesburg, South Africa. The specialised CPA Fundamentals course for CPA Small Branches will be delivered to Commonwealth Parliamentarians from CPA Small Branches in partnership with McGill University in Canada, in the form of the Professional Development Certificate in Parliamentary Governance.

Professor David Everatt, Head of the WITS School of Governance, University of Witwatersrand, South Africa said: “The School of Governance at the University of the Witwatersrand, Johannesburg, is very excited to be part of the CPA Fundamentals Programme. We believe that an African context is important in providing particular insights and nuances; as it is for learning from our fellow Commonwealth counterparts across the globe. As one of the more recent democracies in the Commonwealth, we have perhaps had to think harder, and recently, about the fundamentals of democracy in our own context – the formal death of apartheid, the transition into democracy but accompanied by on-going poverty and inequality, the challenge of racial differences – these issues are debated and contested on a daily basis here, and we hope to infuse our inputs with these contemporary issues, and challenge participants to localise them in their own contexts. By being able to call on such luminaries as former Speaker of Parliament, Max Nkula, former Presidents, Thabo Mbeki and Kgalema Motlanthe, as well as senior academics and others, we believe that the course can offer both theory and practice, in a vibrant context that will speak to many, challenge many, and interrogate some inherited orthodoxies that perhaps fit an emerging democracy less well than planned.”

Dr Judith Potter, Dean of the McGill University, School of Continuing Studies said: “Over the past five years, McGill University has emerged as one of the premier universities in the Commonwealth for parliamentary studies. Not only does it offer a globally professional Development Programme for Parliamentary Staff - now in its fifth year - in collaboration with the Commonwealth Parliamentary Association and the World Bank Group, but we are delighted to have been selected by the CPA to develop and deliver this programme, on the Fundamentals of Parliamentary Practice and Procedure for Small Branches. In addition, we have been awarded four Social Sciences and Humanities Research Council grants, including leading at the head for enhanced parliamentary oversight of extractive industries and, most recently, for the establishment of the Global Network of Parliamentary Training Institutes. We greatly look forward to our continued collaboration with the CPA, including the application of leading edge research in professional development programmes for MPs and staff.”

To find out more about the CPA Fundamentals Programme on Parliamentary Practice and Procedure visit www.cpahq.org or email hq.sec@cpahq.org.

Celebrations for the CPA Patron’s 90th Birthday

The Commonwealth Parliamentary Association was represented at the Patron’s Lunch, a celebration of Her Majesty Queen Elizabeth II’s 90th birthday and her many Patronages including as Patron of the Commonwealth Parliamentary Association. The Vice Chairperson of the CPA Executive Committee, Hon. Shirley Osborne MLA, Speaker of the Legislative Assembly of Montserrat, HE Joyce Kikafunda, High Commissioner for Uganda in London (representing the CWP Chairperson); the Commonwealth Parliamentary Association Secretary-General, Mr Akhtar Khan and members of the CPA Headquarters Secretariat staff.

The Trustees continued to make the Association 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 branches by providing funding to assist their Parliamentarians to attend the Association’s events.

The Trustees provided Technical Assistance to Members and of Parliamentarians in the form of advice on/or resource persons for seminars and workshops.

During the year, the Trustees provided financial assistance to developing countries to undertake such activities as:

• Purchasing computer equipment and providing ICT support
• Attending Association workshops and seminars.

Provision of Facilities for Member Branches

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Commonwealth Parliamentary Association marks Commonwealth Day 2016

The Commonwealth Parliamentary Association marked Commonwealth Day 2016 both in London at the CPA Secretariat and across the CPA regions and branches.

Her Majesty Queen Elizabeth II, Head of the Commonwealth and Patron of the Commonwealth Parliamentary Association attended celebrations in London to mark Commonwealth Day 2016 and attended one of the largest multi-faith celebration services in Westminster Abbey along with Hon. Dr Shirin Sharmin Chaudhury, MP, Chairperson of the CPA Executive Committee and Speaker of the Parliament of Bangladesh accompanied by Mr Akbar Khan, Secretary-General of the Commonwealth Parliamentary Association, Commonwealth High Commissioners, the Commonwealth Secretary-General and dignitaries from around the Commonwealth as well as senior politicians and 1,000 school children.

Also attending the service were 40 young people from across the Commonwealth who were attending the CPA Commonwealth Day Youth Programme on the theme of ‘An Inclusive Commonwealth’. The young people represented the following CPA Branches: Ghana, Nigeria, Zambia, Pakistan, Sri Lanka, New South Wales, Alderney, Falkland Islands, Isle of Man, Jersey, Malta, St Helena, UK, Wales, Bermuda, Cayman Islands, Trinidad and Tobago, Turks and Caicos, New Zealand and Malaysia.

The CPA Youth Programme included the following: a tour of the UK Houses of Parliament; a presentation by Ms Peggy McLennan, Guyana Acting High Commissioner on ‘What does the work of a High Commissioner or UK Representative involve?’, a presentation by Dr Roberta Blackman-Woods MP and Mr Ian Liddell-Grainger MP, two UK Members of Parliament on the work that they do in Parliament; an address on ‘An Inclusive Commonwealth’ by Vijay Krishnarayan, Director of the Commonwealth Foundation, and the presentation of their certificates by Mr Akbar Khan, Secretary-General of the CPA.

Commonwealth Day 2016

During the evening of Commonwealth Day 2016, Her Majesty Queen Elizabeth II, Head of the Commonwealth and Patron of the Commonwealth Parliamentary Association met Hon. Dr Shirin Sharmin Chaudhury MP, Chairperson of the CPA Executive Committee and Speaker of the Parliament of Bangladesh and Mr Akbar Khan, Secretary-General of the CPA at the Commonwealth Secretary-General’s Commonwealth Day 2016 reception at Marlborough House, London, UK.

Commonwealth Day has been celebrated around the Commonwealth on the second Monday in March every year since the 1970s.

Commonwealth Day in CPA Branches

CPA Branches across the network of the Commonwealth Parliamentary Association marked Commonwealth Day in many different ways. A number of CPA bursaries providing funding to CPA Branches were awarded to successful applicants for funding for Commonwealth Day 2016.

CPA Australian Capital Territory Branch

The CPA Australian Capital Territory (ACT) Branch hosted an event at the Canberra Museum and Gallery, bringing together High Commissioners and other representatives from Commonwealth member countries, school captains and principals from ACT colleges with Mrs Vicki Dunne MLA, Speaker of the Legislative Assembly for the ACT.

CPA UK Branch

The UK Parliament marked Commonwealth Day 2016 in a number of ways including an adjournment debate in the main chamber of the UK House of Commons secured by the Chair of CPA UK, Ian Liddell-Grainger MP on the theme of ‘Commonwealth Day’ which debated the work of the CPA.

CPA Zambia Branch

The CPA Zambia Branch commemorated Commonwealth Day 2016 at the Parliament Buildings in Lusaka where they invited one secondary school from each of Lusaka’s constituencies and each school selected ten pupils to participate in the Commonwealth Day activities under the theme of ‘An Inclusive Commonwealth’. All of the seven constituencies were represented and a total of 70 pupils participated in the programme. Activities included a poetry competition for young people to prepare and present poems about Zambia’s Democracy and its involvement in the Commonwealth. The poetry competition was designed to inspire young people to acquire knowledge about Zambia’s democratisation process and to participate in those processes. Prizes were awarded for the best poetry and all participants received a pencil case, a 2016-framed calendar and a certificate of participation. The President of the CPA Zambia Branch, Rt. Hon Justice Dr Patrick Matibini, SC, MP and Speaker of the Parliament of Zambia officially opened the Commonwealth Day 2016 programme at Parliament Buildings and those in attendance included Members of the Executive Committee, senior members of staff of the National Assembly and representatives from the Ministry of General Education, who helped to co-ordinate the event.

CPA Rwanda Branch

The CPA Rwanda Branch held an event for young people in celebration of Commonwealth Day 2016 which brought together young people from various higher learning institutions (public & private) across the country to the Parliamentary Buildings in Kigali, Rwanda. In her opening remarks, the Speaker of the Chamber of Deputies, Rt Hon. Mukabakwa Donatille reminded the young participants that as national parliamentarians and as individual representatives of the people, we are driven by our belief in democracy.

CPA Falkland Islands Branch

The programme of events for Commonwealth Day 2016 for the CPA Falkland Islands Branch began with the ceremonial raising of the Commonwealth Flag at both the Falkland Islands Community School and also on Victory Green, a main area of open space in Stanley with local media in attendance. The Commonwealth affirmation was also read to the infant school students who were present at the flag raising and the Speaker of the Legislative Assembly and HE the Governor of the Falkland Islands answered questions from the students about the Commonwealth. Later in the morning, the Falkland Islands Commonwealth Youth Assembly sat in the Legislative Assembly chamber to debate the issue of same-sex marriage. The eight young members of the Youth Assembly supported by Members of the House skillfully debated the issue. In the afternoon, Members of the Legislative Assembly led a small group of young students around the partially complete Commonwealth Walkway in the capital of the Falkland Islands, Stanley in partnership with the Outdoor Trust.

CPA Nigeria Branch

The Nigerian Branch of the Commonwealth Parliamentary Association (CPA) observed the Annual Commonwealth Day celebration on 14 March 2016 at the School for Young Internally Displaced Persons located at the IDP Camp, Kuchingoro, Airport Road, Abuja. The Speaker of the House of Representatives, Rt. Hon. Yaraubu Dogara was represented at the event, by the Chairperson of the House of Representatives, Committee on Inter-Parliamentary Relations, Hon. Samuel Ikon. Five hundred pupils of two temporary schools located in Area 1, Garki and Kuchingoro, Internally Displaced Persons Camps, participated in the celebration. The delegation from the National Assembly donated a large number of items to the school including school sandals, school bags, customized exercise books and food and drinks.

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The Nevis Island Branch of the Commonwealth Parliamentary Association held a Youth Parliament event in Nevis to commemorate Commonwealth Day 2016. In keeping with their year’s theme of ‘An Inclusive Commonwealth’, the Youth Parliamentarians were engaged in a Mock Sitting where a new phase-type debate was introduced. President of the Nevis Island Assembly, Hon. Farrel Smithen, commended the members of the Nevis Branch Youth Parliamentary Association for their performance at a mock sitting at the Nevis Island Assembly. He said it was important to stage mock youth parliamentary sittings which affords young people some exposure to parliament and what goes on when the actual Assembly is in session.

CPA Jamaica Branch

In keeping with the theme of ‘An Inclusive Commonwealth’, the event held in observance of Commonwealth Day 2016 by the CPA Jamaica Branch created a space in which guests could recognize the challenges faced by persons with disabilities and the opportunities for their advancement, while highlighting their achievements and fostering dialogue between persons with and without disabilities. Students and teachers from Hope Valley Experimental School, a primary school that has been established specifically to create an integrated learning environment for students with disabilities were specially invited to the event as well as students and teachers from secondary schools, Members of the Diplomatic Corps, Parliamentarians, staff of the Houses of Parliament and members of the media.

Young people at the event actively participated in the formal components of the programme by saying the opening prayer and delivering the Commonwealth Day 2016 messages of Her Majesty The Queen, the Prime Minister of Jamaica, Hon. Andrew Holness MP and Hon. Portia Simpson Miller MP, Leader of the Opposition. Miss Jasmin Deen from the Salvation Army School for the Blind delivered the Prime Minister’s Message using Job Access with Speech (JAWS) software. The newly elected Speaker of the House of Representatives, Hon. Peamel Charles MP highlighted the core values of the Commonwealth Parliamentary Association and explained how the CPA contributed to promoting greater parliamentary democracy. Senator Floyd Morris, former President of the Senate and Jamaica’s first Parliamentarian who is blind, opened the Intrapal Session by relaying his life story. He detailed the difficulties he faced as an adolescent with a disability in rural Jamaica in the last century. He explained how his commitment to continuing his education put him on the path to achieving his potential. Senator Morris’ presentation served as the catalyst for a lively discussion which explored the means of empowering people with disabilities through legislation, policies and programmes. The young people present appeared to be particularly concerned with the opportunities for higher education for persons with disabilities.

CPA Northern Ireland Branch

This year’s Commonwealth Day celebrations at the Northern Ireland Assembly on 10 March, used the global theme of ‘An Inclusive Commonwealth’ to highlight the importance of cultural inclusivity in Northern Ireland and the role that female leaders have to play. The event, which takes place each year in the Parliament Buildings, was hosted by the Speaker of the Northern Ireland Assembly and President of the Commonwealth Parliamentary Association (CPA) Northern Ireland Branch. This year, Commonwealth Day was part of a week of events on encouraging female participation and representation. Speakers at the event were women from different parts of the Commonwealth, all sharing their own experiences of the importance of women in improving the lives of all citizens, both in Northern Ireland and around the globe. Music, dance, and culture from across the Commonwealth were also showcased with performers from Africa, Asian, the Caribbean, the Pacific and local schools.

8th Commonwealth Youth Parliament takes place in British Columbia, Canada

The 8th Commonwealth Youth Parliament has taken place in British Columbia, Canada, hosted by the Legislative Assembly of British Columbia from 5 to 10 November 2016. In a colourful opening ceremony in the Legislative Chamber at the Parliament Buildings in Victoria, over 60 young participants representing CPA Branches in eight of the nine CPA Regions – Africa, Asia, Australia, British Islands and Mediterranean; Caribbean, Americas and Atlantic; Canada, India; Pacific – came together for the start of a week-long programme of events.

The 8th Commonwealth Youth Parliament (CYP8) was opened by Mr. Akbar Khan, Secretary-General of the Commonwealth Parliamentary Association and said addresses by Hon. Linda Reid MLA, the Speaker of the Legislative Assembly of British Columbia and Mr Craig James, the Clerk of the Legislative Assembly of British Columbia. The opening ceremony also featured a blessing from Elder Mary Ann Thomas and a poetry reading from Zoe Duhanie.

The Speaker of the Legislative Assembly of British Columbia, Hon Linda Reid MLA said: “We are excited to welcome youth from across the Commonwealth to the Legislative Assembly of British Columbia. The 8th Commonwealth Youth Parliament is a unique opportunity for youth to develop leadership and experience and to be empowered to make a positive difference on behalf of their own communities.”

The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan said: “I am delighted to be able to attend the 8th Commonwealth Youth Parliament at the Legislative Assembly of British Columbia in Canada. With 60% of the Commonwealth’s population aged under 30, the Commonwealth Youth Parliament is one of the key programmes organised by the CPA and responds to the needs of its young constituents. The CPA recognises that young people have a proven capacity to develop new ideas and change, and are a vital and valuable investment for now and the future.

The Commonwealth Youth Parliament provides a key development opportunity for young people with ambitions of public office and is designed to demonstrate to potential future young parliamentarians the fundamentals behind the processes of Parliament. The Commonwealth Youth Parliament gives participants a Pan Commonwealth experience and a highly valuable networking opportunity with other participants from across the Commonwealth as well as with current young Members of Parliament who act as mentors throughout the week. The Commonwealth Youth Parliament offers participants an opportunity to experience one of the key institutions which underpins democracy and good governance and are proud to partner with the Legislative Assembly of British Columbia in Canada for this year’s event.”

Participants at the Commonwealth Youth Parliament then started their business of the opening day and began to experience parliamentary life in a real-life situation in the legislative chamber of the Legislative Assembly of British Columbia. The young Parliamentarians met with their party caucuses before preparing for the first parliamentary session of the week. The programme for the Commonwealth Youth Parliament includes taking part in parliamentary procedures as party representatives or independents, debating legislation and motions, holding a Committee of the Whole on a youth employment bill and facing the press in a ‘mock’ media conference. Participants at the 8th Commonwealth Youth Parliament experienced debating a parliamentary bill on youth employment.

The Commonwealth Youth Parliament features young people aged 18 to 29 who experience being a young Parliamentarian and the programme also includes a number of current Members of Parliament in Canada and young parliamentarians from CPA Branches in eight of the nine CPA Regions.

The 8th Commonwealth Youth Parliament is the culmination of a week long programme of events, including the following:

- PLENARY SESSION
- Debates, votes on Bills and government motions.
- Effective presenter, with watchful eyes of experienced parliamentary officials. The agenda included debates, votes on Bills and government motions.
- Full list of CPA Branches represented by the sixty-six young participants at the 8th Commonwealth Youth Parliament were: Alberta (Canada); Australia Capital Territory; British Columbia (Canada); British Virgin Islands, Canada (Federal); Cayman Islands; Falkland Islands; Guyana; Isle of Man; Jamaica; Jersey, Kenya; Montserrat; New Brunswick; New South Wales (Australia); New Zealand; Nigeria (Federal); Niue; Northern Cape (South Africa); Northern Territory (Australia); North West Province (South Africa); North West Territory (Canada); Ontario (Canada); Pakistan (National Assembly); Prince Edward Island (Canada); Punjab, Pakistan, Quebec (Canada); Rajasthan (India); Scotland; Sri Lanka; St Helena; Tonga; Trinidad and Tobago; Turke and Caicos; Uttar Pradesh (India); UK; Wales; Zambia; Zanzibar.
CPA Roadshows launched in Bangladesh to increase young people’s awareness of parliament and democracy across the Commonwealth

The Commonwealth Parliamentary Association (CPA) launched an exciting initiative on 2 March 2016 that will visit schools and universities across the Commonwealth to help to increase young people’s awareness of parliament and democracy.

The new CPA Roadshows aim to strengthen Commonwealth Parliamentarians’ engagement with young people.

The CPA Roadshows were launched by the Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmi Chaudhury MP, Speaker of the Parliament of Bangladesh, who hosted a group of over 150 young people from five different schools and colleges on a visit to the Parliament of Bangladesh in Dhaka.

The Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmi Chaudhury MP said: ‘I am delighted to launch the CPA Roadshows on behalf of the CPA today. Young people are the future of the Commonwealth and the CPA is working to give young people a platform to raise a range of issues that impact their lives. The CPA has a unique network of Parliamentarians from over 180 Commonwealth Parliaments and the CPA Roadshows will engage young people in democracy.

The CPA Roadshows provide an opportunity for young people to discuss the issues of concern about their society and democracy, to meet local Members of Parliament and Parliamentary staff and to find out about the world of the Commonwealth Parliamentary Association and the wider Commonwealth. As the CPA approaches its 105th year, this initiative shows the enduring relevance of the CPA to introduce innovative new initiatives to strengthen democratic accountability and good governance. With the Commonwealth’s 53 member countries having a combined population of more than 2 billion, of which more than 60% are under 30 years of age, the CPA Roadshows will aim to engage with young people and education establishments to promote democracy.

The CPA Roadshows embarked on visits to schools, colleges and universities across the nine regions of the Commonwealth Parliamentary Association in 2016.

Below: The CPA Secretary-General speaks to young people in New Zealand at a CPA Roadshows for Schools and Universities.

CPA Roadshow, Mauritius

The CPA Secretary-General, Mr Akbar Khan, visited the CPA Mauritius Branch and delivered a CPA Roadshow on Parliament and the Commonwealth to students at the University of Technology Mauritius on 28 May 2016. The Secretary-General also met with students who had the opportunity to ask questions.

CPA Roadshow, Queensland, Australia

Ahead of the 27th Commonwealth Parliamentary Seminar, the Secretary General of the CPA, Mr Akbar Khan, visited three local schools in Brisbane as part of the CPA Roadshow tour of Queensland. The CPA Roadshows took place from 2 to 3 June 2016. The Secretary-General was accompanied by the Speaker of the Legislative Assembly, Hon. Peter Wellington MP and the Clerk of the Legislative Assembly, Mr Neil Laurie. At Lourdes Hill College in the local electorate of Bulimba, the Secretary-General, the Speaker and the Clerk met with a group of senior girls who asked questions about global affairs and democracy.

The Secretary-General delivered a CPA Roadshow to a group of over 200 year 10 students at Queensland Academy of Maths, Science and Technology in the electorate of Mount Coot-tha where he spoke about the Commonwealth and the importance of young people in its future. The Secretary-General delivered a final CPA Roadshow to over 100 students at Cavendish Road State High School with a small number of students from Whites Hill State College also attending from the Greenslopes electorate. The final CPA Roadshow was also attended by Mr Joe Kelly MP, the local Member for Greenslopes.

CPA Roadshow, Guernsey

During a Branch visit to CPA Guernsey, the Secretary General of the CPA, Mr Akbar Khan delivered a CPA Roadshow on the Commonwealth and democracy to over 100 sixth form students at Guernsey Grammar School and Sixth Form Centre. The students heard about the Commonwealth, the work of the CPA and were able to ask the Secretary-General about democracy and issues of global concern. The Secretary-General was accompanied by a new university deputy Sarah Hassan Roteil and Simon Ross, Deputy Greffier (Clerk) at the States of Guernsey.

CPA Roadshow, New Zealand

During his first visit to the New Zealand Branch of the CPA and the Parliament of New Zealand as CPA Secretary-General, Mr Akbar Khan delivered a CPA Roadshow to students on the Victoria International Leadership Programme at Victoria University in Wellington. The Secretary-General had an engaging session with the Victoria University students who also had the opportunity to ask questions.

CPA Roadshow, United Kingdom

The CPA Roadshows for young people has visited Ursuline High School in Wimbledon, London with an event for local students. The CPA Roadshow about the Commonwealth, parliament and democracy heard from local UK Member of Parliament for Wimbledon, Stephen Hammond MP who spoke about his role as an MP as well as Arlene Bussette and Anna Schuster from the CPA Headquarters Secretariat who spoke about the Commonwealth and the CPA.
Commonwealth Women Parliamentarians (CWP) Activities

The Commonwealth Women Parliamentarians (CWP) has undertaken a wide range of activities in 2016, with some CPA Regions making use of the Regional Strengthening funds allocated to them.

Commonwealth celebration of International Women’s Day 2016 in London, United Kingdom

The CWP took part in an International Women’s Day 2016 celebration event held at the Commonwealth Secretariat in London, UK entitled ‘Equality for Women is Progress for All’ where the CWP was represented by Dr Roberta Blackman-Woods MP, UK Member of the British Islands and Mediterranean CWP. She spoke on a panel with Professor Rashida Manjoo, former UN Special Rapporteur on Violence Against Women, its causes and consequences.

Dr Blackman-Woods talked about the importance of sustained education of women and girls as a means to their full participation and decision making, especially in economic and political life, including freedom from violence in all its forms, and the link between the importance of education for young women and girls and more diverse and effective leadership which also showcased the work of the CWP in this area. The other members of the panel included: Kamalesh Sharma, Commonwealth Secretary-General; Professor Rashida Manjoo, former UN Special Rapporteur on Violence against Women; and Guy Hewitt, High Commissioner for Barbados in the UK.

To mark International Women’s Day 2016, the Chairperson of the Commonwealth Women Parliamentarians (CWP), Rt Hon. Rebecca Kadaga MP, Speaker of the Parliament of Uganda released a video message where she spoke about women’s representation in the Commonwealth. To view the video please visit http://tinyurl.com/zng6upn.

Commonwealth Women Parliamentarians (CWP) Africa Regional Conference in Tanzania

The CWP Regional event was attended by two of the CWP Steering Committee and ten national and sub-national CPA Branches which were represented which were: Ghana; Kenya; Mauritius; Nigeria; South Africa; Tanzania; Uganda; Zambia and Guernsey and Zanzibar.

The CWP Workshop was opened by Hon. Lindvive Maselo MP, Chairperson of the Executive Committee of the CPA Africa Region who remarked on the importance of women’s participation in decision-making structures especially where women’s participation faces challenges such as safety, security and violence related to elections. The opening remarks were given by Hon. Angela T. Didiza, MP (South Africa), Acting CWP Africa Chairperson.

The workshop focused on four thematic topics: Electoral Systems; Candidates Support; Legal Instruments e.g. The Quota Stem; Political Party Policies; and Women and the Media. Participants heard presentations from Dr Linda Musumba, the founding Dean of Kenyatta University School of Law in Kenya and Dr Lucy Willy Masso, a lecturer at the University of Dar es Salaam in Tanzania.

A large number of recommendations and resolutions from the CWP Regional Workshop were adopted by Members of Parliament. The workshop was officially closed by Rt Hon. Rebecca Kadaga MP, Speaker of the Parliament of Uganda and Chairperson of Commonwealth Women Parliamentarians (CWP) International.

In her closing remarks, she thanked all the participants for their active participation and fruitful discussions in the workshop. The CWP Chairperson stated that while there was tremendous progress being made towards increasing women’s participation in decision-making structures evidenced in positive trends across the regions, various challenges still existed. The Chairperson stated that “one of the main challenges in women’s participation initiatives is raising the awareness of male party leaders about the need to increase women’s political participation and leadership in both the right and the politically advantageous thing to do.” The Chairperson further noted that other continuing challenges included women’s lack of influence in party policy and platform development, absence or limited representation on executive bodies in parties, lack of leadership positions and the marginalization of women’s wings within parties.

Commonwealth Women Parliamentarians (CWP) – Northern Ireland

The CPA Roadshows Bermuda - as part of the CPA Roadshows tour of Commonwealth schools and universities. The Secretary-General was accompanied by Jo-Anne Dobson MLA, Chair of the Northern Ireland CPA, Northern Ireland Assembly to Lungan College and by Brenda Hale MLA, Member of the CPA Northern Ireland Executive Committee on the visit to Dromore Central Primary School.

CWP Roadshows, Bermuda

The CPA Secretary-General, Mr Akbar Khan visited five schools and colleges in Bermuda - Bermuda Institute, Berkeley Institute, Mount Saint Agnes Academy, Salsus Grammar School, Bermuda College - as part of the CPA Roadshows tour of the Commonwealth schools and universities. The Secretary-General was accompanied by Jo-Anne Dobson MLA, Chair of the Northern Ireland CPA, Northern Ireland Assembly to Lungan College and by Brenda Hale MLA, Member of the CPA Northern Ireland Executive Committee on the visit to Dromore Central Primary School.

CWP Roadshows, Northern Ireland

The CPA Secretary-General of the CPA, Mr Akbar Khan visited the Northern Ireland Branch of the CPA and visited two local schools in Northern Ireland - Lungan College and Dromore Central Primary School as part of the CPA Roadshows tour of Commonwealth schools and universities. The Chairperson said that the countries of the Commonwealth can become a better place for future generations. She also briefed the young people about their projects.

CWP Roadshows, Zambia

While visiting Zambia to attend the CPA Post Election Seminar, the Secretary-General, Mr Akbar Khan also delivered a CPA Roadshow at NIPA College in Lusaka. The CPA Roadshows provide an opportunity for young people to learn about the political values of the Commonwealth such as diversity, development and parliamentary democracy; to discuss issues of concern about the society in which they live; and to meet local Members of Parliament and Parliamentary staff and to find out about the work of the CPA. The CPA Roadshow presented to a large group of nearly 500 students and lecturers. In a lively session, students had the opportunity to put their questions on topical political issues to the CPA Secretary-General.

CWP Roadshows – 2016 Evaluation

In 2016, CPA Roadshows were held with the Chairperson of the Executive Committee, the CPA Secretary-General and local Members of Parliament in attendance and they visited a combination of schools, colleges and universities in the following CPA Branches: Bangladesh, Montserrat, Guyana, Palestine, Jersey, Mauritius, Queensland, Guernsey, UK, New Zealand, Tonga, Northern Ireland, Bermuda and Zambia.

In total, there were 30 CPA Roadshows since the launch event in March 2016 with the CPA Roadshows reaching over 8,000 young people (with nearly 5,000 young people in Tonga during the CPA Roadshows visits to seven local colleges) in 2016. Students heard about the Commonwealth’s 1Ds – Diversity, Development and Democracy – and the work of the CPA. The CPA Roadshows have also reached six of the CPA’s nine regions with more CPA Roadshows planned in other regions in 2017/18.

Below: While visiting Zambia to attend the CPA Post Election Seminar, the CPA Secretary General delivered a CPA Roadshow to nearly 500 students at NIPA College in Lusaka.

Above: The CPA was represented by Dr Roberta Blackman-Woods MP (second from left) at the International Women’s Day 2016 celebration event held at in London, UK.

The CPA Roadshows by Hon. Randolph Horton, JP, MP, Speaker of Bermuda College - as part of the CPA Roadshows tour of the Commonwealth schools and universities. The Secretary-General was accompanied by Jo-Anne Dobson MLA, Chair of the Northern Ireland CPA, Northern Ireland Assembly to Lungan College and by Brenda Hale MLA, Member of the CPA Northern Ireland Executive Committee on the visit to Dromore Central Primary School.
Partnership Fund. The principal objective of the programme is the New Zealand emerging leaders’ programme of the Pacific Minister of Public Service, accompanied by Her Excellency Mrs Joy Women, Youth and Children’s Affairs; Hon. John Dean Kuku, Chair Poto Williams, MP were delighted to meet with the Solomon Islands Women. Legislative for the Empowerment of Women from across the CPA British Islands and Mediterranean Region. Related issues New Zealand and the Solomon Islands Women.

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The Commonwealth Women Parliamentarians’ Australia Region held a young women’s leadership workshop entitled ‘Stepping Up at Parliament House’ which was attended by 50 young women who were nominated by Members of the New South Wales Legislative Assembly and the New South Wales Legislative Council. An interactive panel discussion, ‘Pathways to Politics’ gave current women Members the opportunity to discuss their career development with the attendees. A practical session on ‘Communication and Presentation Skills’ also took place.

The Stepping Up Programme is an initiative launched by the Commonwealth Women Parliamentarians (CWP) Australia Region to encourage young women to consider a career in parliament. The initiative was launched in New South Wales when the CWP Australia Region held a follow-up ‘Stepping Up’ event for young women to consider a career in politics in Australia’s capital city. The event included a tri-partisan panel of three female politicians, a community sector panel and a media coaching session with a renowned journalist.

Commonwealth Women Parliamentarians (CWP) attend global network of female Parliamentarians in Jordan

Commonwealth Women Parliamentarians (CWP) attended the first Commonwealth Women Leaders’ Summit to develop an action plan on gender equality and women’s empowerment. A group of visionary women leaders came together at Marlborough House in London to identify practical steps to achieve gender equality and the empowerment of women and girls. The Commonwealth Women Leaders’ Summit was organised by the Commonwealth Secretariat and its partners, the Commonwealth Parliamentary Association, the Royal Commonwealth Society, the Commonwealth Businesswomen’s Network and the Women of the World Festival. Participants started designing an empowerment plan they called the ‘Roadmap 2020’.

The Commonwealth Parliamentary Association Headquarters Secretariat supported a number of Commonwealth Women Parliamentarians (CWP) to attend the summit including Rt. Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda and CWP Chairperson; Members of the CWP Steering Committee from The Maldives, New South Wales; Australia; Wales; Montserrat; British Columbia, Canada; and India as well as many other Commonwealth Women Parliamentarians. The Commonwealth Secretary General Rt. Hon. Patricia Scotland QC said that action on gender equality and women’s empowerment is “the key to the success of the Commonwealth”, and that the Summit forms part of her plans to “move from aspirations to entitlements and from plans to actions.” Delegates from government, business and civil society came to the Summit to ready their experience and to discuss an action plan for women’s empowerment in the Commonwealth. They explored questions raised around education, to making better use of new technologies, to targets and quotas to boost women’s leadership.

The Summit was hosted by the Commonwealth Secretary-General, who was joined by Jude Kelly, founder of the Women of the World Festival and Kiran Bedi, Lieutenant Governor of Punjab, India, in her capacity as keynote speaker.

The Commonwealth Women Parliamentarians (CWP) Australia Region hosted a follow-up ‘Stepping Up’ event for young women to consider a career in politics in Australia’s capital city. The event included a tri-partisan panel of three female politicians, a community sector panel and a media coaching session with a renowned journalist.

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The Australia Capital Territory (ACT) Representative of CWP Australia Region hosted a follow-up ‘Stepping Up’ event for young women to consider a career in politics in Australia’s capital city. The event included a tri-partisan panel of three female politicians, a community sector panel and a media coaching session with a renowned journalist.

Above: Members at the Commonwealth Women Parliamentarians’ British Islands and Mediterranean Regional Conference in Guernsey.

Commonwealth Women Parliamentarians (CWP) attended the Women’s Empowerment Summit, which was held in London on 14 July 2016. The Commonwealth Women Leaders’ Summit was a key event in the Roadmap to 2020, an action plan to promote gender equality and women’s empowerment in the Commonwealth. The Summit was hosted by the Commonwealth Secretary-General, Patricia Scotland QC, and was attended by delegates from across the Commonwealth, including representatives of the Royal Commonwealth Society, the Commonwealth Parliamentary Association, and the Commonwealth Businesswomen’s Network.

The Summit focused on a range of issues, including violence against women, economic empowerment, and political participation. Participants discussed ways to promote gender equality and women’s leadership, with a particular focus on the challenges faced by women in the Commonwealth. The Summit included a variety of events, including a plenary session, panel discussions, and interactive workshops.

Delegates at the Summit highlighted the importance of supporting women in politics and in all aspects of society. They discussed the need for increased representation and for policies that promote gender equality. The Commonwealth Women Leaders’ Summit was an important step towards achieving these goals, and the Roadmap to 2020 provides a roadmap for future action. It is hoped that the Summit and the Roadmap will help to promote gender equality and women’s empowerment across the Commonwealth, and that the challenges faced by women in the Commonwealth will be addressed in a meaningful way.
Commonwealth Women Parliamentarians (CWP) Africa Region meet for Workshop at the KwaZulu-Natal Legislature in South Africa. The KwaZulu Natal Legislative Women’s Caucus and Commonwealth Women Parliamentarians (CWP) group has held a workshop in Durban, South Africa from 20 to 21 September 2016 on the impact of the Sustainable Development Goals (SDGs). The workshop was a joint programme with UNDP on the operationalisation of the SDGs and the role of the CWP in playing effective oversight. The Chairperson of CWP Africa Region, Hon. Angela Theko Pidzitzi, MP (South Africa) gave a keynote address on the topic ‘The role of the Commonwealth Women Parliamentarians in playing effective oversight’ to the Workshop. The following sub-themes were also covered: Transition from the MDGs to SDGs; SDGs alignment to Agenda 2063 and the National Development Plan; Parliamentarians engagement; Gender in the Local Context; Mainstreaming Gender in SDGs; Localising the SDGs; and UN system’s Common Approach to Supporting Countries to Integrate the SDGs.

CWP Canada twinning takes place with Caribbean Women Members

The CWP Canada Regional Conference took place in July 2016 hosted by the Newfoundland and Labrador House of Assembly in St. John’s, Canada attended by women parliamentarians from across the CWP Canada Region. The conference was held immediately prior to the CPA Canada Regional Conference which also took place in St. John’s, Newfoundland.

The CWP Canada Regional Conference saw the participation and attendance of Commonwealth Women Parliamentarians from three CPA Caribbean, Americas and the Atlantic (CAA) Branches of the Commonwealth Parliamentary Association funded through CWP Canada’s 2016 regional strengthening funding from the CPA Headquarters Secretariat. The conference also saw the signing of a Memorandum of Understanding (MoU) between the legislatures of Prince Edward Island, Canada and the Turks and Caicos Islands in the Caribbean Region and a number of twinning arrangements and partnerships are being considered between the CPA Canada Region and the CPA Caribbean, Americas and the Atlantic (CAA) Region through the Caribbean Twinning Initiative, including British Columbia and Guyana. This activity at the CWP regional conference was an extension of these initiatives. The participants from the CAA Region who attended the CWP Canada Regional Conference were: Hon. Nicolette Henry, MP, Minister within the Ministry of Education and Youth Development; Sheila Bhagwachee, MP from Guyana; Hon. Lilian Miskoe OBE, MP and Hon. Josephine Connolly, Deputy Speaker and Ms Tracey Parker, Clerk of the House of Assembly, Turks and Caicos; and Hon. Natalie Neita-Headley, MP, Jamaica.

The CWP Canada Region was of the view that such an initiative, in keeping with the larger Caribbean Twinning Project of the CPA Canada Region, was an excellent means of strengthening the relationship between women Parliamentarians in this hemisphere, leading to a better understanding and appreciation of the challenges facing women in political life regardless of their representational jurisdictions. As part of three, the CWP Canada Region invited guest speakers and women Parliamentarians to address participants on topics relevant to women’s issues and the CWP organization. Discussion topics included ‘Making Legislatures more welcoming to Female Parliamentarians’ and ‘Gender Budgeting’. This year’s objectives were to promote programmes for young women while outlining the vision, mission and values encouraging women’s participation in the political process. The CWP Canada Regional Conference was attended by women Parliamentarians from all regions of Canada.

Commonwealth Women Parliamentarians discuss new ways to tackle political violence against women at CWP triennial conference

Women Parliamentarians from across the Commonwealth gathered in London, United Kingdom for the triennial conference of the Commonwealth Women Parliamentarians (CWP) in December 2016, as part of the wider 62nd Commonwealth Parliamentary Conference. The theme of the fifth Commonwealth Women Parliamentarians (CWP) Conference was ‘Political Violence against Women’.

The conference saw leading figures in Commonwealth Parliaments addressing the delegates. Over 800 Commonwealth Women Parliamentarians attended the conference from forty-three countries and fifty-six Commonwealth Parliamentary Association (CPA) Branches across the Commonwealth. The CWP Conference was opened by the outgoing Chairperson of the Commonwealth Women Parliamentarians, Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda who held office since her election in 2013.

Political violence against women remains one of the key obstacles adversely affecting the welfare of many democracies within the Commonwealth and beyond. This manifests itself in terms of physical, sexual and psychological violence. It is commonly observed that women face violence and intimidation when they decide to run for political office. The first conference session on Violence and Intimidation of ‘Women during Elections’ focused on the fact that throughout the Commonwealth, women face violence and intimidation when they decide to run for political office. Such intimidation may range from being assaulted, sexually abused, psychologically manipulated or even murdered. Delegates suggested that it is imperative that women in public office work to safeguard the protection of their right to serve in political life, and to put in place such measures as to ensure their protection. While violence and intimidation may be dismissed as a cost of doing politics, it rather serves as a severe deterrent cost to the entire political process.

The second session focused on ‘Parliament’s Role in Raising Awareness of Political Violence against Women, and Women’s Equal Civil and Political Rights’. Delegates urged global parliamentary bodies such as the CWP and CPA to play an effective role in protecting and promoting the cause of women and the CPA was urged to consider establishing an Observer and Inquiry Commission under Commonwealth Women Parliamentarians where women’s grievances can be redressed. Delegates also called for the need for the CWP to regularly monitor the status of women in political participation and exert influence on member states in ensuring transparency. Collaboration with civil society and the media in denouncing unacceptable behaviour against women was agreed as a viable means of mitigating the political culture barrier. The key role of both male and female Parliamentarians was highlighted in ensuring an equitable legal environment that deters violence against women, guarantees strong and enforced laws on equality and combats sexism and violence against women.

The third CWP conference session on ‘Legislating Effect to Protect Women from Political Violence’ gave delegates the opportunity to discuss the role of parliament in protecting women from political violence. Some of the significant factors and positions expressed during this session were: women in politics are exposed to violence by sheer virtue of being women in politics; violence against women politicians deters some women from seeking political office; once women have been elected, violence against them serves as an obstacle to fully fulfilling their roles. Awareness needs to be raised that violence against women politicians is a real issue; and it was noted that education is key.

Of particular note, social media has greatly increased women politicians’ exposure to threats of violence and abuse. In seeking to reduce violence against women, it is helpful to have quantifiable measures of violence against women. Where laws do not exist to prevent violence against women politicians, laws should be put in place. Furthermore, where legislation is in place, it needs to be effective and enforceable. The final session of the CWP conference addressed ‘The Role of Civil Society and the Media in Tackling Political Violence against Women’.

The CWP also held a gender-related workshop at the 62nd Commonwealth Parliamentary Conference on ‘Ending violence against women and girls: The impact of social media and the internet in perpetrating violence’. It was noted that the growing reach of the internet and social media presents opportunities, social connections and networks – however, these social media platforms are used by perpetrators to carry out acts of violence against women and girls.


Above: Delegates from across the Commonwealth at the fifth triennial conference of the Commonwealth Women Parliamentarians (CWP) in December 2016 on the theme of ‘Political Violence against Women’.
Working with Partner Organisations

23rd Commonwealth Speakers and Presiding Officers Conference (CSPOC) 2016 in Sahab, Malaysia

During his first overseas visit as the new CPA Secretary-General, Mr Akbar Khan met with Speakers and Presiding Officers at the 23rd Commonwealth Speakers and Presiding Officers Conference (CSPOC) 2016 hosted in Sahab, Malaysia in January 2016. The Secretary-General met with a number of Commonwealth Speakers and Presiding Officers including Pandit Arun bin Haji Mulia, Speaker of the Dewan Rakyat in the Parliament of Malaysia; Hon. Geoff Regan, MP, Speaker of the House of Commons in the Canadian Parliament; Muratza Javed Abbasi, Deputy Speaker of the National Assembly of Pakistan; Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda and Chairperson of the Commonwealth Women Parliamentarians (CWP); and Paruk Roosme Hamzah, the Clerk to the Malaysia Parliament and CPA South Asia Regional Secretary; and Mr Eric Janse, Secretary of the Commonwealth Speakers and Presiding Officers Conference.

Parliamentary Steering Committee on WTO in Brussels, Belgium

The Parliamentary Conference on the WTO (World Trade Organisation) is an annual event usually held at the WTO in Geneva and organized jointly by the Intergovernmental Committee and the European Parliament. The CPA is a full member of the Steering Committee of the Parliamentary Conference to the WTO (SCPCWTO) which is held twice a year and sets the agenda and discussion topics for the Conference.

Secretary-General meets with CARICOM in Guyana

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan met with Ambassador Irwin LaRocque, Secretary-General of the Caribbean Community (CARICOM) for a bilateral meeting during his visit to the Caribbean region in March 2016.

Secretary-General attends World Bank and International Monetary Fund Global Parliamentary Conference in Washington DC, USA

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan attended the 2016 Global Parliamentary Conference, organised by the World Bank Group (WBG), the International Monetary Fund (IMF) and the Parliamentary Network on the World Bank and IMF in Washington DC, USA in April 2016.

The Global Conference is the Parliamentary Network’s flagship event, bringing together some 200 Parliamentarians from over 100 countries, leaders from civil society and partner organizations, and top officials from a number of International Financial Institutions including the World Bank, IMF and regional development banks.

The Secretary-General attended a special session on the theme of the seminar ‘Towards realizing the Africa Agenda 2063 and the SDGs: The Role of Parliamentary Administration’.

The Steering Committee Members were able to attend as observers and to ask questions of the EU Joint Committee as part of the session.

Organisation of Economic Cooperation and Development (OECD) Parliamentary Days in Paris, France

The OECD Parliamentary Day brings together parliamentary delegations from across the OECD’s membership and other parliamentary organizations such as the Assemblée Parlementaire de la Francophonie (APF), Women in Parliament, GOPAC and many others. The gathering brings with it an opportunity for the CPA to access the OECD’s information library, key thematic areas relating to the work of Parliamentarians and an excellent opportunity to explore potential collaboration with other international parliamentary bodies.

The Commonwealth Parliamentary Association Secretary-General, Mr Akbar Khan attended this meeting from 4th to 5th February 2016. During that period he held a number of bilateral meetings on the side-lines of the main event. These included meetings with the OECD Secretary-General Angela Gurra, representatives from Women in Parliament and CPA Parliamentarians.

SOCATT Africa Region Professional Development Seminar in Accra, Ghana

The Commonwealth Parliamentary Association Africa Region and the Society of Clerks-at-the-Table (SOCATT) Africa Region have held the 2016 SOCATT Africa Region Professional Development Seminar in Accra, Ghana, hosted by the Parliament of Ghana. The theme of the seminar was ‘Towards realizing the Africa Agenda 2063 and the SDGs: The Role of Parliamentary Administration’.

The seminar was officially opened by Rt Hon. Edward K. Doe-Adjafo, Speaker of the Parliament of Ghana with addresses by Adv. M. E. Phindela, Secretary to the National Council of Provinces, RSA, Chairperson of SOCATT Africa Region; Mr. Emmanuel Anyanwu, Clerk of the Parliament of Ghana; and Mr Joe Omorodion, CPA Director of Finance and Administration, representing the Secretary-General of the Commonwealth Parliamentary Association.

Symposium of Parliamentary Training Institutes in Montréal, Canada

The CPA Headquarters Secretariat participated in a symposium for organizations involved in training Parliamentary Staff in Montreal, Canada organised by McGill University.

The symposium was held on the eve of the residency of the International Professional Development Programme for Parliamentary Staff and the objective being to first identify if there is a need for a network or community of institutions which focus on Parliamentary strengthening i.e. development of a Community of Practice (CoP).

44th Plenary Session of the Inter-Parliamentary Assembly of the CIS Member Nations in St Petersburg, Russia

The Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmun Chaudhury, MP, Speaker of the Parliament of Bangladesh attended the 44th Plenary Session of the Inter-Parliamentary Assembly of the CIS Member Nations in St Petersburg, Russia to discuss cooperation between the Commonwealth Parliamentary Association and the CIS nations. The CPA Chairperson met with Valentina Marvynko, Chairman of the Federation Council.

UKOTA delegation meeting at CPA Secretariat in London

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan, together with the Vice-Chairperson of the CPA Executive Committee, Hon. Shirley M. Osborne, MLA, Speaker of the Montserrat Legislative Assembly, welcomed a delegation from UKOTA (UK Overseas Territories Association) to the CPA Headquarters Secretariat in London, UK in June 2016.

The delegation had the opportunity to meet with the CPA Secretary-General to hear about the work including the CPA’s focus on Small Branches and the new Programmes Strategy. The delegation also heard about the work of the CPA Vice-Chairperson, who represents a Small Branch of the CPA herself as well as the work of the Commonwealth Women Parliamentarians (CWP) and Commonwealth Youth Parliament. The UKOTA delegation included representatives of: Falkland Islands Government, British Virgin Islands, Bermuda, Cayman Islands, St Helenas, Tristan da Cunha, Turks & Caicos and Montserrat.

2016 Parliamentary Conference on the WTO, Geneva, Switzerland

The Parliamentary Conference on the WTO (World Trade Organisation), organised jointly by the Inter-Parliamentary Union (IPU) and the European Parliament, (EP), has become a regular feature on the international calendar. Sessions are organised each year as well as on the occasion of WTO Ministerial Conferences. The Parliamentary Conference on the WTO is an annual event held at the WTO in Geneva. The Commonwealth Parliamentary Association is a full member of the Steering Committee of the Parliamentary Conference to the WTO (SCPCWTO) which is held twice a year and sets the agenda and discussion topics for the main conference.

The 2016 Annual Session of the Parliamentary Conference on the WTO was held at the WTO Headquarters in Geneva on 13 to 14 June 2016 under the theme of ‘What Future for the WTO?’. The CPA was represented at this high level event by Hon. Dato’ Noraini Ahmad, MP (Malaysia), Executive Committee Member for South East Asia and also Chair of the Malaysia External Trade Development Corporation. The conference was attended by parliamentary delegations from the Commonwealth and beyond as well as other key partners (IPU, European Parliament, WTO).

Hon. Dato’ Noraini Ahmad, MP (Malaysia) represented the CPA and also the Commonwealth Women Parliamentarians (CWP) on the conference panel for the gender related session on the second day of the main conference titled ‘Trade as tool of social progress: Gender perspective’.

Below: The CPA Vice-Chairperson and CPA Secretary-General welcomed a delegation from UKOTA (UK Overseas Territories Association) to the CPA Headquarters Secretariat in London, UK.
Above: Delegates at the 47th Presiding Officers’ and Clerks’ Conference for the Pacific and Australia Regions in Tonga.

47th Presiding Officers’ and Clerks’ Conference for the Pacific and Australia Regions in Tonga

Speaking at the 47th Presiding Officers’ and Clerks’ Conference for the CPA Pacific and Australia Regions in Tonga, Mr Akbar Khan, Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan attended the 2016 Annual Meetings of the World Bank and IMF at the World Bank Group Headquarters in Washington DC, USA.

The theme of the 47th Presiding Officers’ and Clerks’ Conference was ‘Navigating together the challenges for modern parliaments’. The Secretary-General commented that in the Pacific, these challenges are felt particularly acutely by Small Island States given the often severe constraints on capacity and resources, the limited settings of Parliament and the unpredictability of constitutional challenges resulting in recourse to the courts from time to time. He added that by not addressing these challenges, we risk impacting the human development of the country and region. Coming out of these challenges, the Secretary-General commented, comes the opportunity to work together to find solutions through discussion and the exchange of views, which the CPA seeks to promote through connecting, developing and supporting parliamentarians and their staff to identify benchmarks of good governance and the implementation of the enduring values of the Commonwealth.

The Secretary-General joined the Speaker of the Tongan Parliament, Lord Tuivakano and the Crown Prince of Tonga, HRH Tupouto’a ‘Ulukalala in opening the Conference.

During the visit to the Pacific Region for the Presiding Officers and Clerks Conference, the Secretary-General also visited the CPA Tonga Branch and undertook a CPA Roadshows tour with visits to local schools and colleges, reaching out to over 5,000 Tongan students to talk about the importance of the political values of the Commonwealth, including diversity, development and democracy.

Secretary-General attends 2016 Annual Meetings of the World Bank and IMF in Washington DC, USA

The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan attended the 2016 Annual Meetings of the World Bank Group (WBG), the International Monetary Fund (IMF) and the Parliamentary Network on the World Bank and IMF in Washington DC, USA.

The Annual Meetings bring together Parliamentarians from over 100 countries, leaders from civil society and partner organisations, and top officials from a number of International Financial Institutions including the World Bank, IMF and regional development banks. Reaching out to new partners in the margins of this meeting is key for the Commonwealth Parliamentary Association (CPA) and its partners in order to function as effective, accountable and transparent institutions in line with the aspirations of the SDGs.

A decade on, SDG 16 offers a unique opportunity to revisit the expectations of a good and democratic parliament. Therefore, in collaboration with the Westminster Foundation for Democracy, the CPA convened a study group of leading experts in the field of parliamentary strengthening to review the CPA Benchmarks and continue with this seminal work in setting standards for parliaments. The group considered the development of tools to help parliamentarians craft their reform agenda in line with the aspirations of SDG 16; increasing effectiveness, accountability, transparency and becoming more inclusive and responsive institutions. The organisations represented at the study group included Commonwealth Parliamentary Association (CPA); Westminster Foundation for Democracy (WFD); National Democratic Institute (NDI); United Nations Development Programme (UNDP); World Bank Group (WBG); Organisation for Economic Cooperation and Development (OECD).

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan, who co-chaired the study group with the Westminster Foundation for Democracy (WFD), said: “SDG 16 anchors the importance of parliament as a strong institution aiding human development. Gathering together this group of experts in the field of parliamentary strengthening to revise and refresh the pioneering CPA Benchmarks is timely, as we seek to strengthen parliaments in line with the aspirations of the SDGs.”

Anthony Smith, CEO, Westminster Foundation for Democracy (WFD) said: “The parliamentary community made important contributions to the development of the SDGs. Now it is time to help to implement them. We want to consider how the CPA Benchmarks can help parliaments do this.”

Lisa VonTrapp, OECD said: “The CPA Benchmarks were essential to developing and codifying international norms and standards around democratic legislatures. Ten years later, and in light of new opportunities afforded by the SDGs, it is appropriate that we examine whether and how these standards have evolved and how we might operate some of the learning that has come out of their use.”

Charles Chauvel, United Nations Development Programme (UNDP) said: “Agenda 2030 applies to both developed and developing countries, and makes an explicit link in SDG 16 between good governance and sustainable human development. These are also both important features of the Commonwealth Charter. As we consider how to measure progress in achieving both the global goals and the aim of the Charter, we need credible and up to date indicators about how parliaments are functioning. Do they follow processes that are inclusive, representative, and participatory, in order to function as effective, accountable and transparent institutions? This exercise is an important contributor to achieving these.”

This study group is the first stage of a joint project between the Commonwealth Parliamentary Association (CPA) and the Westminster Foundation for Democracy (WFD) to update the Benchmarks for Democratic Legislatures to take account of the Sustainable Development Goals.

Secretary-General promotes cross parliamentary cooperation at 2016 IPU Assembly in Geneva

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan has attended the 135th Inter-Parliamentary Union (IPU) Assembly together with Speakers and Members of Parliament from across the Commonwealth and beyond. The IPU Assembly’s key theme for 2016 was addressing the role of parliamentarians as early responders to human rights abuses and encouraging Commonwealth parliaments to be at the forefront in raising the alarm and taking action when serious human rights challenges arise.

The CPA Secretary-General met with his counterpart Mr Martin Chungong, IPU Secretary-General for a bilateral discussion around areas of common concern and interest to both organisations, such as the CPA work around reviewing the Benchmarks for Democratic Legislatures in line with Sustainable Development Goal 16, and IPU’s work around the Sustainable Development Goals. There are also a number of areas of collaboration on parliamentary youth work, promoting work of the Commonwealth Women Parliamentarians (CWP) and the IPU equivalent and also promoting events at International Day of Democracy. The IPU and CPA have overlapping members and similar interests to serve and the discussion between the two Secretaries-General focused on the need to strengthen collaboration to avoid duplication, promote cost sharing and meet the needs of the shared membership.

The IPU Assembly brings together more than 700 Parliamentarians from over 100 countries. Reaching out to new partners in the margins of this meeting is key for the Commonwealth Parliamentary Association as it moves to better respond to the needs of today’s Parliamentarians. The Secretary-General has explored avenues of cooperation to enhance CPA’s programmes of parliamentary strengthening initiatives with key partners and organisations at the margins of the IPU Assembly.

The Secretary-General of the CPA attended a number of sessions during the IPU Assembly. While at the 2016 Assembly, the Secretary-General also held a number of bilateral meetings in the margins of the Assembly to discuss the CPA’s work around reviewing the CPA’s Benchmarks and continued cross parliamentary participation and cooperation with the Commonwealth Parliamentary Association (CPA); Westminster Foundation for Democracy (WFD); National Democratic Institute (NDI); United Nations Development Programme (UNDP); World Bank Group (WBG); Organisation for Economic Cooperation and Development (OECD); Commonwealth Local Government Forum (CLGF); Commonwealth Human Rights Initiative (CHRI); CASS Business School; Westminster Foundation for Democracy (WFD); African Legal Aid (ALA); British Red Cross UK; Wayamo Foundation; and Commonwealth Initiative for Freedom of Religion or Belief.

Parliamentary strengthening partners hold study group on updating democratic benchmarks

A joint study group of parliamentarians in parliamentary strengthening convened by (CPA); Westminster Foundation for Democracy (WFD) and the Commonwealth Local Government Forum (CLGF) to review the Commonwealth Parliamentary Association’s (CPA) Benchmarks for Democratic Legislatures in light of the aspirations set out in Goal 16 of the Sustainable Development Goals (SDGs) SDG 16 centres on peaceful and inclusive societies for sustainable development and the role of effective, accountable and inclusive institutions at all levels. Effective parliaments are the principal institutions of the state, central to the attainment of SDG 16, the development agenda and all of the 17 Sustainable Development Goals.

The launch of the Benchmarks for Democratic Legislatures in 2006 by the CPA and its partners was a bold and pioneering step to the development of the CPA as a key aspect of the continuing development of parliamentary standards. Masterclasses, Regional Hot Topics, Technical Assistance and the CPA’s outreach efforts continue to provide a forum for the Commonwealth Parliamentary Association’s outreach efforts, but it is a key aspect of the Commonwealth Parliamentary Association’s outreach efforts.

The Secretary-General commented that in the Pacific, these challenges are felt particularly acutely by Small Island States given the often severe constraints on capacity and resources, the limited settings of Parliament and the unpredictability of constitutional challenges resulting in recourse to the courts from time to time. He added that by not addressing these challenges, we risk impacting the human development of the country and region. Coming out of these challenges, the Secretary-General commented, comes the opportunity to work together to find solutions through discussion and the exchange of views, which the CPA seeks to promote through connecting, developing and supporting parliamentarians and their staff to identify benchmarks of good governance and the implementation of the enduring values of the Commonwealth.

A wide range of representatives attended the event including Commonwealth Magistrates and Judges Association (CMJA); Commonwealth Local Government Forum (CLGF); UK Foreign and Commonwealth Office (FCO); Women in Parliaments (WIP); Royal Overseas League (ROSL); Commonwealth Lawyers Association (CLA); Nexus; Royal Commonwealth Society; Commonwealth Foundation; Commonwealth Secretariat; Commonwealth Telecommunications Organisation (CTO); Commonwealth Human Rights Initiative (CHRI); CASS Business School; Westminster Foundation for Democracy (WFD); African Legal Aid (ALA); British Red Cross UK; Wayamo Foundation; and Commonwealth Initiative for Freedom of Religion or Belief.

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan, introduced himself and his vision for the CPA to the ‘Commonwealth family’ in February 2016 during an informal breakfast meeting for partner organisations held at the United Kingdom Parliament.

A decade on, SDG 16 offers a unique opportunity to revisit the expectations of a good and democratic parliament. Therefore, in collaboration with the Westminster Foundation for Democracy, the CPA convened a study group of leading experts in the field of parliamentary strengthening to review the CPA Benchmarks and continue with this seminal work in setting standards for parliaments.

The group considered the development of tools to help parliamentarians craft their reform agenda in line with the aspirations of SDG 16 increasing effectiveness, accountability, transparency and becoming more inclusive and responsive institutions. The organisations represented at the study group included Commonwealth Parliamentary Association (CPA); Westminster Foundation for Democracy (WFD); National Democratic Institute (NDI); United Nations Development Programme (UNDP); World Bank Group (WBG); Organisation for Economic Cooperation and Development (OECD).

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan, who co-chaired the study group with the Westminster Foundation for Democracy (WFD), said: “SDG 16 anchors the importance of parliament as a strong institution aiding human development. Gathering together this group of experts in the field of parliamentary strengthening to revise and refresh the pioneering CPA Benchmarks is timely, as we seek to strengthen parliaments in line with the aspirations of the SDGs.”

Anthony Smith, CEO, Westminster Foundation for Democracy (WFD) said: “The parliamentary community made important contributions to the development of the SDGs. Now it is time to help to implement them. We want to consider how the CPA Benchmarks can help parliaments do this.”

Lisa VonTrapp, OECD said: “The CPA Benchmarks were essential to developing and codifying international norms and standards around democratic legislatures. Ten years later, and in light of new opportunities afforded by the SDGs, it is appropriate that we examine whether and how these standards have evolved and how we might operate some of the learning that has come out of their use.”

Charles Chauvel, United Nations Development Programme (UNDP) said: “Agenda 2030 applies to both developed and developing countries, and makes an explicit link in SDG 16 between good governance and sustainable human development. These are also both important features of the Commonwealth Charter. As we consider how to measure progress in achieving both the global goals and the aim of the Charter, we need credible and up to date indicators about how parliaments are functioning. Do they follow processes that are inclusive, representative, and participatory, in order to function as effective, accountable and transparent institutions? This exercise is an important contributor to achieving these.”
Communications and The Parliamentarian

The Parliamentarian and Other publications

Keeping in line with the CPA Strategic Plan 2013-2017, the CPA Headquarters Secretariat published the following publications in 2016:

- **The Parliamentarian 2016: Issue One** focusing on Climate Change and CHOGM – following the COP21 Paris Climate Change Conference in December 2015 and the Commonwealth Heads of Government Meeting (CHOGM) in Malta in November 2015, there were many outcomes and issues to examine. This issue of The Parliamentarian looked at the impact of climate change on the Commonwealth and the role that Parliamentarians can play in this highly complex issue. It also featured reports from CHOGM 2015 and the four satellite Forums that took place – Women’s, Business, People’s and Youth’s.

- **The Parliamentarian 2016: Issue Two** focusing on the Separation of Powers – the CPA has been a key partner in developing Commonwealth Latimer House Principles and this issue of The Parliamentarian also contained an obituary for the late Hon. Request Muntanga, CPA Treasurer from 2014-2016.

- **The Parliamentarian 2016: Issue Four** examined the Commonwealth theme of ‘An Inclusive Commonwealth’ and in particular, youth engagement in our Commonwealth Parliaments. With approximately 60% of the Commonwealth’s 2 billion population currently under the age of 30, the engagement of young people is a key factor in fostering an inclusive Commonwealth. For Parliaments to remain relevant they must adapt to be more accessible and transparent to all citizens and especially actively engaging young people through greater outreach and the use of digital technology. Articles featured the engagement of young people, the new CPA Roadshows programmes and examples of parliamentary youth initiatives from across the Commonwealth. In addition, this issue featured the role of the Women’s Caucus in advancing the implementation of the UN Sustainable Development Goals in the Africa Region. Trinidad and Tobago’s role in Commonwealth trade; political activism in the Bangladeshi diaspora; establishing a model political communication strategy for persons with disabilities; and the challenges for parliamentary democracies in their composition.

- **CPA Update quarterly e-newsletters** were delivered for the following periods: January to March 2016; April to June 2016; July to October 2016; October 2016 to January 2017.

These publications and e-newsletters helped to strengthen communications with Members and provided Members and Parliaments with comparative parliamentary information and the sharing of best practice. Archived issues of The Parliamentarian’s website, under the ‘Resources’ menu, can all be accessed from the CPA website.

Visits to the CPA Headquarters Secretariat

The CPA Headquarters Secretariat continues to welcome visitors from all CPA Branches and from representatives of partner and international organisations. These visits provide a platform for visitors to learn about the CPA and the various programmes available to its Member Branches as well as an opportunity for collaborations with other organisations.

Editorial Advisory Board – The Parliamentarian

The CPA Headquarters Secretariat introduced a proposal to establish an Editorial Advisory Board to advise the Editor and the current Editorial Operations Board (which is composed of the Secretary-General and two Directors with the Editor) on The Parliamentarian’s direction and editorial content for the years ahead. The role of the Editorial Advisory Board will be to review content, propose themes and topics for future issues, contribute articles and to assist with sourcing contributors for The Parliamentarian. The Editorial Advisory Board can also propose new ideas for the promotion and future direction of The Parliamentarian for the benefit of the CPA and its Members. Members of the Editorial Advisory Board will be sought to represent the diversity of the CPA and its Regions and Branches as well as external stakeholders from a range of different fields. Each of the nine regions of the CPA will be represented on the Editorial Advisory Board and the Commonwealth Women Parliamentarians (CWP) will be represented on the board by the Vice-Chairperson of the CWP Steering Committee.

The Editorial Advisory Board will be composed of Parliamentarians (either current or former Members) and ‘experts’ from the fields of academia, civil society, the media, organisations engaged in parliamentary strengthening and Commonwealth organisations.

The members of the Editorial Advisory Board are proposed to be invited to join the board in 2017 and for it to be active, subject to its members being approved by the Executive Committee in April 2017.

CPA Annual Report

The CPA 2015 Annual Report was completed during 2016 and distributed to CPA Branches and Officers as hard copies and electronically. The Annual Report was also published on the CPA website and distributed to international organisations and other stakeholders and partners. The CPA Annual Report was also distributed to Members at the CPA General Assembly held as part of the annual conference.

CWP Publications

The CWP Strategic Plan 2014-2018 was published in 2016 and copies distributed to the CWP Steering Committee. The CPA annual newsletter has also been published.

The CPA Headquarters Secretariat welcomed over 100 visitors to the offices in London, UK in 2016 from CPA Branches and Regions, including Members of Parliament, current and former Executive Committee Members, Parliamentary staff and from partner organisations. If you require further information about visiting the CPA Headquarters Secretariat please email hq.sec@cpahq.org.
CPSA website www.cpahq.org

The ongoing work to continually update the content and layout of the current CPA website continued in 2016 in line with the CPA Communications Implementation Plan. The current website has continued to be updated with new links, news and resources and continues to be a popular source of information for our Members alongside the CPA social media channels.

The CPA social media channels (Twitter, Facebook, YouTube for video content and Flickr for image sharing) have continued to grow in their numbers of followers.

As part of the CPA Business Review undertaken by CASS Consultants in 2016, a full review of all IT systems and processes has been undertaken including the website (server, hosting, website system, website databases) and the CPA Headquarters Secretariat awaits the implementation of this review following the CPA staff restructure due in summer 2017.

In the meantime, the CPA Headquarters Secretariat are preparing site maps, content and copy for the new website in order to progress with the redevelopment in late 2017/early 2018.

The CPA website user statistics indicate that the number of users of the CPA website has fallen over the middle period of the year and then risen again at the end. The country of origin statistics show the comparative country of origin of visitors to the CPA website.

Of all visitors to the CPA website, over a third came direct to the website, another third came from a search engine like Google or Yahoo. The remaining 10% were from ‘click-throughs’ to the website and another third came from a search engine like Google or Yahoo.

The CPA website user statistics indicate that the number of users of the CPA website has fallen over the middle period of the year and then risen again at the end. The country of origin statistics show the comparative country of origin of visitors to the CPA website.

Frequency of visitors to the CPA website

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of visitors to the CPA website</td>
<td>• 25.39%</td>
<td>• 28.60%</td>
<td>• 29.4%</td>
<td>• 32.11%</td>
</tr>
<tr>
<td>Returning visitors</td>
<td>• 72.61%</td>
<td>• 71.4%</td>
<td>• 70.6%</td>
<td>• 67.89%</td>
</tr>
<tr>
<td>New visitors</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

How do visitors to the CPA website view it?

- On PC/desktop: • 67.87% • 71.93% • 69.55% • 68.09%
- On mobile device: • 25.93% • 23.37% • 22.87% • 27.19%
- On a tablet: • 6.21% • 4.50% • 4.58% • 4.72%

How do visitors to the CPA website find it?

- Direct to the website: • 35.1% • 42.37% • 43.7% • 44.6%
- Organic search (e.g. Google/Yahoo): • 60.5% • 47.99% • 47.8% • 47.1%
- Click through from other websites*: • 2.3% • 5.88% • 4.4% • 4.4%
- Click through from social media: • 2.1% • 3.76% • 4.1% • 3.8%

* The top referral websites for this period included The Commonwealth Secretariat website, Uganda Parliament, CPC 2016 website and Wikipedia.

CPA Social Media Channels: User Statistics:

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Facebook.com/CPAHQ</td>
<td>• 902 to 1,064</td>
<td>• 1,075 to 1,194</td>
<td>• 1,208 to 1,300</td>
<td>• 1,300 to 1,415</td>
</tr>
<tr>
<td>Number of ‘Likes’</td>
<td>27% increase</td>
<td>11% increase</td>
<td>8% increase</td>
<td>9% increase</td>
</tr>
<tr>
<td>Highest reach of Facebook posts</td>
<td>1,652 users on 16 March 2016</td>
<td>1,488 users on 8 April 2016</td>
<td>1,489 users on 7 September 2016</td>
<td>1,243 users on 19 October 2016</td>
</tr>
<tr>
<td>Twitter @CPA_Secretariat</td>
<td>730 to 913 followers</td>
<td>713 to 864 followers</td>
<td>864 to 986 followers</td>
<td>986 to 1,178 followers</td>
</tr>
<tr>
<td>Number of followers</td>
<td>11% increase</td>
<td>21% increase</td>
<td>14% increase</td>
<td>19% increase</td>
</tr>
</tbody>
</table>

* The target of 1,000 Twitter followers by the end of 2016 was achieved by 3 October 2016.

CPSA news coverage

The table shows the news coverage of the CPA (articles, links and mentions of CPA) in news media and online during 2016.

In addition, the CPA Headquarters Secretariat received media coverage (print, TV and radio) across a number of channels and publications including BBC Radio Jersey; Guernsey Radio; Radio New Zealand; Diplomat Magazine (a publication for the diplomatic community in the UK); Pakistan Observer; Bahamas ® Sunrise TV channel; Bermuda TV’s Issues Programme; Times of Zambia; Daily Times Islamabad; and the Dhaka Daily Star.
ANNUAL REPORT 2016

Commonwealth Parliamentary Association (CPA) Branches

At 31 December 2016, the Commonwealth Parliamentary Association had over 180 active Branches. The CPA Branches were distributed across the CPA’s nine regions as follows:

AFRICA
- Botswana
- Cameroon
- Ghana
- Kenya
- Lesotho
- Malawi
- Mauritius
- Mozambique
- Namibia

ASIA
- Bangladesh
- Pakistan - CPA Branches in Balochistan, Khyber Pakhtunkhwa, Punjab, and Sindh
- Sri Lanka

AUSTRALIA
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

BRITISH ISLANDS AND MEDITERRANEAN
- Alderney
- Cyprus
- Falkland Islands
- Gibraltar
- Guernsey
- Isle of Man
- Jersey
- Malta
- Northern Ireland
- St Helena
- Scotland
- United Kingdom
- Wales

CANADA
- Canada Federal
  - Alberta
  - British Columbia
  - Manitoba
  - New Brunswick
  - Newfoundland & Labrador
  - Northwest Territories
  - Nova Scotia
  - Nunavut
  - Ontario
  - Prince Edward Island
  - Quebec
  - Saskatchewan
  - Yukon

CARIBBEAN, AMERICAS AND ATLANTIC
- Anguilla
- Antigua & Barbuda
- The Bahamas
- Barbados
- Belize
- Bermuda
- British Virgin Islands
- Cayman Islands
- Dominica
- Grenada
- Guyana
- Jamaica
- Montserrat
- St Christopher & Nevis
- CPA Branches in Turks & Caicos Islands

PACIFIC
- Cook Islands
- Fiji (re-joined in January 2016)
- Kiribati
- Nauru
- New Zealand
- Niue
- Papua New Guinea - also CPA Branch in: Bougainville
- Samoa
- Solomon Islands
- Tonga
- Tuvalu
- Vanuatu

SOUTH-EAST ASIA
- Malaysia - CPA Branches in Johore, Kelantan, Malacca, Negri Sembilan, Pahang, Penang, Perlis, Sabah, Sarawak, Selangor, Terengganu, Singapore

The Financial Statements and Review shows how the Commonwealth Parliamentary Association (CPA) revenues were generated and expended during 2016.

Financial Statements and Review 2016

Financial Review

Summary: The total revenue earned in the financial year under review was £2,712,083 (2015: £2,736,156). Of this, the Association’s core funding streams were from Branch subscriptions (92%), financial investments (5%) and other sources (3%).

The Trustees’ resolved in 2015 to renew and expand the programme of activities and services to be provided for the Association’s membership, in particular, the CPA’s Business Plan published in 2016. The Trustees further agreed to partly fund these activities from the Association’s free/unrestricted reserves. Hence, for the year under review, the results show a headline deficit of £827,631 (2015: £826,738) and a net increase in unrestricted reserves of £8,165 (2015: surplus of £213,031 before net investment losses).

Total revenue decreased by £14k (1%) when compared to the year ended December 2015. This was mainly due to reductions in membership income, conference revenue (2015: £575,000) andincreases in investment income (£8k) and other income (£5k).

The total operating costs during the reporting period was £3,539,714 (2015: £3,513,155). The costs of raising funds amounted to £464,884 (9%) and on direct charitable activities totalled £3,492,906 (99%). In 2015, these were £484k (2%) and £2.4m (8%) respectively. The increased total operating costs over the prior year was due to the hosting of the CPA’s annual conference by the CPA Headquarters Secretariat (as opposed to previous hosting by CPA Branches) and the expanded work programme.

At the end of the financial year, the CPA held £1,183,109 in its General Reserve (2015: £2,019,388) together with £1,000,000 in the Contingency Reserve (2015: £2,513,155) in a Contingency Reserve. The contingency reserve is maintained in accordance with the approved reserves policy of the Association.

In addition to the General Reserves, both the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £6,816,097 (2015: £6,949,185). Income from each Trust Fund is used for the benefit of the members.

Financial Strategy: The Trustees agreed the CPA financial strategy in South Africa in August 2013. The issues addressed in the strategy included, income generation, financial and administrative control policies for the Association. Its overarching purposes are to ensure that the Association’s financial resources and policies are strategically deployed to support the Association’s strategic objectives outlined in the CPA’s business plan, and add a more focused sense of direction or purpose to the CPA’s existing financial policies and practices.

The strategy was implemented during the year, and will be reviewed in 2016 to understand the strategic priorities in the 2016 – 2017 business plan.

Reserves Policy: The Contingency Reserve that has been established by the Trustees is made up of a fund to deal with unforeseen liabilities of £500,000 (2015: £500,000) and a free reserves fund of £600,000 (2015: £600,000).

The unforeseen events with such as a sudden increase in the cost of airfares; a need to find a new venue for the Annual Plenary Commonwealth Parliamentary Conference as a result of a sudden cancellation by a potential host branch; or such occurrences will be arisen due to circumstances beyond the control of the Association.

The free reserves fund is to cover three months of the Association’s net annual operating costs (ie annual operating costs less annual conference costs). As at December 2016, this was £144,812. This amount takes into account the exceptional costs of hosting the conference in 2016 by the Association (compared with prior years when Branches hosted the event). When compared to the level of the Unrestricted Reserve (2015: £2,513,155) in 2016 it is in excess of the required amount in the reserves policy.

Investment Policy: The CPA has investments in two trust funds in order to fund the investment and supervision of the Trustees. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arranging study group meetings and conferences and providing facilities for the exchange of visits between members of branches of the CPA.

The Trustees have the power to invest in such shares, stocks and investments as they see fit. The policy is to adapt acquisitions to a moderate risk investment strategy which is 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 an established, formal (written) Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Defines and sets the underlying investment goals and objectives of Fund(s) assets.
- Provides guidance and limitations to investment advisors and/ or managers regarding the investment of Fund(s) assets.
- In addition to these results, it 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 of 2003 (as amended from time to time).

The trust funds were managed by Coutts & Co. in 2016. During the year, the Trustees reviewed and appointed new investment advisors/managers with effect from 1 January 2017. The Trustees met twice in the year to review the funds’ performance.

Investment Performance: The value of the Association’s listed investments increased by £73,644 (12.4%) from £573,864 on 31 December 2015 to £647,508 at the end of the reporting period. All of the funds invested in the charity are recognised in accordance with prudent, ethical and environmental considerations.

The Trustees reviewed the investment advisors/managers during the year. This resulted in the appointment of new advisors from 1 January 2017. The target total return on the Trustees’ portfolio of investments, within an agreed level of risk appetite, is 6% from 1 January 2017. This is equally apportioned between annual investment income (5%) and long-term capital appreciation (5%).

The Trustees will continue to monitor the performance of the investments very closely.

Plans for Future Periods: The life span of the last business plan ended on 31 December 2015, but the plan continues to be implemented. From 2016 onwards, a new business plan is planned to be developed in due course.

In the next two years, the CPA will continue to pursue its key aims of holding conferences and seminars; disseminating information on parliamentary and political issues; organising international exchanges; and incorporating Members and officials of Parliaments and Legislatures and assisting newly emerging Commonwealth democracies. The Trustees consider that the Association’s assets are adequate to meet their annual obligations in the next two years.

Statement of Executive Committee’s responsibilities:

- The Executive Committee is 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 the charities in England and Wales, requires the Executive Committee 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 incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Executive Committee is required to:
  - Select suitable accounting policies and then apply them consistently.
  - Observe the methods and principles in the Charities’ SORP.
  - Make judgements and estimates that are reasonable and prudent.
  - State whether applicable 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 apparent that the charity will continue in business.

- The Executive Committee is 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 Deed. It is 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.

- The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity’s website. Legislation in the United Kingdom requires the Executive Committee to prepare financial statements and associated documents for our audit.

We have audited the financial statements of Commonwealth Parliamentary Association for the year ended 31 December 2016 and of its net movement in funds for the year then ended; and of its net movement in funds for the year then ended; and have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice and 31 December 2016.

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## Commonwealth Parliamentary Association

### Statement of Financial Activities

**for the year ending 31 December 2016**

<table>
<thead>
<tr>
<th>Note</th>
<th>Unrestricted funds</th>
<th>Restricted funds</th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income from:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>2</td>
<td>10,976</td>
<td>137,438</td>
<td>148,414</td>
</tr>
<tr>
<td><strong>Charitable activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Branch membership fees</td>
<td></td>
<td>2,496,202</td>
<td>-</td>
<td>2,496,202</td>
</tr>
<tr>
<td>Subscriptions for The Parliamentarian</td>
<td>3</td>
<td>5,069</td>
<td>-</td>
<td>5,069</td>
</tr>
<tr>
<td>Partnership income</td>
<td>3</td>
<td>-</td>
<td>18,833</td>
<td>18,833</td>
</tr>
<tr>
<td>Other income</td>
<td>3</td>
<td>43,545</td>
<td>-</td>
<td>43,545</td>
</tr>
<tr>
<td><strong>Total income</strong></td>
<td></td>
<td>2,555,792</td>
<td>156,291</td>
<td>2,712,083</td>
</tr>
<tr>
<td>Expenditure on:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raising funds</td>
<td></td>
<td>46,814</td>
<td>46,814</td>
<td>47,508</td>
</tr>
<tr>
<td><strong>Charitable activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Management Costs</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Publications &amp; Communications</td>
<td></td>
<td>518,391</td>
<td>518,391</td>
<td>447,612</td>
</tr>
<tr>
<td>Conferences</td>
<td></td>
<td>1,574,303</td>
<td>82,000</td>
<td>1,656,303</td>
</tr>
<tr>
<td>Seminars, Projects &amp; Technical Assistance Programmes</td>
<td></td>
<td>1,026,231</td>
<td>18,833</td>
<td>1,045,084</td>
</tr>
<tr>
<td><strong>Total expenditure</strong></td>
<td></td>
<td>3,322,067</td>
<td>147,647</td>
<td>3,439,714</td>
</tr>
<tr>
<td><strong>Net income/(expenditure) before (losses)/gains on investments</strong></td>
<td></td>
<td>339,714</td>
<td>231,001</td>
<td></td>
</tr>
<tr>
<td>(losses)/gains on investments</td>
<td>17</td>
<td>6,468</td>
<td>6,468</td>
<td>8,276,331</td>
</tr>
<tr>
<td><strong>Net income</strong></td>
<td></td>
<td>147,647</td>
<td>6,468</td>
<td>144,189</td>
</tr>
<tr>
<td><strong>Net movement in funds</strong></td>
<td></td>
<td>766,912</td>
<td>(69,367)</td>
<td>403,535</td>
</tr>
<tr>
<td><strong>Reconciliation of funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance brought forward on 1 January 2016</td>
<td>22</td>
<td>3,019,388</td>
<td>6,049,185</td>
<td>9,068,573</td>
</tr>
<tr>
<td>Balance carried forward on 31 December 2016</td>
<td>22</td>
<td>2,183,109</td>
<td>6,816,097</td>
<td>8,999,206</td>
</tr>
</tbody>
</table>

All recognised gains and losses have been included in the Statement of Financial Activities. No separate statement of total recognised gains and losses has therefore been produced.

All activities are continuing.

## Commonwealth Parliamentary Association

### Balance sheet as at 31 December 2016

<table>
<thead>
<tr>
<th>Note</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed asset</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible assets</td>
<td>16</td>
<td>5,073</td>
</tr>
<tr>
<td>Investments</td>
<td>17</td>
<td>6,470,828</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>6,475,901</td>
</tr>
<tr>
<td><strong>Current assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors</td>
<td>18</td>
<td>456,937</td>
</tr>
<tr>
<td>Short term deposit</td>
<td>19</td>
<td>2,210,485</td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td></td>
<td>779,007</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>7,447,329</td>
</tr>
<tr>
<td>Creditors: amounts falling due within one year</td>
<td>20</td>
<td>(924,024)</td>
</tr>
<tr>
<td><strong>Net current assets</strong></td>
<td></td>
<td>3,523,305</td>
</tr>
<tr>
<td><strong>Net assets</strong></td>
<td></td>
<td>8,099,206</td>
</tr>
<tr>
<td><strong>Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General fund</td>
<td>22</td>
<td>1,181,109</td>
</tr>
<tr>
<td>Contingency reserve</td>
<td>22</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Conference assistance fund</td>
<td>22</td>
<td>2,916,123</td>
</tr>
<tr>
<td>Working capital fund</td>
<td>22</td>
<td>3,899,974</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>8,099,206</td>
</tr>
</tbody>
</table>

The Financial Statements were approved, and authorised for distribution, by the CPA Executive Committee on 26 April 2017 and signed on its behalf by:

- Hon. Dr Shirin S. Chaudhury, MP
- Mr Akbar Khan
- Chairperson of the Executive Committee
- Secretary-General
Commonwealth Parliamentary Association
Cash flow statement for the year ending 31 December 2016

<table>
<thead>
<tr>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Cash flows from operating activities</td>
<td>(1,428,096)</td>
</tr>
<tr>
<td>Cash flows from investing activities</td>
<td>148,344</td>
</tr>
<tr>
<td>Purchase of property, plant and equipment</td>
<td>(1,743)</td>
</tr>
<tr>
<td>Purchase of investments</td>
<td>(1,888,154)</td>
</tr>
<tr>
<td>Proceeds from the sale of investments</td>
<td>2,117,267</td>
</tr>
<tr>
<td>Movement in investment cash account</td>
<td>(184,493)</td>
</tr>
<tr>
<td>Net cash provided by/(used in) investing activities</td>
<td>191,309</td>
</tr>
<tr>
<td>Change in cash and cash equivalents in the reporting period</td>
<td>(1,236,787)</td>
</tr>
<tr>
<td>Cash and cash equivalents at the beginning of the reporting period</td>
<td>4,227,179</td>
</tr>
<tr>
<td>Cash and cash equivalents at the end of the reporting period</td>
<td>2,990,392</td>
</tr>
</tbody>
</table>

Notes to the cash flow statement

2016 | 2015 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities</td>
<td></td>
</tr>
<tr>
<td>Net income for the reporting period</td>
<td>(69,167)</td>
</tr>
<tr>
<td>Depreciation charges</td>
<td>10,249</td>
</tr>
<tr>
<td>(Increase) in debtors</td>
<td>(85,398)</td>
</tr>
<tr>
<td>(Decrease) in creditors</td>
<td>(379,682)</td>
</tr>
<tr>
<td>Interest and Dividends</td>
<td>(148,434)</td>
</tr>
<tr>
<td>Losses/(gains) on investments</td>
<td>(738,264)</td>
</tr>
<tr>
<td>Net cash provided by operating activities</td>
<td>(1,428,096)</td>
</tr>
</tbody>
</table>

Analysis of Cash and Cash Equivalents

2016 | 2015 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td>779,907</td>
</tr>
<tr>
<td>Short term deposits</td>
<td>2,210,485</td>
</tr>
<tr>
<td>Totals</td>
<td>2,990,392</td>
</tr>
</tbody>
</table>

Notes to the accounts for the year ending 31 December 2016

1. Summary of Accounting Policies

(a) Basis of accounting

The accounts (financial statements) have been prepared under the historical cost convention with items recognized at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. 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 (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)) and the Charities Act 2011.

(b) Income recognition

All 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. Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

(c) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note below.

(d) Allocation of support and governance costs

Support costs have been 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 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 accounted for on an accruals basis and 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. The aim and use of each restricted fund is set out in Note 22 to the financial statements.

(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 Branches

Branches’ outstanding travel claims are accrued for at the end of the financial year. If after one year from the date of accruals such claims have not been made, the accrued amounts are written back into the accounts.

(j) Foreign exchange

Balances denominated in foreign currencies are translated into sterling at the rate of exchange ruling 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 initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities 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.
Notes to the accounts for the year ending 31 December 2016 (continued)

(o) Debtors
Trade and other debtors are recognised at the settlement amount due after any trade discount offered. 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 will probably 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 normally 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, dividends from equities and interest from fixed interest securities.

(r) Going concern
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, 2017, the most significant areas of uncertainty that affect the carrying amounts held by the charity are the level of investment return and the performance of the investments markets (see the investment policy and the risk management sections of the trustees’ annual report for more information). The review of our financial position, reserves levels and future plans gives the Trustees confidence that guarantee the charity remains a going concern in the next one year, notwithstanding the economic weather.

(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 year are deemed to be in relation to the valuation of investments and the provision for doubtful debts and are discussed below.

2. Investment Income

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted funds</th>
<th>Restricted funds</th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dividends – equities</td>
<td>£9,995</td>
<td>£9,995</td>
<td>£10,991</td>
<td></td>
</tr>
<tr>
<td>Interest – fixed interest securities</td>
<td>£47,128</td>
<td>£47,128</td>
<td>19,379</td>
<td></td>
</tr>
<tr>
<td>Interest on cash and market deposits</td>
<td>£10,976</td>
<td>£335</td>
<td>11,111</td>
<td>11,111</td>
</tr>
<tr>
<td>Total</td>
<td>£10,976</td>
<td>£137,458</td>
<td>£148,434</td>
<td>£140,400</td>
</tr>
</tbody>
</table>

Investment income consists of bank interest, interest earned on money market deposits and interest earned on the Contingency Reserve.

3. Partnership Income

<table>
<thead>
<tr>
<th></th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPA/WBI Annual Conference: Extractive Industries</td>
<td>£23,039</td>
<td>£15,082</td>
</tr>
<tr>
<td>CPA/UNEP Conference: Climate Change</td>
<td>£18,833</td>
<td></td>
</tr>
<tr>
<td>CPA/WTO Regional Workshops for Parliamentarians</td>
<td>£18,833</td>
<td>£38,121</td>
</tr>
</tbody>
</table>

4. Staff Costs

<table>
<thead>
<tr>
<th></th>
<th>Note</th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and wages</td>
<td></td>
<td>£805,147</td>
<td>£709,541</td>
</tr>
<tr>
<td>Social security costs</td>
<td></td>
<td>£88,133</td>
<td>£73,644</td>
</tr>
<tr>
<td>Pension costs</td>
<td>5</td>
<td>£124,480</td>
<td>£103,342</td>
</tr>
<tr>
<td>Totals</td>
<td>6a</td>
<td>£1,037,760</td>
<td>£888,529</td>
</tr>
</tbody>
</table>

The benefits-in-kind payments 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:

- Management
- Charitable activities
- Totals

The key management personnel comprised members of the Senior Management Team (SMT). In 2016, the SMT was made up of the Secretary-General, Director of Finance & Administration and the Director of Programmes. During the 2015 financial year, the SMT comprised of the Acting Secretary-General (from 5 October 2014) and Director of Finance & Administration and the Director of Programmes.

The total employee benefits of the key management personnel of the charity were £282,669 (2015: £236,458). Staff receiving emoluments in excess of £60,000, (exclusive of pension contributions paid by the CPA Secretariat), during the year were as follows:

<table>
<thead>
<tr>
<th></th>
<th>Note</th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>£70,000 - £80,000</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>£90,000 - £100,000</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>£100,000 - £150,000</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £46,707 (2015: £37,572) for these employees.

A total of £79,679 was reimbursed to 23 Parliaments of Members of the Executive Committee for their travel to Executive Committee meetings (2015: £75,930 to 42 Parliaments).

5. Pension scheme

The CPA Secretariat runs a Personal Pension Scheme (“Scheme”) for employees with Scottish Widows, which commenced on 1st August 2010 (previously with Clerical Medical). The Scheme is funded by Contributions from Scheme members and the CPA 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. CPA Secretariat pays 16%.

<table>
<thead>
<tr>
<th></th>
<th>Note</th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Premiums paid</td>
<td></td>
<td>£152,778</td>
<td>£118,041</td>
</tr>
<tr>
<td>Less: Contributions from employees</td>
<td>(28,298)</td>
<td>(32,699)</td>
<td></td>
</tr>
<tr>
<td>Employer Contributions</td>
<td></td>
<td>£124,480</td>
<td>£85,342</td>
</tr>
</tbody>
</table>
Notes to the accounts for the year ending 31 December 2016 (continued)

6. Total Expenditure

<table>
<thead>
<tr>
<th>Note</th>
<th>Direct costs</th>
<th>Support costs</th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Cost of generating funds</td>
<td>46,814</td>
<td>-</td>
<td>46,814</td>
<td>47,508</td>
</tr>
<tr>
<td>Investment management costs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

6a. Allocation of Support Costs

<table>
<thead>
<tr>
<th>Cost of charitable activities</th>
<th>Staff costs (Nov-16)</th>
<th>HR costs</th>
<th>IT costs</th>
<th>Legal</th>
<th>Facilities</th>
<th>Depreciation</th>
<th>Governance costs</th>
<th>Totals 2016</th>
<th>Totals 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications &amp; Communications</td>
<td>233,330</td>
<td>4,034</td>
<td>27,044</td>
<td>212</td>
<td>28,702</td>
<td>5,125</td>
<td>44,987</td>
<td>363,634</td>
<td>253,041</td>
</tr>
<tr>
<td>Conferences</td>
<td>209,889</td>
<td>3,878</td>
<td>9,015</td>
<td>425</td>
<td>46,966</td>
<td>1,708</td>
<td>71,749</td>
<td>346,631</td>
<td>273,006</td>
</tr>
<tr>
<td>Seminars, Projects &amp; Commonwealth Development</td>
<td>269,898</td>
<td>5,878</td>
<td>9,015</td>
<td>425</td>
<td>46,966</td>
<td>1,708</td>
<td>83,739</td>
<td>412,629</td>
<td>393,537</td>
</tr>
<tr>
<td>Technical Assistance Programmes</td>
<td>154,934</td>
<td>5,611</td>
<td>9,013</td>
<td>424</td>
<td>44,358</td>
<td>1,707</td>
<td>55,190</td>
<td>231,237</td>
<td>193,087</td>
</tr>
<tr>
<td>Governance costs</td>
<td>169,489</td>
<td>9,482</td>
<td>-</td>
<td>2,761</td>
<td>91,931</td>
<td>-</td>
<td>(273,665)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Totals</td>
<td>1,017,760</td>
<td>10,883</td>
<td>54,087</td>
<td>4,247</td>
<td>260,925</td>
<td>10,249</td>
<td>-</td>
<td>1,178,151</td>
<td>1,114,771</td>
</tr>
</tbody>
</table>

Support costs have been allocated to the charity's activities as follows:

- Staff costs: allocation based on staff time spent on operational activities
- Human Resources costs: allocated on basis of headcount
- IT Support: allocated on basis of headcount
- Legal & Professional: allocated on basis of usage
- Facilities: allocated on basis of staff usage or headcount
- Depreciation: allocated on basis of headcount.

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:

<table>
<thead>
<tr>
<th>Note</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Auditors’ remuneration:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current year</td>
<td>12,960</td>
<td>14,320</td>
</tr>
<tr>
<td>Non-audit fees</td>
<td>2,065</td>
<td>2,400</td>
</tr>
<tr>
<td>Mid-year Executive meeting</td>
<td>3,214</td>
<td></td>
</tr>
<tr>
<td>Secretary-General's recruitment</td>
<td>84,184</td>
<td>137,466</td>
</tr>
<tr>
<td>Secretary-General's contingency fund</td>
<td>-</td>
<td>70,216</td>
</tr>
<tr>
<td>Secretary-General's ex-gratia payment</td>
<td>1,500</td>
<td>6,930</td>
</tr>
<tr>
<td>Legal &amp; professional fees</td>
<td>33,548</td>
<td>5,280</td>
</tr>
<tr>
<td>Consultants’ fees</td>
<td>18,494</td>
<td>38,038</td>
</tr>
<tr>
<td>Apportionment of support costs</td>
<td>274,974</td>
<td>130,366</td>
</tr>
<tr>
<td>Totals</td>
<td>350,639</td>
<td>735,263</td>
</tr>
</tbody>
</table>

*During the year 2015, following receipt of legal advice and the approval of the Charity Commission, the Trustees authorised a goodwill payment of £30,047 to the family of the late CPA Secretary-General, Dr William F. Shija.*

8. Direct Publications & Communications Costs

<table>
<thead>
<tr>
<th>Note</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Parliamentarian</td>
<td>55,501</td>
<td>49,482</td>
</tr>
<tr>
<td>Printing</td>
<td>60,939</td>
<td>44,357</td>
</tr>
<tr>
<td>Distribution</td>
<td>2,377</td>
<td>1,375</td>
</tr>
<tr>
<td>Fees to contributors</td>
<td>118,817</td>
<td>95,414</td>
</tr>
<tr>
<td>Subtotals &amp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Report</td>
<td>(2,835)</td>
<td>845</td>
</tr>
<tr>
<td>Promoting parliamentary democracy</td>
<td>8,368</td>
<td></td>
</tr>
<tr>
<td>CPA website</td>
<td>8,888</td>
<td>10,785</td>
</tr>
<tr>
<td>Books, periodicals and information</td>
<td>1,397</td>
<td>3,294</td>
</tr>
<tr>
<td>Governance costs</td>
<td>20,123</td>
<td>84,251</td>
</tr>
<tr>
<td>Totals</td>
<td>154,738</td>
<td>194,391</td>
</tr>
</tbody>
</table>

9. Direct Conference Costs

<table>
<thead>
<tr>
<th>Note</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual conference including subvention</td>
<td>1,066,061</td>
<td>228,285</td>
</tr>
<tr>
<td>Less: Prior year accrued airfares no longer required</td>
<td>(6,714)</td>
<td>(66,155)</td>
</tr>
<tr>
<td>Governance costs</td>
<td>170,422</td>
<td>121,801</td>
</tr>
<tr>
<td>Totals</td>
<td>1,310,671</td>
<td>285,931</td>
</tr>
</tbody>
</table>

As the annual conference was held at the end of the financial year, direct costs of annual conference airfares include £3,898 that was paid to member parliament organisations (2015: £7,469 for airfares cancellation charges only, given that the annual conference was not held during the year). In addition, travel and accommodation costs are reimbursed for individuals attending conferences. All payments are detailed in the following notes to the accounts. Details of payments available from the CPA Secretariat Finance Department.

10. Direct Seminars, Projects and Commonwealth Development Costs

<table>
<thead>
<tr>
<th>Note</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian Parliamentary Seminar</td>
<td>12</td>
<td>12,500</td>
</tr>
<tr>
<td>Overseas visits</td>
<td>110,269</td>
<td>59,859</td>
</tr>
<tr>
<td>CPA Youth Parliament</td>
<td>32,602</td>
<td>52,281</td>
</tr>
<tr>
<td>Post-Election Seminars</td>
<td>43,397</td>
<td>11,134</td>
</tr>
<tr>
<td>Co-sponsored seminars/projects</td>
<td>63,220</td>
<td>90,818</td>
</tr>
<tr>
<td>Commonwealth &amp; Parliamentary Development activities</td>
<td>264,391</td>
<td>239,605</td>
</tr>
<tr>
<td>Governance costs</td>
<td>81,586</td>
<td>355,986</td>
</tr>
<tr>
<td>Totals</td>
<td>627,455</td>
<td>822,181</td>
</tr>
</tbody>
</table>

11. Direct Technical Assistance Programmes

<table>
<thead>
<tr>
<th>Note</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Helena (2015: St Helena)</td>
<td>7,000</td>
<td>12,314</td>
</tr>
<tr>
<td>Niue</td>
<td>6,090</td>
<td>15,000</td>
</tr>
<tr>
<td>Fiji</td>
<td>6,022</td>
<td>20,857</td>
</tr>
<tr>
<td>Governance costs</td>
<td>2,843</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>21,865</td>
<td>48,171</td>
</tr>
</tbody>
</table>
### Notes to the accounts for the year ending 31 December 2016 (continued)

#### 12. Overseas visits
- **2016 £**
  - **2015 £**
  - **2016 £**
  - **2015 £**
- **Chairperson** 2.925 15.813 2.925 15.813
- **Vice-Chairperson** 4.223 - - -
- **Treasurer** 280 7,490 - -
- **CWP Chairperson** 1.273 - - -
- **Secretary-General** 53.292 16.805 - -
- **Staff** 48,276 19,731 - -
- **Totals** 110,269 59,859 - -

#### 13. Post-Election Seminars
- **Pakistan** 2016 £ 2015 £ - -
- **Mauritius** 8,807 - 11,134 -
- **Guyana** 18,904 - - -
- **Zambia** 15,680 - - -
- **Totals** 43,307 11,134 - -

#### 14. Co-sponsored seminars/projects
- **CPA/WTO Regional Trade Workshop for Parliamentarians** 34,342 - - -
- **ComSec: Regional Seminar on the International Trading System in WTO: Africa** - 141 - -
- **CPA-WBI Annual Conference** (2,731) 40,076 - -
- **McGill University: Training Programme for Parliamentary Staff** 32,478 21,433 - -
- **CPA/UNEP: Climate Change Conference** (869) 27,368 - -
- **Totals** 63,220 90,818 - -

#### 15. Commonwealth and Parliamentary Development Activities
- **Commonwealth Day** 2016 £ 2015 £ - -
- **Training Workshop for Parliamentary Staff:**
  - **Africa** (330) 14,053 - -
  - **Asia/South-East Asia** 17,647 - - -
  - **Caribbean** 39,725 - - -
- **Support for attendance at workshops** 4,659 (4,264) - -
- **Development of Public Accounts Committees (financial oversight):**
  - **Africa** - 9,806 - -
  - **Asia** 9,395 - - -
  - **Pacific** 46,901 - - -
  - **Constituency Development Fund in London** (2,396) 9,600 - -
  - **Commonwealth Women Parliamentarians (CWP) Annual Meetings & Work Programme** 7,000 (17,339) - -
  - **CWP Regional Strengthening & CWP Conference** 10,962 111,237 - -
  - **CWP Pan Commonwealth Activity** - (5,225) - -
  - **Hospitality** - - 797 -
  - **Benchmarking Workshops: Pacific, India, Asia (2015: Pacific, India, Asia)** (1,110) 12,307 - -
  - **Regional Seminar on Human Rights in India/Asia (2015: New Zealand)** 28,198 35,417 - -
  - **Regional Secretaries Work Programme** 30,771 - - -
  - **CPA Roadshows for Schools and Universities** 5,724 - - -
  - **CPA Parliamentary Lecture Series** 26,303 - - -
  - **Regional Hot Topics** 30,283 - - -
  - **Governance and Institutional Workshops** 12,804 - - -
  - **CPA Fundamentals Programme** 731 - - -
  - **Parliamentary Agricultural Committees (Africa, Malawi)** - (13,807) - -
  - **Parliamentary Agricultural Committees (India, Punjab)** - (13,457) - -
  - **Global Financial Crisis (Asia, Bangladesh, Bhaka)** - (1,121) - -
  - **Parliamentary Codes Benchmark Meeting in Victoria, Australia** 18,536 (2,223) - -
  - **Developing Parliamentarians' Capacity for ICT in Nigeria (2015: Trinidad and Tobago)** 18,596 (2,223) - -
  - **Parliament and the Media in Andra Pradesh, India** (3,829) 20,490 - -
  - **Small Branches Committees Workshop in the Isle of Man** - - 20,197 -
- **At 1 January** 29,648 31,035 - -
- **At 31 December** 30,728 29,648 - -
- **Depreciation** 16,071 19,172 - -
- **At 1 January** 10,249 9,866 - -
- **At 31 December** 19,172 16,071 - -
- **Net book value at 31 December** 5,073 13,577 - -

#### 16. Tangible Assets
- **Tangible fixed assets comprises of computer and office equipment.** - - - -

#### 17. Investments
- **At 1 Jan 2016** £ 2016 £ 2015 £ 2016 £ 2015 £
  - **Fixed interest securities** 1,977,902 4,492,926 429,813 86,971
  - **Equities** 5,757,184 5,795,063 5,073 31,035
  - **Total** 7,735,086 5,854,891 48,276 11,134

#### 18. Short term deposit investment
- **At 31 December** £ 2016 £ 2015 £
  - **National Westminster Bank 95-Day Account** 2,210,485 3,713,415
  - **Deferred income** 2,210,485 3,713,415

#### 19. Deferred income
- **At 1 Jan 2016** £
  - **Released to incoming resources** 2015 £
  - **Deferred in the year** £
  - **At 31 Dec 2016** £
- **Branch fees** 429,813 (429,813) 86,971 86,971
- **Totals** 429,813 (429,813) 86,971 86,971
Notes to the accounts for the year ending 31 December 2016 (continued)

20. Debtors

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 £</th>
<th>2015 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch fees (see below)</td>
<td>355,536</td>
<td>297,161</td>
</tr>
<tr>
<td>Staff advances</td>
<td>730</td>
<td>1,839</td>
</tr>
<tr>
<td>Other debtors and prepayments</td>
<td>100,671</td>
<td>75,339</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>436,927</strong></td>
<td><strong>374,339</strong></td>
</tr>
</tbody>
</table>

**Branch fees comprising the following:**

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 £</th>
<th>2015 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zambia</td>
<td>29,077</td>
<td>29,077</td>
</tr>
<tr>
<td>Adamawa</td>
<td>13,039</td>
<td>7,524</td>
</tr>
<tr>
<td>Akwa Ibom</td>
<td>8,524</td>
<td>1,000</td>
</tr>
<tr>
<td>Anambra</td>
<td>15,048</td>
<td>7,524</td>
</tr>
<tr>
<td>Antigua &amp; Barbuda</td>
<td>3,007</td>
<td>6,477</td>
</tr>
<tr>
<td>Bauchi</td>
<td>29,844</td>
<td>22,320</td>
</tr>
<tr>
<td>Belize</td>
<td>66,963</td>
<td>44,390</td>
</tr>
<tr>
<td>Benue</td>
<td>23,041</td>
<td>23,041</td>
</tr>
<tr>
<td>Borno</td>
<td>22,446</td>
<td>14,922</td>
</tr>
<tr>
<td>Chhattisgarh</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Cross River</td>
<td>7,524</td>
<td></td>
</tr>
<tr>
<td>Delta</td>
<td>22,446</td>
<td>14,922</td>
</tr>
<tr>
<td>Ebonyi</td>
<td>7,524</td>
<td></td>
</tr>
<tr>
<td>Edo</td>
<td>15,122</td>
<td>7,598</td>
</tr>
<tr>
<td>Ekiti</td>
<td>15,048</td>
<td>7,524</td>
</tr>
<tr>
<td>Enugu</td>
<td>29,844</td>
<td>22,320</td>
</tr>
<tr>
<td>The Gambia</td>
<td>78,536</td>
<td>78,536</td>
</tr>
<tr>
<td>Gombe</td>
<td>15,048</td>
<td>7,524</td>
</tr>
<tr>
<td>Grenada</td>
<td></td>
<td>7,598</td>
</tr>
<tr>
<td>Imo</td>
<td>22,446</td>
<td>14,922</td>
</tr>
<tr>
<td>Jigawa</td>
<td>15,048</td>
<td>7,524</td>
</tr>
<tr>
<td>Kaduna</td>
<td>22,446</td>
<td>14,922</td>
</tr>
<tr>
<td>Kano</td>
<td>15,048</td>
<td>7,524</td>
</tr>
<tr>
<td>Katsina</td>
<td>22,446</td>
<td>14,922</td>
</tr>
<tr>
<td>Kebbi</td>
<td>22,446</td>
<td>14,922</td>
</tr>
<tr>
<td>Kiribati</td>
<td>15,048</td>
<td></td>
</tr>
<tr>
<td>Kogi</td>
<td>5,615</td>
<td>5,615</td>
</tr>
<tr>
<td>Kwara</td>
<td>29,841</td>
<td>22,327</td>
</tr>
<tr>
<td>Lagos</td>
<td>5,752</td>
<td>5,744</td>
</tr>
<tr>
<td>Manitoba</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Mozambique</td>
<td>15,048</td>
<td></td>
</tr>
<tr>
<td>Nasarawa</td>
<td>14,802</td>
<td>14,922</td>
</tr>
<tr>
<td>Nauru</td>
<td></td>
<td>15,030</td>
</tr>
<tr>
<td>Niger</td>
<td></td>
<td>7,524</td>
</tr>
<tr>
<td>Ogun</td>
<td>15,042</td>
<td>7,318</td>
</tr>
<tr>
<td>Ondo</td>
<td>13,815</td>
<td>6,291</td>
</tr>
<tr>
<td>Osun</td>
<td>15,048</td>
<td>7,524</td>
</tr>
<tr>
<td>Oyo</td>
<td>22,446</td>
<td>14,922</td>
</tr>
<tr>
<td>Papua New Guinea</td>
<td>30,097</td>
<td></td>
</tr>
<tr>
<td>Pakistan</td>
<td>64</td>
<td></td>
</tr>
<tr>
<td>Plateau</td>
<td>7,524</td>
<td></td>
</tr>
<tr>
<td>Rivers</td>
<td>1,524</td>
<td></td>
</tr>
<tr>
<td>Sokoto</td>
<td></td>
<td>14,820</td>
</tr>
<tr>
<td>Taraba</td>
<td>15,048</td>
<td>7,524</td>
</tr>
<tr>
<td>Vanuatu</td>
<td>7,760</td>
<td>7,760</td>
</tr>
<tr>
<td>Yobe</td>
<td>7,524</td>
<td></td>
</tr>
<tr>
<td>Zamfara</td>
<td>2,472</td>
<td>2,472</td>
</tr>
<tr>
<td>Zambia</td>
<td>73</td>
<td>73</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>748,687</strong></td>
<td><strong>516,909</strong></td>
</tr>
<tr>
<td>Less Provision for doubtful debts</td>
<td>(393,133)</td>
<td>(209,748)</td>
</tr>
<tr>
<td><strong>Total Branch fees</strong></td>
<td><strong>355,536</strong></td>
<td><strong>307,161</strong></td>
</tr>
</tbody>
</table>

21. Creditors: Amounts falling due within one year

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 £</th>
<th>2015 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade creditors</td>
<td>224,377</td>
<td>124,284</td>
</tr>
<tr>
<td>General accruals</td>
<td>210,220</td>
<td>532,674</td>
</tr>
<tr>
<td>Conference fares accruals</td>
<td>250,871</td>
<td>107,964</td>
</tr>
<tr>
<td>Mid-year executive committee fares accruals</td>
<td>115,681</td>
<td>71,201</td>
</tr>
<tr>
<td>Tax and social security</td>
<td>26,904</td>
<td>35,659</td>
</tr>
<tr>
<td>Deferred income</td>
<td>19</td>
<td>386,371</td>
</tr>
<tr>
<td>Other creditors</td>
<td></td>
<td>429,813</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>924,024</strong></td>
<td><strong>1,303,706</strong></td>
</tr>
</tbody>
</table>

22. Movement in funds

<table>
<thead>
<tr>
<th>Description</th>
<th>At 1 Jan 2016 £</th>
<th>Income £</th>
<th>Expenditure/Transfer £</th>
<th>Gains/(Losses) £</th>
<th>At 31 Dec 2016 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General reserve</td>
<td>2,019,388</td>
<td>2,555,788</td>
<td>(3,392,067)</td>
<td></td>
<td>1,181,019</td>
</tr>
<tr>
<td>Contingency reserve</td>
<td>1,000,000</td>
<td></td>
<td></td>
<td></td>
<td>1,000,000</td>
</tr>
<tr>
<td><strong>Total unrestricted funds</strong></td>
<td>3,019,388</td>
<td>2,555,788</td>
<td>(3,392,067)</td>
<td></td>
<td>2,183,019</td>
</tr>
<tr>
<td>Restricted funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Assistance Fund (CAF)</td>
<td>2,363,923</td>
<td></td>
<td></td>
<td></td>
<td>2,145,982</td>
</tr>
<tr>
<td>CAF Retained Income Fund</td>
<td>207,407</td>
<td>56,020</td>
<td></td>
<td></td>
<td>507,141</td>
</tr>
<tr>
<td>Working Capital Fund (WCF)</td>
<td>3,392,061</td>
<td></td>
<td></td>
<td>(26,676)</td>
<td>3,365,385</td>
</tr>
<tr>
<td>WCF Retained Income Fund</td>
<td>84,894</td>
<td>81,442</td>
<td></td>
<td>(88,052)</td>
<td>449,405</td>
</tr>
<tr>
<td>CPA/WTO Regional Trade Workshop for Parliamentarians</td>
<td>-</td>
<td>18,833</td>
<td></td>
<td></td>
<td>(18,833)</td>
</tr>
<tr>
<td><strong>Total restricted funds</strong></td>
<td>6,049,183</td>
<td>156,293</td>
<td>(147,647)</td>
<td>578,264</td>
<td>6,186,097</td>
</tr>
<tr>
<td><strong>Total funds</strong></td>
<td>9,068,573</td>
<td>2,712,083</td>
<td>(3,392,067)</td>
<td>578,264</td>
<td>8,999,206</td>
</tr>
</tbody>
</table>

Unrestricted funds

- The general reserve represents the accumulated surplus which is available for spending on CPA’s objectives.
- The contingency reserve of £1m, which has been created to meet any unforeseen liabilities, is made up of two separate funds. In 1993 the CPA General Assembly in Cyprus decided that a fund should be created to deal with unforeseen liabilities: a sudden increase in the cost of airfares to the annual conference, a need to find a new venue for a conference or other liabilities which arise due to circumstances which are beyond the control of the Association. The CPA Executive Committee decided in Singapore in May 1999 that the fund should be built up to a maximum level of £500,000 and that when this has been achieved, the interest earned on it should be applied to meet the CPA Headquarters Secretariat operating expenses.

In addition to the unforeseen liabilities fund, the Trustees decided in April 2008 in Malaysia to create and maintain a free reserves policy of £300,000 to cover three months of the Association’s net annual operating costs (i.e. annual operating costs less annual conference airfares). This fund is to be used to maintain the range of services for the Association’s members should there be a sudden and unexpected loss in its revenue.

Restricted Funds

- **Conference Assistance Fund (CAF):** The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association by applying the income or such parts of the capital as the Trustees may deem fit. 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 by applying the income or such parts of the capital as the Trustees may deem fit. Expenditure is restricted to fulfilling these aims.
- **The Partnership Income received in the year from the Commonwealth Secretariat was the contribution received for the CPA Secretariat’s CPA/WTO Regional Trade Workshop for Parliamentarians event.**
Notes to the accounts for the year ending 31 December 2016 (continued)

23. Analysis of net assets between funds

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>2016 Unrestricted £</th>
<th>2016 Restricted £</th>
<th>2016 Total Funds £</th>
<th>2015 Total Funds £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tangible fixed assets</td>
<td>5,073</td>
<td>-</td>
<td>5,073</td>
<td>13,377</td>
</tr>
<tr>
<td>Fixed asset investment</td>
<td>6,470,828</td>
<td>384,981</td>
<td>6,855,809</td>
<td>5,757,184</td>
</tr>
<tr>
<td>Current assets</td>
<td>(884,312)</td>
<td>(39,712)</td>
<td>(924,024)</td>
<td>(1,303,706)</td>
</tr>
<tr>
<td>Totals</td>
<td>2,183,109</td>
<td>6,816,097</td>
<td>9,999,206</td>
<td>9,068,573</td>
</tr>
</tbody>
</table>

24. Financial commitments

The primary contract terms with Canon for the two photocopiers expired on 30 January and 30 April 2013 respectively. After these dates the rental agreement reverted to zero-rental charges, hence there are no financial commitments expected under the lease agreement within one year.

-Ends-

CPA Headquarters Secretariat staffing and Learning & Development

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan took up his position as Secretary-General from 1 January 2016.

The Secretary-General and 12 permanent staff at the CPA Headquarters Secretariat continued their commitment to support the work of Parliamentarians and parliamentary staff in Branches and Regions of the Association. In order to support the work of the new Secretariat General, a new post of Assistant Private Secretary was created and an internal recruitment for this post took place.

The Secretary-General appointed a Learning and Development (L&D) champion to promote learning opportunities for CPA Headquarters Secretariat staff and to develop a programme of ‘staff talks’ by experts from the parliamentary field and other areas. The CPA Headquarters Secretariat staff also participated in a staff team building away day and other L&D opportunities throughout the year. Two new Programmes Assistants were appointed on a temporary six month contract from June 2016 to support the work of the CPA Headquarters Secretariat in delivering new Programmes and Projects in 2016.

The detailed list of CPA Secretariat staff is given below (at 31 December 2016):

- Mr Akbar Khan - Secretary-General
- Mr Joe Omorodion - Director of Finance and Administration
- Ms Meenakshi Dhar - Director of Programmes
- Mrs Musonda Sandy - Assistant Director of Conferences and Events
- Ms Arlene Bussette - Assistant Director of Programmes
- Ms Lucy Pickles - Assistant Director of Programmes and Assistant Private Secretary to the Secretary-General
- Mrs Fatmata Kamara - Assistant Director of Finance
- Mr Jeffrey Hyland - Editor and Communications
- Mrs Lusane Chesham - Executive Assistant to the Secretary-General
- Mr Ian McIntosh - Executive Officer (Finance)
- Ms Anna Schuster - Programme Assistant
- Ms Wezi Nyirenda - Office/Conference Assistant
- Mr Muhammad Irfan Ramzan - Finance Assistant
- Ms Sahar Eljack - Programmes Assistant (temp)
- Ms Shehana Udari - Programmes Assistant (temp)
Members of the CPA Executive Committee in December 2016.