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 263147) 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 181 Parliaments or Branches in 53 countries of the Commonwealth. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association’s International Headquarters in London. The annual subscription is determined at the Association’s annual meeting of the General Assembly.

Front cover images representing the Parliaments and Assemblies of the nine regions of the CPA: (top row left to right) Parliament of Bangladesh (Asia Region); Parliament of Zambia (Africa Region); Parliament of Malaysia (South East Asia Region); (middle row left to right) Parliament of the United Kingdom (British Islands and Mediterranean Region); Newfoundland and Labrador House of Assembly (Canada Region); Parliament of Victoria, Australia (Australia Region); (bottom row left to right) Parliament of New Zealand (Pacific Region); Parliament of India (India Region); Legislative Council of the Turks and Caicos Islands (Carribean, Americas and Atlantic Region).
Patrons, Officers, Professional Advisers and Associated Organisations

Patron and Vice-Patron

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

Vice-Patron
H.E. Mamnoon Hussain, President of the Islamic Republic of Pakistan.

Executive Committee Members (Trustees of the Association)

The names of the Members serving on the CPA Executive Committee during the year, and up to the time of approving this report, are as follows:

<table>
<thead>
<tr>
<th>Officers</th>
<th>Asia Region</th>
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<tbody>
<tr>
<td>President</td>
<td>Hon. Mian Tariq Mehmood, MPA, Provincial Assembly of the Punjab, Lahore (Pakistan) 2014 – to date</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Hon. Abdulla Shahid, MP, The People's Majlis (Maldives) 2012 – to date</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Hon. Chamal Rajapaksa, MP, Parliament of Sri Lanka, Kotte (Sri Lanka) 2013 – to date</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Ms Vicki Dunne, MLA, Legislative Assembly for the ACT, Canberra (Australia) 2013 – to date</td>
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<tr>
<th>Officers</th>
<th>Australia Region</th>
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<tbody>
<tr>
<td>President</td>
<td>Hon. Kezia Purick, MLA, Northern Territory Legislative Assembly, Darwin (Australia) 2014 – to date</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Hon. David Buffett AM, MLA, Legislative Assembly of Norfolk Islands (Australia) 2012 to – date</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Ms Vicki Dunne, MLA, Legislative Assembly for the ACT, Canberra (Australia) 2013 – to date</td>
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<tr>
<th>Officers</th>
<th>British Islands and Mediterranean Region</th>
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<tr>
<td>President</td>
<td>Hon. Derek Thomas, MLC, Legislature of St Helena (St Helena) 2013 – to date</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Dr Roberta Blackman-Woods, MP, House of Commons, London (United Kingdom) 2012 – to date</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Hon. Carmelo Abela, MP, House of Representatives, Valletta (Malta) 2013 – to date</td>
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<tr>
<th>Officers</th>
<th>Canada Region</th>
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<tbody>
<tr>
<td>President</td>
<td>Hon. David Laxton, MLA, Yukon Legislative Assembly, Yukon (Canada) 2014 – to date</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Hon. Wade Verge, MHA, House of Assembly, Newfoundland and Labrador (Canada) 2014 – to date</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Mr Russ Hiebert, MP, Ottawa, Ontario (Canada) 2012 – to date</td>
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<tr>
<th>Officers</th>
<th>The Caribbean, Americas and the Atlantic Region</th>
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<tr>
<td>President</td>
<td>Hon. Hendrick Alexander, OBE, MP, House of Assembly (St Vincent) 2013 - to date</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Hon. Teresina Bodkin, MP, Legislative Assembly of Montserrat (Montserrat) 2013 - to date</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Hon. Michael Peyrefitte, MP, House of Representatives, Belize (Belize) 2014 – to date</td>
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<tr>
<th>Officers</th>
<th>India Region</th>
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<tbody>
<tr>
<td>President</td>
<td>Shri Prem Das Rai, MP, Parliament of India, The Lok Sabha, New Delhi (India) 2012 – to date</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Dr Charnjit Singh Arwal, MLA, Punjab Legislative Assembly, Chandigarh, Punjab (India) 2014 – to date</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Hon. Shri Rajendra Arlekar, MLA, Goa Legislative Assembly, Porvorim, Goa (India) 2014 – to date</td>
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<tr>
<th>Officers</th>
<th>Pacific Region</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Mr Paul Foster-Bell, MP, House of Representatives, Wellington (New Zealand) 2014 – to date</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Lord Tu’ivakano (Siale’Ataongo Kaho), Parliament of Tonga, Nuku’alofa (Tonga) 2014 – to date</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Hon. Niki Rattle, MP, Parliament of Cook Islands, Rarotonga (Cook Islands) 2014 – to date</td>
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<tr>
<th>Officers</th>
<th>South-East Asia Region</th>
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<tbody>
<tr>
<td>President</td>
<td>Mr Lim Biow Chuan MP, Parliament of Singapore (Singapore) 2014 – to date</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Hon S K Devamany, MP, Perak Legislative Assembly, Perak (Malaysia) 2013 – to date</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Mr. Kamaluddin bin Haji Ismail, Parliament of Brunei (Brunei) 2012 – to date</td>
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<tr>
<th>Officers</th>
<th>Members of the Executive Committee (Regional Representatives)</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Hon. Thandi Modise, MP, Parliament of South Africa, Capetown (South Africa) 2014 – to date</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Hon. Mwamneza Moyana, MP, Parliament of Tanzania, Dodoma (Tanzania) 2014 – to date</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Hon. Peter Munthali, MP, Parliament of Malawi, Lilongwe (Malawi) 2014 – to date</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Hon. Naomi Manasia, MP, Parliament of Fiji, Suva (Fiji) 2014 – to date</td>
</tr>
<tr>
<td>CWP Chairperson</td>
<td>Rt. Hon. Dr. Kathiross Ambo, Chairperson of the Commonwealth Women Parliamentarians (CWP) 2014 – to date</td>
</tr>
</tbody>
</table>
Former Vice-Patrons and Officers of the Executive Committee

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

**Vice-Patron**
His Excellency, Paul Biya, President of Cameroon, 2013 – 2014

**President**
Rt Hon. Cavaye Yegue Djibril, MP, Speaker of the National Assembly (Cameroon) 2013 – 2014

**Vice-President**
Vacant 2013 – 2014

**Chairperson**

**Treasurer**

Former Members of the Executive Committee (Regional Representatives)

**Africa Region**
Dr the Hon. Benjamin Bewa Nyog Kunbour, MP (Ghana) 2013 – 2014
Hon. Noma India Cathleen Mfeketo, MP (South Africa) 2013 – 2014
Hon. Senator Letapata Malaha, Parliament of the Kingdom of Lesotho (Lesotho) 2011 – 2014

**Asia Region**
Hon. Rana Muhammad Iqbal Khan, MPA, Provincial Assembly (Pakistan) 2011 – 2014

**Australia Region**
Hon. Barry House, MLC, Western Australia (Australia) 2011 – 2014

**British Islands and Mediterranean Region**
Deputy Michael George O’Hara, Guernsey (Channel Islands) 2012 – 2014

**Canada Region**
Hon. Gene Zwozdesky, MLA, Legislative Assembly, Alberta (Canada) 2012 – 2014
Hon. Ross Wiseman, MHA (Newfoundland and Labrador, Canada) 2013 – 2014

**The Caribbean, Americas and the Atlantic Region**
Dr the Hon. Kendal Major, MP, Nassau (The Bahamas) and Americas 2012 – 2014

**India Region**
Hon. Kiyanilie Peseyie, MLA, Legislative Assembly, Nagaland (India) 2011 – to date
Hon. Nadendla Manohar, MLA, Legislative Assembly, Andhra Pradesh (India) 2013 – 2014

**Pacific Region**
Ms Moana Mackey, MP (New Zealand) 2013 – 2014
Lord Fatafehi Fakalanua (Tonga) 2012 – 2014
Hon. Ludwig Scotty, MP, (Nauru Island) 2011 – 2014

**South-East Asia Region**
Dr Lam Pin Min, MP, Parliament House (Singapore) 2011 – 2014

Trustees of CPA Trust Funds

| Hon. Requena Muntanga, MP | Mrs Clare Christian, MLC | Dr William F. Shija |
| Parliament of Zambia | Legislative Buildings | Secretary-General |
| Lusaka, Zambia | Tynwald Precincts | (to 4 October 2014) |
| | Bucks Road, Douglas | CPA Secretariat |
| | Isle of Man IM 33PW | Suite 750, 7 Millbank |
| | | London SW1P 3JA |

Senior Management Team (SMT)

| Secretary-General and Chief Executive Officer | Acting Secretary-General |
| Dr William F. Shija | Mr Joe Omordiion |
| (to 4 October 2014) | (from 5 October 2014) |

| Director of Finance & Administration | Director of Programmes |
| Mr Joe Omordiion | Ms Meenakshi Dhar |

Professional Advisers

**External Auditors**
Haymacintyre, Registered Auditors, 26 Red Lion Square, London WC1R 4AG

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

**Bank**
National Westminster Bank plc, 27-29 Horseferry Road, London SW1P 2AZ

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

**Legal Advisers**
Dentons UKMEA LLP, One Fleet Place, London EC4M 7WS

Partner Organisations

Commonwealth Secretariat, Marlborough House Pall Mall, London SW1Y 5HX, United Kingdom
The Commonwealth Secretariat is the government wing of the Commonwealth and has 53 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 his representative 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.

Inter Parliamentary Union, 5 Chemin du Pommier, Case postale 330, CH-1218, Le Grand Saxon, 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.
Chairperson’s Foreword

I am pleased to present to you the CPA Annual Report for 2014. It is a pleasure for me to share the effort of my fellow Parliamentarians in strengthening the role of the Commonwealth Parliamentary Association (CPA) across the Commonwealth through various events and activities. The year 2014 has been a very busy time for the CPA. I was elected to the position of Chairperson of the Executive Committee at the CPA Annual Conference held in October 2014 in Cameroon.

The many tributes to the Secretary-General of the CPA, the late Dr William Ferdinand Shija was testament to his presence within the Commonwealth Parliamentary Community and the work that he led in developing the CPA’s role since 2007. I would also like to thank outgoing Chairperson of the CPA Executive Committee, Rt. Hon. Sir Alan Haselhurst, MP (United Kingdom) for his work with the CPA over his term of office.

The CPA has continued to enhance the number and quality of its programmes and has undergone significant organisational change this year. Much of this change will improve the effectiveness of communication between the Secretariat and its branches and 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 2014.

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 greater inclusiveness. Member countries have 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 members is therefore crucial. Insights of members on issues they view as crucial 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 emphasized, and pending and emerging issues must be resolved on the basis of consensus of member Parliaments and branches in the regions.

Over 500 delegates attended the Annual Conference, testament to the commitment to uphold the long cherished values of the CPA and the importance placed on our annual conference by Commonwealth Parliamentarians. I extend my thanks to the 2014 organising team for hosting a most memorable conference in Yaoundé. I also extend my thanks to the CPA Secretariat for the mid-year Executive Committee meeting in April/May 2014. Many important agendas were addressed and resolved in the said meeting.

Within the pages of this Annual Report you will find descriptions of the CPA regional conferences held in 2014 and also the parliamentary seminars, post-election seminars, professional development programmes and Commonwealth Women Parliamentarians (CWP) events in the regions of the Commonwealth. As Chairperson of the CPA, I have had the unique opportunity to take part in the celebration of Commonwealth Day and address the autumn gathering and to represent the CPA in the presence of Her Majesty The Queen in Westminster Abbey. It is essential the CPA continues to appeal and reach out to the millions of young people in the Commonwealth. The 6th Commonwealth Youth Parliament has been held in South Africa in November 2014. I am delighted that the programme for the Youth Parliament will continue in the coming year.

The CPA is a unique platform of Parliamentarians of Commonwealth countries and has great potential to facilitate innovative changes in addressing the common concern for ensuring the welfare of the people. It is imperative to pin point with objective precision and utmost clarity as to what CPA wants to achieve and lay down a foundation for the years beyond. It is for the Executive Committee to steer the way ahead by putting together a forward looking, relevant plan linked to the present objectives and activities of CPA. In doing so it is essential to have a focused approach. The CPA remains dynamic and vibrant because of the high levels of programme activity among our branches and within each Region and the CPA is grateful to the Members, clerks and officials that carry out such a wide variety of work on behalf of the CPA across the Commonwealth.

I would like to express my sincere gratitude to all members for their commitment to uphold the long cherished values of the CPA and the importance placed on our annual conference by Commonwealth Parliamentarians. I extend my thanks to the CPA Secretariat for the mid-year Executive Committee meeting in April/May 2014. Many important agendas were addressed and resolved in the said meeting.

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During my time as Acting Secretary-General & Director of Finance and Administration, with good support being received from the Members, the CPA International Executive Committee and my colleagues at the Secretariat, I have driven forward with vigour the implementation of the strategic objectives and key performance targets set out in the current business plan. My moulds have shaped the CPA Secretariat which has always been dynamic and vibrant because of the high levels of programme activity among our branches and within each Region and the CPA is grateful to the Members, clerks and officials that carry out such a wide variety of work on behalf of the CPA across the Commonwealth.

I would like to express my sincere gratitude to all members for their kind support extended to me as the Chairperson and to the team at CPA Secretariat in taking forward the work of CPA during 2014. As Chairperson of the CPA Executive Committee, I recommend this 2014 Annual Report to colleagues.

Hon. Dr Shirin Sharmin Chaudhury MP
Chairperson of the CPA Executive Committee
Speaker of the Parliament of Bangladesh

Acting Secretary-General’s Foreword

2014 was a very eventful year for the Commonwealth Parliamentary Association (CPA). During the 60th Commonwealth Parliamentary Conference in Cameroon, we received the sad news of the passing of the Secretary General of the CPA, the late Dr William Ferdinand Shija in London following a brief illness. For those who had met Dr Shija, he was a truly unique person and embodied integrity, strength, honesty, humility, tactfulness, diplomacy and strong sense of justice. The CPA received tributes to Dr Shija from across the Commonwealth and around the world. Following his passing, I have been tasked with the dual responsibility of Acting Secretary General and also Acting Chairperson of the CPA Executive Committee. There was continuity in this arrangement as I have been instrumental in the decision-making process at the CPA Secretariat over the last eight years, developing strategic plans, the financial strategy, reserves policy and the 2013 – 2015 business plan. I have also been at the heart of general corporate governance, other organisational renewal processes and policy development matters over these years.

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The CPA has continued its development, enhanced the number and quality of its programmes and has continued its development, based upon the CPA Strategic Plan 2013-2017. The focus of this plan has been on Members and Member needs so that everyone feels they have the opportunity to seek new and greater involvement with the CPA. One of the key CPA events in our annual calendar is the Commonwealth Parliamentary Conference. It is one of the largest annual CPA gatherings bringing together Parliamentarians from across the Commonwealth and beyond to discuss parliamentary and political issues in an effort to improve the way Parliament work and broaden the understanding of Members. With approximately 600 people from 52 countries coming together as a collective, the annual conference not only provides a crucial platform for Members and parliamentary officials to discuss and share ideas, it also provides an opportunity for the Host Branch to showcase their country as well as their Parliament. The concept of hosting programmes, meetings, events and conferences is integral to the CPA and encouragement is given to Branches keen to host a CPA event.

The theme of the annual conference was ‘Repositioning the Commonwealth for the post 2015 Development Agenda.’ This theme was relevant and timely because the global community has been discussing the successor development goals to the current United Nations Millennium Development Goals (MDGs) which are being evaluated in 2013. This theme gave the Commonwealth Parliamentary Community the opportunity to discuss the extent to which it could contribute to this discussion in the post-2015 MDG Agenda.

The CPA’s activities continue to be a huge success. The Commonwealth Youth Parliament has been held as an annual event in 2014 in South Africa and is due to be hosted in Australia in 2015 and the work of the Commonwealth Women Parliamentarians (CWP) continues to grow. Other ongoing programmes include the CPA’s work on Codes of Conduct and Public Accounts Committees as well as the Human Rights and Climate Change programmes. It is confirmed that there are currently no known material styling or governance-related matters which have the potential to adversely affect the Association’s standing and future viability that need to be brought to the attention of the Members.

Mr Joe Omorodion
Acting Secretary-General &
Director of Finance and Administration
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. This brings Parliamentarians and parliamentary staff together to exchange ideas among themselves and with experts in various fields, to identify good practices and new policy options which they can adopt or adapt in the governance of their societies.

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

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

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

These, according to Articles 1(a) to (d), shall be pursued by:
(a) arranging Commonwealth Parliamentary Conferences, and other conferences, seminars, meetings and study groups.
(b) providing facilities for the exchange of visits between Members of the Branches of the Association.
(c) 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.
(d) maintaining at the Secretariat of the Association a centre for the dissemination and exchange of information on parliamentary matters.

Governing Document
The CPA has its own constitution ‘Constitution of the Commonwealth Parliamentary Association’ as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993, and amended by the General Assembly of the Association 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.

Organisational Structure
The responsibility for the day-to-day management of the CPA Secretariat rests with the Secretary-General. The Secretary-General is supported by two Directors: Director of Finance and Director of Programmes. The Secretary-General makes reports on the operations of the CPA Secretariat to the Executive Committee, which has a Co-ordinating Committee and two Sub-Committees.

The Executive Committee, which has two Sub-Committees (Planning and Review Sub-committee and Finance Sub-committee), normally meets twice a year. It reports to the General Assembly annually. The Executive Committee and Secretary-General report at the annual General Assembly. Decisions on daily operational matters are made by the Secretary-General, in consultation with the Directors.

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

Executive Committee and Trustees
The CPA is run by an Executive Committee which acts as the CPA’s Board of Directors. The CPA’s Trustees are the Chairperson of the charity, and determines its strategy and overall management. Day-to-day direction of the charity is vested in the Secretary-General and Chief Executive Officer (CEO).

The Executive Committee is responsible for the control and management of the Association’s affairs. It has three Sub-committees: Planning and Review Sub-committee, Finance Sub-committee and Audit Subcommittee. The Audit Subcommittee was formally created in April 2014.

The Executive Committee is made up of 35 Members, who are also the Trustees of the Association. They are comprised of Members of all three Sub-committees, except the Chairperson of the Audit Subcommittee (Mr Jim Otridge CPA, OBE) who is an independent member of the subcommittee.

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 2014, the Executive Committee and its Subcommittees met in April (London, UK) and October (Yaoundé, Cameroon). The Executive Committee and Secretary-General report at the annual 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 reports and minutes of immediate past meetings.

At their bi-annual meetings, Trustees are kept appraised 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 and the Chairperson of the Commonwealth Women Parliamentarians (CWP).

The Coordinating Committee is responsible for overseeing the implementation of policies, procedures and practices 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 and Director of Programmes. The Secretary-General reports on the operations of the CPA Secretariat directly to the Executive Committee, and via the Co-ordinating 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 and Director of Programmes make up the Senior Management Team (SMT).
Commonwealth Parliamentary Association (CPA) Activities in 2014: Commonwealth Parliamentary Conferences, other conferences, seminars, meetings and study groups

Public Benefit
In pursuance of the CPA’s aims and objectives, the Trustees have considered the UK Charity Commission’s guidance on public benefit. In broad terms, all stakeholders in the legislative arm of government (the only other two being the executive and judiciary) across the 53 countries of the Commonwealth in particular, and the other countries of the world in general, benefit from the work of the Association through its promotion of the knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy.

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

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

Commonwealth Parliamentary Association (CPA) 60th Annual Conference in Cameroon

The annual Commonwealth Parliamentary Conference brings parliamentarians together to discuss parliamentary and political issues in an effort to improve the way Parliaments work and broaden the understanding of Members of Parliament.

The conference was hosted by the Parliament of Cameroon under the leadership of the Speaker of the National Assembly, Rt Hon. Cavaye Yeguie Djbirl, MP, the 2014 President of the Association. The conference was officially opened on 5 October 2014 by the President of the Republic of Cameroon and Vice Patron of the CPA (2013-2014), His Excellency, Paul Biya. The British High Commissioner to Cameroon read the message from Her Majesty Queen Elizabeth II, Patron of the CPA, at the event.

The conference provided an opportunity for Parliamentarians to make their expert contributions to the ongoing discussion of the formulation of the post-2015 development agenda.

The CPA Acting Secretary-General & Director of Finance and Administration, Mr Joe Omorodion, Acting CPA Secretary-General & Director of Finance and Administration, Mr Amitav Banerji, Director of Political Affairs Division at the Commonwealth Secretariat, the representative of the Commonwealth Secretary-General, H.E. Kamalesh Sharma, and the Secretary-General of the Inter-Parliamentary Union, Mr Martin Chungong, addressed the conference on Parliamentary and Governmental activities respectively.

As well as the plenary and workshop sessions, the 60th Commonwealth Parliamentary Conference hosted the 34th Small Branches Conference, and a Commonwealth Women Parliamentarians Business Meeting and Session.

A Conference of the Society of Clerks-at-the-Table (SOCATT) in Commonwealth Parliaments was also held in the wings of the annual conference.

At the end of the conference, a Conference Summary Statement was produced. As mandated by the Executive Committee, the following Statement was circulated to Heads of Government, Heads of International Organizations and High Commissioners by the CPA Secretariat on 14 October 2014:

Parliamentarians attending the 60th Commonwealth Parliamentary Conference and associated meetings recognized the Commonwealth’s commitment to equality and the respect of political, economic, social and cultural rights, including the right to development, in light of the conference theme “Repositioning the Commonwealth for the Post-2015 Development Agenda.”

The conference, hosted by the Parliament of Cameroon from 2 to 10 October in Yaoundé, was attended by over 300 Members and clerks representing Parliaments and legislatures from across the Commonwealth.

The meeting was chaired by the Speaker of the National Assembly of Cameroon and 2014 President of the CPA, Hon. Cavaye Yeguie Djbirl, MP.

This concluding statement contains:
- the topics of discussion,
- a summary of delegates’ discussions, and
- recommendations that were either endorsed or noted.

First Plenary:
Acknowledging that this meeting is taking place in the shadow of tragedy, the 60th CPC First Plenary paid homage to Dr William Ferdinand Shija, late CPA Secretary-General, who passed away on 4 October 2014.

The First Plenary, chaired by the CPA President, heard from Mr Joe Omorodion, Acting CPA Secretary-General & Director of Finance and Administration, Mr Amitav Banerji, Director of Political Affairs Division at the Commonwealth Secretariat, the representative of the Commonwealth Secretary-General, H.E. Kamalesh Sharma, and the Secretary-General of the Inter-Parliamentary Union, Mr Martin Chungong.

The Conference acknowledged that Parliaments have a crucial role to play in defining the post-MDG era. The CPA provided a unique blend of experience for the 60th CPC Conference theme ‘Repositioning the Commonwealth for the Post 2015 Development Agenda’, from their work with Parliaments old and new, large and small, national and provincial, with both Westminster and presidential style Parliaments.

Everyone recognized that Parliaments are no longer only concerned with issues within their national boundaries, but are engaging in global debates at the national level, empowering Members to turn their attention to local and international realities alike.

The Conference heard that public trust is crucial to the life of a Parliament. It is a matter that needs urgent attention and comes only when people feel that Members are successfully articulating the views of citizens. Members were urged to use technology and social media to bring Parliament closer to the people. The Plenary heard that Parliaments must be truly representative of society, with more women, young people, and more Members of marginalized groups.

In order for Parliament to properly contribute to the new development agenda, it must be democratic and modern. The Commonwealth community must focus on democratic governance, to transform societies. Parliament must use its power to make laws and provide oversight to its people. It must be accountable to its people and uphold the constitution to improve the Commonwealth for the good of its citizens.
The eight conference workshops and their recommendations were as follows:

Workshop A: Unity in diversity: The role of Parliament

Section 65 of the Constitution of Cameroon mentions ‘unity in diversity.’ The concept of unity underpins the diversity within the nation’s society, a true asset to the nation. Delegates discussed the importance of protecting this unique diversity and nourishing the cultural differences that Cameroon enjoys.

Cameroon has English and French influences, as well as its diverse indigenous cultures and languages. All Cameroonians speak a local dialect as well as French and/or English; political parties have actively promoted the linguistic and cultural diversity of Cameroon since independence and campaigned to protect the various cultures contributing to Cameroon’s people today. Members debated how local languages and indigenous law should be protected, as well as the influences of European languages and cultures in the country. They recognized that national unity is the basis for ensuring and embracing diversity.

Recommendations from the workshop were:

- Parliament must ensure that unity in diversity, as enshrined in the constitution of Cameroon, continues to be the foundation on which the Cameroonian nation reposes.
- Parliament should ensure that its inter-Parliamentary diplomacy enhances the spirit of ‘unity in diversity’, a peculiarity of Cameroon which is essential for growth and development of Cameroon.
- Parliament should ensure that diversity, which is the foundation of a strong society, is properly assessed and harnessed within constituencies with the view to building development programmes.
- Parliament must ensure that, in its internal process as well as in its public expression, national cohesion in Cameroon is being consolidated.

All recommendations from the workshop were endorsed.

Workshop B: Joining hands for women’s rights: The role of Parliamentarians in gender empowerment

Members agreed that it is essential to understand the challenges specific to women to influence the development agenda on gender. Tracking legislation is important to ensure gender equity is achieved.

Parliamentarians agreed that mentoring schemes for women Parliamentarians are key to furthering women in the political sphere and that getting communities to encourage women to enter public office is vital to increase numbers of women in legislatures.

Recommendations from the workshop were:

- Intensive lobbying for more Bills that encourage more women in politics and allocate funds to create rehabilitation homes for abused and abandoned aged women.
- Access to justice, equal treatment, right to own property, right to access credit, fairness in the distribution of family inheritance and obligations to children in case of divorce or separation.
- Education is the key that opens doors of opportunities for women and also empowers them to take routine risk that someone else would shrink from.

All recommendations from the workshop were endorsed.

Workshop C: Evaluating the emergent content of the post-2015 development agenda against the standards set out in the Commonwealth Charter

Members considered how Commonwealth Parliaments can play during the finalization of the SDGs, and in ensuring their governments implement them effectively.

The workshop noted that although some progress had been made in achieving the Millennium Development Goals (MDGs), there were still many outstanding issues to tackle, and it was therefore extremely important that the process dealing with the new SDGs was robust and effective. There has been an exhaustive consultation process for developing the SDGs, collaborating with working groups, technical support teams and civil society. Though the current draft goals and targets need to be refined, they cover a much wider range of human activity than the MDGs.

Recommendations from the workshop were:

- Implementation support to developing countries in the Commonwealth should tackle domestic revenue collection, policy and institutional coherence as well as institutional and human resource capacity.
- Sanctorum: The will of democracy, governance, peace, freedom, tolerance, moderation, law, protection, inclusiveness, social equity demands a pragmatic action plan nationally and internationally.
- Commonwealth Charter commitments to good governance should inform SDG implementation by Commonwealth Governments, and mean that Commonwealth parliaments should be well informed to monitor such implementation.

All recommendations from the workshop were endorsed.

Workshop D: Good governance for the 21st century: Transparency and accountability continue to be needs and requirements throughout the Commonwealth

Members affirmed that the first accountability for Parliamentarians throughout the Commonwealth is to the people they serve. In doing so, every elected member should accept their responsibility as a public officer, and always act in the best interests of the people. Above all, they have a duty to hold the government to account. Parliament must be independent in its practice of financial scrutiny, ensuring that proper checks and balances are placed on all government expenditures.

It was asserted that responsible government should reflect how the executive is responsible to Parliament and not the other way around. The principle lies in the supremacy of parliament, with the executive accountable to it. Robust access to information systems, an independent commission reporting to Parliament, and the establishment of a public accounts committee would accomplish this.

Recommendations from the workshop were:

- Legislatures and parliaments can achieve sustained and detailed transparency and accountability of government when elected Members are adequately supported in their scrutiny role.
- Parliament has the responsibility to ensure accountability and openness of Executive government through powers including, oversight of government agencies, programmes and service delivery; scrutiny committees; and minimizing opportunities for corruption and nepotism.
- That legislatures throughout the Commonwealth each deliver an open government partnership action plan developed with public consultation, and commit to independent reporting on their progress.

All recommendations from the workshop were endorsed.
shaping how sustainable development is planned for and people take their rightful place in society and help to shape gender. Everyone agreed that legislators and policymakers to young people regardless of economic circumstance or gender. Everyone agreed that legislators and policymakers have a myriad of tools at their disposal to ensure young people take their rightful place in society and help to shape sustainable development.

Discussion leaders and Members also examined the need to integrate educational curriculum with skill development. This includes aligning vocational and technical training with current economic and employment opportunities, to achieve truly global and sustainable development. Educational programmes must become more accessible to young people regardless of economic circumstance or gender. Everyone agreed that legislators and policymakers have a myriad of tools at their disposal to ensure young people take their rightful place in society and help to shape sustainable development.

Recommendations from the workshop were:
• Legislatures should enact laws to empower youth and ensure sustainable; Governments should make policies and allocate funds for vocational and technical education
• Parliaments need to ensure that the education system of their jurisdiction actively engages young people in shaping how sustainable development is planned for and delivered
• Parliaments ought to create enabling environments for young people to participate in scrutinizing programmes designed to facilitate job creation and skills development through public hearings
• Parliament must, for sustainable development to be achieved, master and use its powers to legislate and oversee the implementation of a visionary educational policy.

All recommendations from the workshop were endorsed.

Workshop F: Financial oversight in Westminster style and francophone parliaments: sharing good practice

Discussion leaders shared their experiences of good practice in their individual legislatures. Members remarked on the considerable body of knowledge on Westminster style financial oversight, and on the lack of similar information on francophone Parliaments.

Members and discussion leaders discussed the differences in practices between the Neapoloic and Westminster systems, noting the strengths and weaknesses of each. The lack of public trust in Parliament’s ability effectively enforce financial oversight was a common theme among Members’ comments. The public will lose faith in the system of government if Parliaments do not continue to perform this vitally important role.

Members noted the lack of confidence and trust in the institution of Parliament, and agreed this is largely due to the public knowing more and having better technology, performing this vitally important role.

Recommendations from the workshop were:
• Parliaments and governments should work together with civil society and faith groups to transform the lives and opportunities of the most vulnerable people in society
• Aligning their systems with the public’s better technology, enabling them to see where Parliament’s shortfalls lie.

Members agreed that it is incumbent that all Parliamentarians act transparently and accountably. Preparing and training for committee proceedings will ensure that legislatures improve financial oversight. It is important that the legislature has access to resources for this, so that their committees can operate and research effectively.

Recommendations from the workshop were:
• That transparency and effective information for the public be the primary objectives of any reform of the financial oversight exercised by Parliaments
• Parliament must ensure that effective financial oversight depends on the independence, objectiveness, soundness of structures and the level of its cooperation with the audit institutions
• Parliament must ensure that committee Members undergo training in questioning techniques and the preparation of questions to ensure they deliver effective financial scrutiny of government departments

Members agreed that Parliaments in English- and French-speaking countries share common objectives regarding budgetary oversight, greater collaboration and sharing of good practices is recommended.

All recommendations from the workshop were endorsed.

Workshop G: What is the role of Parliament in providing for the most vulnerable in society?

The workshop focused upon two main aspects. The first related to the legislative aspect of transforming the lives of the most vulnerable, people with a properly functioning democracy with a secure human rights regime in place and the will of legislators to ensure that the most vulnerable are protected.

The second aspect was directed less towards legislation itself, and more towards the framework in which legislators operate. It was stressed that Parliamentarians need to use Parliamentary tools to achieve their ends.

Parliamentarians debated the extent to which Parliamentary resources should be dedicated to the plight of the vulnerable and in turn, relieving patterns of inequality.

Recommendations from the workshop were:
• That benchmarks be prepared to guide Parliaments in the development of codes of conduct which aim to enhance public trust in Parliaments and Parliamentarians
• Codes of conduct only improve trust in Parliamentarians if the public see that they are upheld, and that Parliamentarians represent all their constituents equally.

All recommendations from the workshop were endorsed.

Commonwealth Women Parliamentarians session: Increasing women’s political representation in the commonwealth in the post-2015 era: challenges and way forward

Members received an account of the increase in women in Cameroon’s politics and Members congratulated Cameroon for its example. Delegates discussed the importance of mentoring, mobilizing and motivating women in or entering politics. They stressed the importance of involving men in gender equality work and receiving resounding assent.

Members agreed that women politicians must be united in their voices, strong and consistent in their calls for equality in all sectors of society and all development efforts. Members discussed the biggest obstacles to women in politics, which included the amount of family and household responsibilities they undertake, the discrepancy in income between men and women and the fact that fewer opportunities are afforded to women.

There was a strong call from Members to show unity and engage international organizations in enhancing female representation in politics, to share experiences and examples of best practice and embrace mentoring opportunities in the pursuit of absolute gender equality.

Recommendations from the workshop were:
• Despite socio-cultural beliefs and patriarchy, Cameroon’s significant increase in female political representation makes a case for further legislation. Sustained progress, however, depends on capacity building
• We have been speaking about getting more women in Parliament for many years. We now have to propose new, unique strategies to realize our goals
• That the CPA and member states establish mentorship programmes to provide support and guidance to women aspiring to run for political office at the municipal, provincial and national levels.

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Commonwealth Parliamentary Association (CPA) 34th Small Branches Conference in Cameroon

First Plenary: The challenges of small states’ vulnerabilities in their quest for social and economic development

It was recognized that improving the skills of the local workforce in small states improved the wider labour force, increasing potential revenues for social spending. In addition, studies showed that nations with higher educational standards had an increased GDP with one study concluding that a country with literacy scores that were 1% above the average could expect to see GDP per capita up to 1.5% higher. Better education also leads to better health, both indirectly, with inter-generational effects of better educated parents on the health of their children, and directly, with greater self-esteem and well-being for the educated.

Participants recognized that it was important to ensure that education linked to the needs of the community and that vocational education and apprenticeships were as important as purely academic education. Those who worked in sectors where wages had traditionally been lower should not be undervalued: many small states found that it is often necessary to rely on immigrant labour to undertake these lower paid roles if locals did not.

The recommendation from the first Plenary was:

- Education is fundamental to improving small states’ resilience to improve social and economic outcomes that will be central to all policy decisions.

The recommendation from the workshop was endorsed.

Second Plenary: What is the role of Parliament in providing for the most vulnerable in society?

Members outlined three vital points to consider when providing for vulnerable people in society: commitment to transformation, understanding of the nature of the transformation by listening to vulnerable people’s needs, and partnering with non-government organizations (NGOs), which are often better placed than government to help vulnerable people.

Parliament needs to know where the key vulnerabilities lie, and lead and represent vulnerable people. They could do this by representing the most vulnerable groups in Parliament, especially women and indigenous people. Members agreed that political parties also played a role in ensuring the pre-selection of vulnerable groups. That, in turn, leads to parliament legislating accordingly, but also to raise awareness of particular issues:

Parliamentarians have the ability to cajole, influence and give airtime to vulnerability issues. By scrutinising, Parliamentarians have the ability to cajole, influence and give airtime to vulnerability issues. By scrutinising, Parliamentarians should ensure that policies are enhancing solutions for these issues and the budget allocates sufficient funds to mitigate vulnerability.

Recommendations from the second Plenary were:

- Parliaments and governments should work together with civil society and faith groups to transform the lives and opportunities of the most vulnerable people in society
- That all Parliamentarians, government or opposition, accept their responsibility for providing recommendations to support the vulnerable in society
- It is the duty and responsibility of all Parliaments to legislate to ensure effective social protection in particular of the most vulnerable
- As a key aspect of their duty of representation, Parliaments should have regard to the particular importance of dismantling entrenched patterns of inequality.

All recommendations from the workshop were endorsed.

Other Conferences, Seminars and Meetings

In addition to the annual Plenary and Small Branches conferences, the following events were successfully organised during the year:

CPA Regional Conferences

Africa Region Conference, Arusha
The 43rd Africa Regional Conference was held in Arusha, Tanzania, from 16 to 27 July 2014. The Conference theme was ‘Utilising Commonwealth Parliaments to Combat the Challenges to Socio-Economic Development in Africa’.

Australia and Pacific Regional Conference
The Australia and Pacific Regions were due to hold a joint regional conference but the late withdrawal of the host branch caused the event to be cancelled.

44th British Isles and Mediterranean Regional Conference, Wales
The 44th British Isles and Mediterranean Regional (BIMR) Conference was hosted by the CPA Wales Branch in Cardiff from 27 to 29 May 2014.

The Wales Branch was delighted to welcome over 50 delegates, representing 15 different UK and International Legislatures, including international observers from Australia, Canada and the Caribbean to the iconic Senedd in Cardiff Bay.

The Conference was considered successful and innovative in its approach in examining the conference theme of ‘Equality of Access to Democracy’, as well as in conducting the BIMR annual general meeting. Meetings included a simultaneously-translated session in Welsh and English discussing bilingualism and official languages in Parliaments, and a session on engaging young people in politics with members of the Welsh World Schools debating team.

Delegates at the CPA British Islands and Mediterranean Regional Conference in May 2014 pictured at the Senedd in Cardiff Bay, Wales.
Parliamentary Seminars

25th Commonwealth Parliamentary Seminar, Dar es Salaam, Tanzania

The Commonwealth’s varied parliamentary practices and procedures were discussed by more than 35 Parliamentarians representing 9 of the 9 regions of the CPA when they met in Dar es Salaam, Tanzania from 25 to 31 May 2014.

Topics discussed included: The Role of the Presiding Officer and Staff of Parliament; The Member of Parliament and the Party; Parliamentary Ethics, Transparency and Accountability; Parliamentary Committees and the Committee System; Parliament and the National Economy; Parliament and HIV/AIDS; Parliament, Gender and Human Rights; and Parliament, the Media.

The sessions were presented by a group of resource persons who were drawn from academic, civil society and Parliamentarians. They included: Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda, and CWP Chairperson; Hon. Ronald Kiance, MP, Deputy Speaker, House of Representatives and CPA Executive Committee Vice-Chairperson, Malaysia; Hon. Mussa Azzan Zungu, MP, CPA Tanzania Branch Chairperson; Dr the Hon. Benjamin Bewa-Nyog Kunfour, MP, Minister for Government and Minority Leader and CPA Executive Committee Member, Ghana; Hon. Barry House, MLC; President of the Legislative Council, Western Australia; Hon. Mr Md. Mahbub Ali, MP, Bangladesh; Hon. Lediana Ming’ong’o, MP, Chairperson of the Tanzania Parliamentarians’ Aids Coalition, Tanzania; Mr Ludovic Utouh, Controller and Auditor General, Tanzania; Mr Fergus Reid, Deputy Principal Clerk in the Public Bill Office, House of Commons, United Kingdom; Dr Elly Mpuungu, Tanzania National Planning Commission; and Dr Ayoub Raisha, Lecturer at the University of Dar es Salaam, Tanzania; Ms Wilhelmina Mensah, Regional Coordinator, CHRi Ghana; and Ms Boemo Sekgoma, Director Programs & HIV/AIDS Policy Advisor SADC Parliamentary Forum.

The Seminar is aimed towards new Parliamentarians who are likely to play significant future roles in their Parliaments.

Post-Election Seminar: The Bahamas

A CPA Post-Election Seminar was held for the Parliament of The Bahamas from 26 to 29 March, 2014. The General Election which took place in May 2012, resulted in a change in government with the then opposition winning 30 of the 38 seats. Topics discussed included: The Role of Members of Parliament; Deepening Democracy through Parliament; Party Organisation within Parliament and the Role of the Second Chamber in Bicameral Parliaments.

The CPA Resource Team included: Hon. Michael A. Carrington, MP; Speaker of the House of Assembly, Parliament of Barbados; Senator Raynell Andreychuk - Attorney General, Canada; Mr. Fergus Reid, Deputy Principal Clerk in the Public Bill Office, House of Commons, United Kingdom; Dr Elly Mpuungu, Tanzania National Planning Commission; and Dr Ayoub Raisha, Lecturer at the University of Dar es Salaam, Tanzania; Ms Wilhelmina Mensah, Regional Coordinator, CHRi Ghana; and Ms Boemo Sekgoma, Director Programs & HIV/AIDS Policy Advisor SADC Parliamentary Forum.

The seminar was held in Bridgetown, Barbados on 25 July to 2 August 2014 at the Barbados Hilton Hotel, Needham’s Point. The Hon. Michael Carrington, MP, Speaker of the House of Assembly of Barbados, served as Chairman for the Conference and presided over the meeting of the Executive Committee and the Annual General Meeting.

A total of 45 people participated in different aspects of the conference programme. Fourteen Branches were represented: Anguilla, Bahamas, Barbados, Bermuda, British Virgin Islands, Cayman Islands, Grenada, Guyana, Jamaica, Montserrat, Nevis Island, St. Christopher & Nevis, Trinidad and Tobago and Turks & Caicos Islands.

The session topics were: Addressing the Peculiar Challenges of Small Developing Economies; The Role of Parliament in Combating Non communicable Diseases: is it legislative or moral? Its place on the legislative agenda; A new Development Model; How can we effectively emerge from the Global Financial and Economic Crisis? Challenges to Government-subsidized Health Care in Small Developing States; what are the options?; Enhancing Parliamentary Democracy - A Road Map for Co-operation between Government and Opposition; The Role of Youth in Ensuring the Survival of Parliamentary Democracy; and Securing our Borders: shared responsibility.

The Caribbean, Americas and the Atlantic Regional Conference; Barbados

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Regional Conference organizers presented a diverse line-up of eight sessions which covered a variety of issues before Canadian parliaments as well as situations which parliamentarians may encounter in their roles as public representatives. Newfoundland MLA and Deputy Speaker Wade Verge discussed the challenges of being a government backbencher who must decide whether to defend a government decision that is unpopular among constituents or publicly break with his colleagues. Quebec’s National Assembly President Jacques Chagnon used Quebec’s end-of-life legislation to argue in favour of debating social issues in Parliament. Leonard Lee-White, Assistant Deputy Minister in New Brunswick’s Department of Finance, shared lessons learned from the most province’s public sector pension plan reforms. Elaine Taylor, Yukon’s Deputy Premier, and Brigadier-General Greg Loos, Commander of the Joint Task Force (North), co-presented a session on the National Economy; Parliament, the Member and the Committee System; Parliament and Parliamentary Ethics, Transparency and Accountability; Parliamentary Committees and the Committee System; Parliament and the National Economy; Parliament and HIV/AIDS; Parliament, Gender and Human Rights; and Parliament, the Media.

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The National Assembly of Malawi, in collaboration with the Commonwealth Parliamentary Association (CPA), held a Post-Election Seminar from 11 to 14 June 2014 at the Bingu International Conference Centre for the CPA, held a Post-Election Seminar from 11 to 14 June 2014. The theme of the seminar was ‘Tackling Parliament Seriously’. The seminar programme was designed to assist and develop the capacity of the newly-elected Parliamentarians.

The CPA Resource Team included the CPA Secretary-General, Dr William F. Shija; the former Speaker of the Parliament of Zambia, Hon. Amusaa Mwanamwambwa; and Hon. Liam McArthur, MSP, a Member of the Scottish Parliament. It consisted of 35 elected seats in the country’s House of Representatives who acted on behalf of the CPA Secretariat- General, Dr William F. Shija. The Seminar, held at the Royal Swazi Spa Convention Centre, was attended by 50 Members and parliamentary staff.

The CPA Resource Team was selected from within the Africa Region and the UK, with three respected Parliamentarians and one retired senior Parliamentary Clerk from the UK House of Commons. It consisted of the following persons: Hon. Request Muntanga MP, Parliament of Zambia; Hon. Dr Benjamin Kunbuor, MP, Minister for Defence, Parliament of Ghana; Hon. Zwelivelile Mandela, MP, Parliament of South Africa; Mr Douglas Millar – former Clerk in the House of Commons, UK; The Learned Attorney General Majahenkhaba Dlamini, Parliament of Swaziland.

The Seminar was officially opened on 3 September by Senate President, Gelane Zwane and Hon. Request Muntanga MP, who acted on behalf of the CPA Secretary-General, Dr William F. Shija. The Seminar, held at the Royal Swazi Spa Convention Centre, was attended by approximately 30 Members and parliamentary staff.

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The topics of Parliamentary practice and the separation of powers were frequently returned to in discussions.

The Seminar was attended by a total of 24 participants representing 13 of the National Branches in the Africa region. At the end of their deliberations, the Mahé Declaration was issued which recommended that attending Members would, amongst other things, ‘ TAKE FORWARD their responsibility as Parliamentarians in raising awareness of international, regional and national human rights mechanisms, and Parliamentarians’ consonant roles and responsibilities in engaging with them.’

The objective of the programme was to develop a greater understanding of the operations of these Committees in the Africa region in order to improve their quality of work and the support to them.

The workshop was officially opened by the Speaker of Parliament, Rt Hon. Henry Chimunthu Banda, MP and was attended by eleven Chairs or Vice Chairs of Agriculture Committees of Ghana, Kenya, Malawi, Mozambique, Nigeria, Rwanda, Sierra Leone, South Africa, Tanzania, Uganda and Zambia. In addition, five Committee Members from the host Parliament of Malawi also participated.

The Resource Team included: Mr Guy Poulter, Natural Resources Institute, University of Greenwich, UK; Mr Tony Worthington, Chair of the Natural Resources Institute’s Development Group, UK; Professor Idah Sithole-Niang, University of Zimbabwe’s Department of Biochemistry; Dr Sipho Moyo, Africa Director, ONE Foundation and Mr Nixon Bugo, Program Officer, Growing Africa’s Agriculture (AGRA).

The Role of Parliamentary Agriculture Committees in the Asia, India and South East Asia Regions, Punjab, India

The CPA and the NRI of the University of Greenwich, in cooperation with the Punjab Legislative Assembly (India), convened a two day workshop on Parliamentary Agriculture Committees for the Asia, India and South East Asia Regions on the challenges facing parliamentarians in overseeing and legislating on issues concerning agriculture. The Seminar hosted by the Legislative Assembly of Punjab was held in Chandigarh, India from 29 to 31 October 2014 and attended by nine participants from six countries with different levels of exposure to aspects of agricultural usage of land.

The Members exchanged views on the constitutional role allocated to parliamentary committees, women’s land ownership in the Indian context; the contribution of agricultural science; the geographical and environmental challenges to sustainable agriculture; agriculture and nutrition; maximising incentives and opportunities for the rural poor; and technical innovations in the agricultural sector.

Participants considered, amongst other aspects, to:
- Effectively assert themselves in introducing and ensuring the passage of laws with the aim of protecting the interest of the small-scale farmers and women as well as the agricultural sector as a whole
- Play a more effective role in ensuring that sufficient funds are allocated in the national budget for the protection and advancement of agriculture and actively monitor related expenditure
- Ensure that government spending in the area of agriculture is effectively scrutinized through audit reports and the committee’s own inquiries.

This was the second major meeting in this conference series on parliamentary agriculture committees.

Benchmarks Workshop for the Caribbean, Americas and Atlantic Region, Barbados

In 2006, the Commonwealth Parliamentary Association (CPA) published Recommended Benchmarks for Democratic Legislatures, which was the product of a CPA Study Group hosted by the Parliament of Bermuda. The Benchmarks provide an opportunity for Commonwealth Parliaments to undertake their own self-assessment against the specific Benchmarks, as they seek to identify possible new ways to function as effectively as possible.

At the official request of the Regional Secretary for the Caribbean, Americas and the Atlantic (CAA) Region, the CPA Secretariat organized this assessment workshop, hosted by the Parliament of Barbados, to provide an opportunity for representatives from the region to self-assess their Parliaments against the CAA Regional Benchmarks. The assessment workshop was held from 25 to 26 July 2014, in Bridgetown, Barbados, and included presiding officers, members, clerks and senior parliamentary staff from nine of the branches from the region.

The CPA Resource Team included Mr Tom Duncan, Clerk of the Australia Capital Territory (ACT) Legislative Assembly and Australia Regional Secretary; Mr Kevin Whitehouse; Director at the Parliament of Canada; Mrs Heather Cooke, Clerk to Parliament, Jamaica and Caribbean, Americas and the Atlantic (CAA) Regional Secretary; and Mr. Scott Hubli, from the National Democratic Institute for International Affairs (NDI).

In advance of the assessment workshop, participants assessed their institutions against the CPA Benchmarks for the Caribbean, Americas and Atlantic using a 5-point scale. Over the course of the assessment workshop, the participants reviewed sections to assess the performance of their Parliaments against the regional Benchmarks.

The assessment workshop sought to identify areas where Parliaments in the region were performing well against the Benchmarks and to discuss ways of better meeting them, in areas where Parliaments were only partially meeting the standards.

The workshop was also intended to identify Benchmarks that require further clarification, as well as issues that they do not currently, but perhaps should, address.

Constituency Development Funds (CDF) Workshop, Papua New Guinea

The 5th Commonwealth Parliamentary Association (CPA) and State University of New York (SUNY) Constituency Development Fund (CDF) Workshop was held in Port Moresby, Papua New Guinea from 13 to 14 August 2014. The workshop was co-hosted by the National Parliament of Papua New Guinea and the Papua New Guinea CPA Branch. Participants from Bougainville, Nauru, Papua New Guinea (PNG), Pakistan, and Sri Lanka attended, and the CPA Pacific Regional Secretariat provided administrative support on behalf of the CPA.

An Opening Address was delivered by the Speaker of the Parliament of Papua New Guinea, Hon. Theo Zurenuoc, MP, and a welcome message was delivered by the Mr Daniel Tasker, Pacific Regional Secretariat on behalf of the Association.

Over the two days of the workshop members from Asia and the Pacific Region were able to give their thoughts and input into the development of the CDF Toolbox, developed in collaboration with Dr. Mark Baskin, the key facilitator from SUNY. Robust and constructive discussions provided a valuable contribution to the project.

Along with an overview of the work done on CDFs by the CPA and the SUNY, a presentation of the Three CDF Tools: Sourcing and Financing, Rules and Procedures, and Public Participation, and a discussion of the Sourcing and Financing Tool also constituted day one of the workshop programme.

On day two, participants discussed: A revised Tendering and Procurement Tool; A revised Implementation and Operations tool; and the noting/adoption of the final revisions to the Three Tools.

Delegates attending the 5th West Africa Association of Public Accounts Committees (WAAPAC) Annual General Meeting in Burkina Faso in July 2014.

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Delegates attending the 5th West Africa Association of Public Accounts Committees (WAAPAC) Annual General Meeting in Burkina Faso in July 2014.
Parliamentary Staff Development Workshop, Pacific Region, Cook Islands

A CPA Parliamentary Staff Development Workshop for the Pacific Region took place from 25 to 27 March 2014 in Rarotonga in the Cook Islands.

The three-day Workshop was intended to further enhance parliamentary members of staff’s capacity in service delivery focussing on crucial areas relating to parliamentary work. Subject areas covered included:
- Big challenges for small Parliaments
- The role and accountability of MPs
- Parliamentary privileges
- The administration and funding of Parliament
- Parliament and development: curbing corruption
- Practice and procedure in the House.

Attendees included members of staff from Parliaments and Legislative Assemblies of Kiribati, Nauru, New Zealand, Samoa, Tonga, Western Australia and the Cook Islands.

The New Zealand and Western Australian Parliaments provided the resource people together with specifically selected participants in conducting the various sessions. It was an approach that was well received by the participants as it helped retain the attention of all attendees with the differences of personalities in presentation approaches and techniques.

The interactions amongst participants, created by such a “participatory approach”, proved useful throughout the Workshop; and this was recommended for future workshops of the same nature.

The Parliament of the Cook Islands hosted the CPA Parliamentary Staff Development Workshop for the Pacific Region in March 2014.

International Executive Training Programme for Parliamentary Staff, Montreal Canada

In April 2014, the third International Executive Training Programme for Parliamentary Staff was hosted by McGill University, The World Bank Institute and in collaboration with the Commonwealth Parliamentary Association. The programme is designed in close collaboration with peers in Parliaments across Asia, Europe, North America, Africa and Australia to ensure its relevance to all participants.

Bringing together 28 participants from around the world, the CPA sponsored 6 delegates from Sri Lanka, Bangladesh, Samoa, Sierra Leone, Canada and the Cayman Islands, who were able to join their counterparts from Liberia, Seychelles, Trinidad and Tobago, Nigeria, Cambodia and Papua New Guinea.

The participants completed a week long intensive residential, face to face seminar programme which covered a range of subject areas including Democracy, Accountability and Parliaments, Government Accountability, the Representation and Oversight of Parliament, Legislative-Executive Relations, Corporate Management of Parliament, Research, Benchmarking, Committees and Constituency Development Funds. The second phase of the programme, an online distance learning course then began to build on their experience in Montreal.

Parliamentary Staff Development Workshop, Caribbean, Americas and the Atlantic Region, Belize City, Belize

The CPA organised a Parliamentary Staff Development Workshop for the Caribbean, Atlantic and Americas (CAA) Region. It was held in Belize City, Belize from 11 to 15 August 2014.

As part of the CPA’s core programme of support for parliamentary staff, all CAA Branches were invited to attend. The programme was attended by 10 Branches from the Region, including the host.

The seminar was officially opened by the Speaker of the National Assembly of Belize, Hon. Michael Pechefitte, and Ms Jacqui Sampson, Clerk to the House of Representatives, Trinidad and Tobago, who represented the Association.

Among other subjects, participants discussed: Practice and Procedure in the House; Impartiality of Clerks and Relationship with Parliamentarians; Committee Administration and Procedure in Committees; Procedural Research Tools: Giving Sound Parliamentary Advice through Effective Research and Interpretation of Parliamentary Practice; The Administration and Funding of Parliament; Parliament, Civil Society and the Media; Parliament and the Budget; and Parliament and Gender.

The Resource Team included: former Clerk of the Canadian Senate, Mr Paul Belisle, Clerk of the House of Representatives in Trinidad and Tobago, Ms Jacqui Sampson and Assistant Clerk to the Parliament of Jamaica, Ms Cheryl Gibson.

Parliamentary Staff Development Workshop, Asia and South East Asia Regions

The CPA organized its biannual Parliamentary Staff Development Workshop (PSDW) for the Asia and South East Asia Regions in Sabah, Malaysia from 23 to 27 June 2014. This was arranged in collaboration with hosts the CPA Sabah Branch.

The PSDW brings together parliamentary staff from across the two regions to take part in a programme that aims to develop their professional skills. It is recognized that parliamentary staff play an important role in providing an efficient framework for the Legislature and that there is a need for focussed programmes that address their specific requirements for training and professional development.

The aims of the workshop were to:
1. Provide exposure to a range of mid-level parliamentary staff at the national and sub-national levels in the Asia and SE Asia regions to principles of parliamentary democracy
2. Share practices and procedures from a range of jurisdictions in the region where common issues and challenges exist
3. Suggest practical ways in which good practice can be applied in individual legislatures

The two and a half day workshop had a total of 10 Sessions with the final one addressing ‘Evaluation, Feedback and Moving Forward – Shaping Clerks for the Modern Parliament’.

Attendance on all three days of the Workshop was high, with the keen interest and role played by the Host Branch Clerk, Dato Bernard Dalinting. The inputs from the senior Clerks present, namely Mr Dhammika Dasanayake, Secretary-General of the Parliament of Sri Lanka and Mr Ahmed Mohamed, Secretary-General of the People’s Majlis, Maldives, were greatly appreciated by the participants, given their immense experience of the Commonwealth.

This workshop provided a unique opportunity for parliamentary staff, particularly those of the state legislative assemblies of Malaysia, to interact with their peers who share a common background and similar challenges.
Commonwealth Parliamentary Association, International Monetary Fund and the Bangladesh Parliament Workshop on ‘Economic and Financial Challenges for Emerging Economies’ South East Asia, Asia and India Regions

A workshop, hosted by Hon. Dr Shirin Sharmin Chaudhury MP, the Speaker of the Bangladesh Parliament, Chairperson of the CPA International Executive Committee and Branch President of the CPA Bangladesh Branch, brought together Members of Parliament and parliamentary staff to consider the economic and financial challenges faced by emerging economies.

The workshop, held in Dhaka on 18 to 19 November 2014, for the Asia, South East Asia and India Regions of the CPA, was supported by the CPA and the International Monetary Fund. Proposals to strengthen financial frameworks in order to benefit economic growth, reduce poverty and narrow the inequality gap were identified and debated by some 20 participants.

The five key areas of discussion were the requisite socio-political environment for the development of a strong and stable economy; delivering more inclusive growth, taxation policies; financial inclusion and barriers to financial services; government partnerships with the private sector; and climate change and energy pricing.

Participating CPA Branches included Bangladesh; Chhattisgarh, India; Lok Sabha, India; Pakistan; Sabah, Malaysia and Sri Lanka, together with the International Monetary Fund and the CPA Secretariat.

The objective of the workshops was to bring together Parliamentarians and high-level staff to examine common economic and financial challenges in the participating regions. The event also gave a platform for the IMF to offer expertise and give an overview of its activities. Parliamentarians also had the opportunity to share experiences and good practice in financial policy.

Developing Parliamentarians’ capacity in Information and Communication Technology, Trinidad and Tobago

The CPA, in collaboration with the Commonwealth Telecommunications Organisation (CTO), delivered a two-day Workshop for Parliamentarians on information and communication technologies (ICTs) from 1 to 4 December, 2014. Discussions focused on how to legislate effectively on ICTs and how to use ICTs for the parliamentary process.

The Workshop, hosted by the Parliament of the Republic of Trinidad and Tobago in Port of Spain was attended by 17 Parliamentarians from Anguilla, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Grenada, Guyana, Jamaica, Montserrat, Nevis Island, St Lucia, Turks and Caicos and Trinidad and Tobago CPA Branches. The Hon. Wade Mark, MP, the Speaker of the House of Representatives of Trinidad and Tobago, opened the workshop, saying that ICTs underpin all the operations of Parliament, making it connected, efficient, greener and transparent.

The Acting Secretary-General & Director of Finance and Administration of the CPA, Mr Joe Omorodion, spoke on how ICTs had revolutionised the way people communicate. They could be a highly effective tool for Parliamentarians, but there were pitfalls.

Key points from the workshop included:

- The expertise available within the public sector has to constantly improve, in line with the advances in the ICT sector.
- It is important to create clear boundaries between information to be disseminated and not to be disseminated.
- Setting up an integrated management system to serve Parliamentarians individually and regionally would improve the use of ICTs by Parliamentarians.
- The CPA and CTO should work closely with Parliamentarians in the CPA Caribbean, Americas and Atlantic Region over the next two years. A seminar should be held within two years to review the implementation of recommendations from the workshop.

Delegates at the CPA Workshop on ‘Economic and Financial Challenges for Emerging Economies’ held in Bangladesh in November 2014

Commonwealth Promotion

Commonwealth Day at CPA Headquarters

Commonwealth Day 2014 took place on Monday 10 March focusing on the theme “Team Commonwealth”. The CPA Headquarters collaborated with the CPA UK Branch to deliver a one-day programme which included a debate session on the subject ‘How will this year’s theme, Team Commonwealth, foster prosperity and cooperation across the Commonwealth?’ The session was an added bonus to the programme and allowed the young people to gain practical experience of parliamentary debate.

Parliamentarians in the CPA Caribbean, Americas and Atlantic Region over the next two years. A seminar should be held within two years to review the implementation of recommendations from the workshop.

The CPA Secretariat and CPA UK Branch jointly hosted 50 young people who represented seven of the nine Regions of the Commonwealth (the two unrepresented regions were Canada and India). The programme allowed participants to engage with Members of Parliament, including the CPA Chairperson Rt Hon. Sir Alan Haselhurst, MP, United Kingdom as well as with parliamentary officials and High Commissioners. The High Commissioner for the Republic of Trinidad and Tobago, H.E. Garvin Nicholas, and His Excellency the Rt Hon. Sir Lockwood Smith, KNZM, Ph.D., the High Commissioner for New Zealand, also participated in the programme.

The participants also attended the multi-faith Observance held at Westminster Abbey which was also attended by HM The Queen. The programme concluded with two keynotes on the first day followed by the Commonwealth Secretariat’s Reception at Marlborough House where HM The Queen was the Guest of Honour and, the second, Afternoon Tea at the Terrace Pavilion at the Houses of Parliament.

Commonwealth Day in Branches

Grants totalling £5,200 were given by the CPA International HQ to the following 11 Branches who applied for assistance with funding their Commonwealth Day activities in their own jurisdictions: Africa (Zambia, Seychelles, Uganda), Asia (Pakistan), Australia (Northern Territory), British Isles and the Mediterranean (St Helena); Caribbean/Americas/Atlantic (Dominica, Guyana, Jamaica, India; Chattisgarh); Pacific (Kiribati).

6th Commonwealth Youth Parliament, South Africa

The theme of the 6th Commonwealth Youth Parliament, which took place in Mmabatho, North West Province, South Africa from 2 to 8 November 2014, was ‘Deepening the Commonwealth’s Commitment to Democracy and Youth Development’. The Youth Parliament was opened by Hon. Susanna Dantjie, MPL, Speaker of the North West Provincial Legislature.

A total of 43 Commonwealth Youth Parliamentarians representing seven (Africa, Asia, Australia, British Islands and Mediterranean, Caribbean, Americas and Atlantic, India and South East Asia) of the nine regions of the Commonwealth participated. This year also saw the introduction of Young Members of Parliament, who took the role of mentors to help support and guide the Commonwealth Young Parliamentarians. The Young Members were under 35 years of age and Parliamentarians from a Commonwealth jurisdiction.

The Youth Parliament Programme included learning sessions in the form of presentations from both the visiting Young Members as well as locally based Parliamentarians and Clerks. The broad range of topics covered included governance, oral Parliamentary questions and the Committee system. The Youth Parliament enabled participants to experience life in the spotlight whilst receiving practical experience of the Parliamentary system through mock sessions on specific areas of procedure such as Question Time, Opposition Motion, Ten-minute Rule Bill and Committee of the Whole.

Participants were also confronted with the possibility of a minority government. This was later followed by a vote of no confidence which resulted in a temporary shift in power. Attending from the North West Provincial Legislature were: Speaker of the Provincial, Hon. SuSSanna Rebecca Dantjie, MPL, Deputy Speaker of the Provincial Legislature, Hon. Jane Manganyie; Secretary of the Provincial Legislature, Mrs Mmamoloko Gaoteloelwe; Deputy Secretary of the Provincial Legislature, Mr. Albert Kelesi. The 7th Commonwealth Youth Parliament is scheduled to take place in Northern Territory, Australia, in November 2015.
Commonwealth Women Parliamentarians (CWP)

Commonwealth Women Parliamentarians (CWP) is a programme, originally established by the Commonwealth Parliamentary Association (CPA), that supports women to participate fully in the political and parliamentary process. It aims to strengthen the role of women in the governance of CWP member and CPA affiliated countries and regions, and to promote closer working relationships between Commonwealth parliaments and political organisations.

CWP Regional Strengthening Activities
At the request of the CWP Steering Committee and following the approval of the CPA Executive Committee, each CPA Region was offered the opportunity to apply for CWP Regional Strengthening Funds, which enables and empowers each respective region to establish CWP structures where they do not exist, and to undertake a specifically tailored programme relevant to their unique needs.

In 2014, the following Regions undertook their unique Regional Strengthening Activities:

Caribbean, Americas & Atlantic (CAA) Regional CWP Conference
The Caribbean, Atlantic and Americas Region utilised their regional strengthening funding for 2013 and 2014 to hold a two-day meeting which was held from 22 to 23 May 2014. This was following a commitment made at the 6th CWP Regional Conference held in Antigua & Barbuda in July 2013 to revive the Regional CWP Chapter under the theme: 'Women: The Voice! The Vote! The Victory!'

The main objectives of the meeting that took place in Nassau, Bahamas, were to develop a strategic plan for the Region, with the ultimate goal of promoting the participation of women in representational politics, and to establish a Steering Committee to ensure that plans were implemented in the period between conferences. Around 30 participants attended, representing 10 regional Branches. They included the Bahamas, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Guyana, Jamaica, Nevis Island, Trinidad & Tobago, and Turks and Caicos Islands.

Other CWP Activities

CWP Regional Conference and Steering Committee Meeting
The CWP was represented by the Vice Chair of the CWP, Ms Patricia Ferguson, MSP, at the invitation of the National Assembly of Quebec (ANQ), to an inter-parliamentary seminar to mark the 20th Anniversary of the Beijing Declaration and Platform for Action. The seminar took place in January 2014 in Quebec City and was organised with the aim of mobilising women parliamentarians ahead of the 59th Session of the UN’s Commission on the Status of Women.

CWP Activity at the 60th Annual Conference, Cameroon
The Steering Committee met ahead of the Commonwealth Parliamentary Conference, on 10 October 2014, in Yaoundé, Cameroon. Women delegates and observers, as well as some male parliamentarians attended the CWP Business Meeting which took place in Yaoundé, Cameroon on 8 October 2014. There was also a CWP Session on 8 October 2014, on ‘Increasing Women’s Political Representation in the Commonwealth in the post-2015 era: Challenges and Way Forward’.

International Representation of CWP
The CWP was represented by the Vice Chair of the CWP, Ms Patricia Ferguson, MSP, at the invitation of the National Assembly of Quebec (ANQ), to an inter-parliamentary seminar to mark the 20th Anniversary of the Beijing Declaration and Platform for Action. The seminar took place in January 2014 in Quebec City and was organised with the aim of mobilising women parliamentarians ahead of the 59th Session of the UN’s Commission on the Status of Women.

The meeting brought together members of the Network of Women of the Parliamentary Assembly of Francophonie, executive committee members of the Network of Women Parliamentarians of the Americas and the CWP representative. The key themes of the event were violence against women, economic empowerment of women and access of women to political and economic decision-making processes.

These publications were to be distributed in all provinces across Canada. In addition, the CWP Chairperson visited potential partnering organisations such as the Girl Guides to explore opportunities to undertake cross-generational work. An outreach session including select women’s groups and university students were also brought together to raise awareness about CWP. As a result of the successful outreach session, the Canada Region undertook a project to promote awareness of the CWP through a bilingual video. The video has been completed and shared across the region and is available on the CPA website.
Working with Other Organisations

In 2014, the CPA partnered with a number of international organisations to deliver a series of professional development conferences, seminars and workshops, including the World Bank, Commonwealth Secretariat, State University of New York, United Nations Development Programme, Natural Resources Institute at Greenwich University, SDAC Parliamentary Forum and the Commonwealth Human Rights Initiative, amongst others. In addition, work with other organisations, included:

22nd Conference of Speakers and Presiding Officers of the Commonwealth, Wellington, New Zealand

The 22nd Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) was held in Wellington at Parliament Buildings from 23 to 24 January 2014. The CPA Chairperson, Rt Hon. Sir Alan Haselhurst, MP, attended the meeting. The Speaker of the House, the Rt Hon. David Carter, hosted the event, where Speakers and Presiding Officers from all over the Commonwealth were represented. Approximately 180 delegates attended CSPOC, including more than 50 Speakers and Presiding Officers, along with observers. Many bicameral or two-house Parliaments were represented by both the Presiding Officers in their Upper and Lower Houses.

20th Anniversary of the Beijing Platform, Quebec, Canada

The CPA was invited to send a representative to the National Assembly of Quebec (ANQ) to an inter-parliamentary Seminar to mark the 20th Anniversary of the Beijing Declaration and Platform for Action. The Seminar took place in January 2014 in Quebec City. The Seminar was organized with the aim of mobilising women Parliamentarians ahead of the 59th Session of the Parliamentarians, to mark the 20th Anniversary of the Beijing Platform, Quebec, Canada, attending a Parliamentary Meeting on the occasion of the 20th Anniversary of the Platform for Action. The theme of the discussion was ‘Inter-Generational Dialogue To End Violence Against Women And Girls In The Commonwealth’, which was in line with the 2014 UN theme for International Women’s Day of ‘Inspiring Change: For Greater Awareness on Women’s Equality.’ The CPA was represented by Mr Gavin Shuker, MP, Shadow Minister for International Development (United Kingdom) who delivered a Keynote Address on ‘Ending Violence Against Women for Sustainable Development in the Commonwealth’.

International Women’s Day – London, United Kingdom

To commemorate International Women’s Day 2014, the Commonwealth Secretariat organized a panel discussion at their Headquarters in London, United Kingdom on 7 March 2014. The theme of the discussion was ‘Inter-Generational Dialogue To End Violence Against Women And Girls In The Commonwealth’, which was in line with the 2014 UN theme for International Women’s Day of ‘Inspiring Change: For Greater Awareness on Women’s Equality.’ The CPA was represented by Mr Gavin Shuker, MP, Shadow Minister for International Development (United Kingdom) who delivered a Keynote Address on ‘Ending Violence Against Women for Sustainable Development in the Commonwealth’.

United Nations Climate Change Conference (COP20/ CPM10), Peru

Hon. Michael Carrington, MP, the Speaker of the House of Parliament, Barbados, was the CPA representative attending a Parliamentary Meeting on the occasion of the United Nations Climate Change Conference (COP20/ CPM10), Lima, Peru. Hon. Michael Carrington made an interactive presentation in the session entitled ‘Low-carbon future: A case for concerted action by national legislators and local authorities’. Two one-day meetings were organized by the Congress of the Republic of Peru, in conjunction with the Inter-Parliamentary Union, with the support of the geopolitical Group of Latin America and the Caribbean (GRULAC), from 8 to 9 December 2014. The meetings provided Parliamentarians with an opportunity to obtain first-hand information about the main issues at the UN Conference.

CPA Benchmarks

Developing benchmarks for Parliamentary Codes of Conduct

The CPA is working in collaboration with Associate Professor Hon. Dr Ien Coghill of Monash University, Australia, to develop a set of benchmarks for Parliamentary Codes of Conduct across the Commonwealth.

Professor Coghill and Dr Abel Kinyondo, of the University of Dar es Salaam, Tanzania, attended the 60th CPC of Conduct and Ethics.

Professor Coghill and Dr Kinyondo conducted more than 40 interviews with Members of Parliament and Clerks, to investigate the design, provisions and effectiveness of codes of Parliamentary conduct in each jurisdiction. Prof. Coghill also spoke at a dedicated Workshop on the topic ‘Parliamentarians and Public Trust: Do Codes of Conduct help?’ on 8 October 2014.

The CPA will undertake another workshop, in partnership with Professor Coghill, in 2015.

Provision of facilities for the exchange of visits between Members of the Branches of the Association

Provision of Facilities for Member Branches

The Trustees continued to make the Association both accessible and welcoming to all Commonwealth countries which 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 Parliaments 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.

Visits to the Secretariat

The CPA Secretariat welcomed just over 110 visitors to the Secretariat from Branches, including Members of Parliament, Current and Former Executive Committee Members, Parliamentary staff and partner 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.

CPA Branch Visits

The Secretary-General, Dr William F. Shija (to 4 October 2014) and Acting Secretary-General & Director of Finance and Administration, Mr Joe Omorodion (from 5 October 2014), made numerous Branch visits to different Regions of the Commonwealth to promote the work of the CPA Secretariat and Association, and encourage them to continue to request for, and use, the Association’s services.
Publishing material relevant to the aims and activities of the Association

The Trustees provided Members with access to recent information on the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, and other issues affecting Parliaments. These included the publication of *The Parliamentarian* and CPA Update periodicals on CPA activities, parliamentary and political events. The CPA website continued to provide a link for the members to review past and future events of the Association.

Keeping in line with the CPA Strategic Plan 2013-2017, the Association published four issues of *The Parliamentarian* along with three issues of CPA Update and several new publications, to help strengthen the CPA at Branch, regional and international levels through communications and provide Members and Parliaments with comparative parliamentary information and promote the development of good practices.

Though a profile for the 2014 Executive Committee Mid-Year Meeting was not produced, given the change of venue from the Maldives to London, a Profile for the Annual Conference in Cameroon was produced and work has begun on a Sahab profile ahead of the mid-year Executive Committee Meeting in April 2015. Archived issues of *The Parliamentarian* dating back to 2008 can be accessed from the CPA website, under the ‘Our Services/Publications’ menu.

### The Parliamentarian

The CPA’s flagship journal is published quarterly and the CPA website, under the ‘Our Services/Publications’ menu.

**The 60th Commonwealth Parliamentary Conference in Cameroon was the lead story celebrating 20 years of freedom, democracy and peace in South Africa.** The issue also included articles on the activities of the CWP chapter in the British Islands and Mediterranean Region, the territory status of Norfolk Island, Australia, Sri Lanka’s impeachment procedural process and India’s anti-corruption Bill, the Lokpal and Lokayukta Act 2013.

**Issue Three: 2014** looked at issues such as Rwanda’s progress to inclusive governance twenty years on from the genocide of 1994, women in Parliament with particular reference to the Practice Parliament for women in the Pacific, workers’ rights in Singapore, water management in Western Australia, procedures in the Indian Parliament and assessing Bermuda’s Parliament against the CPA Benchmarks for Democratic Legislatures.

**Issue Four: 2014** covered a number of mile stones, the lead story celebrating 20 years of freedom, democracy and peace in South Africa. The issue also included articles on the activities of the CWP chapter in the British Islands and Mediterranean Region, the territory status of Norfolk Island, Australia, Sri Lanka’s impeachment procedural process and India’s anti-corruption Bill, the Lokpal and Lokayukta Act 2013.

**Issue One: 2014** of *The Parliamentarian* focused on the theme of International Women’s Day (IWD), an apt subject given the timing of the magazine in March 2014. Articles included the Trinidad and Tobago government’s efforts on driving more women into politics, reserving seats to encourage more women into Parliament in the Pacific and UNDP’s efforts to meet the global target of 30% women’s representation in Parliament. Small states’ interests and codes of conduct also featured in Issue One.

**Issue Two: 2014** celebrated a number of mile stones, the lead story celebrating 20 years of freedom, democracy and peace in South Africa. The issue also included articles on the activities of the CWP chapter in the British Islands and Mediterranean Region, the territory status of Norfolk Island, Australia, Sri Lanka’s impeachment procedural process and India’s anti-corruption Bill, the Lokpal and Lokayukta Act 2013.

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**Maintaining a centre for the dissemination and exchange of information on parliamentary matters at the CPA Secretariat**

The CPA Parliamentary Research Service (CPRS) continued to provide general and researched based information to the Members from approximately 185 Parliaments and Legislatures during the year.

The CPRS makes full use of digital media so comparative Commonwealth parliamentary information and the CPA name is readily and rapidly available to Members and the Public. It utilizes, in addition to the CPA Website, electronic media, including multimedia, social media and Twitter. It is uniquely placed to be an authoritative information source relevant to the needs of Branches and the new work patterns of Members and officials and has the potential to become the main centre for comparative parliamentary studies, both for our Members and other external organizations. In this regard, there has been continued engagement with CPA Branches as the research service supplied information in response to many queries throughout the year. In addition, there been great interest in Codes of Conduct, and this has generated programme work in this area.

The CPRS is a key tool in the communication between the Association, its Members and the wider community and will play a critical role in the future development of the Association.
The detailed list of staff as at 31 December 2014 was as follows:

- Mr Irfan Muhammad Ramzan – Finance Assistant
- Ms Wezi Nyirenda – Office/Conference Assistant
- Ms Anna Schuesterl – Programmes Assistant
- Ms Lucie Pickles – Assistant Director of Programmes (1)
- Ms Arlene Bussette – Assistant Director, Programmes (2)
- Mrs Musonda Sandy – Assistant Director, Conference and Events
- Ms Lucy Pickles – Assistant Director of Finance
- Mrs Luseanne Chesham – Executive Assistant to the Secretary-General
- Mr Ian McIntosh – Executive Officer (Finance)
- Mrs Musonda Sandy – Assistant Director, Conference and Events
- Ms Lucy Pickles – Assistant Director of Finance

Visits to the CPA Secretariat Headquarters

During 2014, the Secretary-General/Acting Secretary-General & Director of Finance and Administration welcomed a wide range of distinguished visitors and guests to the CPA Secretariat Headquarters in London, United Kingdom. A full list of visitors is available from the CPA Secretariat.

State Funeral of the late Secretary-General Dr William F. Shija
Dar es Salaam, Tanzania

News of the passing of the Secretary-General Dr William F. Shija was received on 4 October 2014, the opening day of the Small Branches Conference at the 60th Commonwealth Parliamentary Conference in Yaounde Cameroon. The Chairperson read the following tribute to the late Secretary-General, Dr William Ferdinand Shija. The Executive Committee agreed that the following tribute to the late Secretary-General (prepared by the CPA Secretariat), in written form, would be available on every seat and be read at the 60th Commonwealth Parliamentary Conference Opening Ceremony on 6 October 2014, followed by a minute’s silence in tribute to Dr Shija.

“It is with deep regret that the CPA Secretariat informs the Commonwealth Parliamentary Association’s Executive Committee of the passing of the Secretary-General of the Association, Dr William Ferdinand Shija. Dr Shija died this morning, 4th October 2014, in London, United Kingdom. Dr Shija served as Secretary-General of the Commonwealth Parliamentary Association from 1st January 2007 to 4th October 2014.

He was the first black African Secretary-General in the Association’s history. Dr Shija was educated in Dar es Salaam, Tanzania, at Chang’ombe Education College, where he received a Diploma in Education. He pursued his studies further in New Delhi, India, where he obtained a BA in Journalism. His postgraduate education includes a Masters Degree and Ph.D, in Mass Communication from Howard University in Washington DC in the United States. He served as lecturer and principal lecturer at Nyegge Social Development College from 1978 to 1982, and a tutor at Civil Service College in 1972. He also worked as Senior Instructor at Tabora Secretarial College from 1977 to 1979.

Prior to joining the CPA, Dr Shija served as a Member of the National Assembly of Tanzania from 1999 to 2005. During this time, he also served as a Minister in the following Ministries, Industry and Trade, Energy and Minerals, Information and Broadcasting, Science and Technology, and Higher Education. He also held a position of Chairman of the Foreign Affairs Committee from 1999 to 2005, and was a Member and Chairman of the Committee on Education Culture, Tourism and Human Resources at the Pan African Parliament from 2004 to 2005.

He authored numerous academic, government and parliamentary policy papers in political economy, education, communications and development issues. He also served as Head of the African Union observer team at the Malawi 2004 presidential and parliamentary general elections. As the CPA’s Chief Executive Officer, Dr Shija was responsible for the interpretation and implementation of the CPA’s policies, as well as the enhancement of its activities. He headed a team of 13 staff members at the CPA Secretariat, located in London.

Dr Shija was born on 28th April 1947. He is survived by his wife, Mrs. Gertruda Peter Shija and five children. He will be widely mourned and long remembered.”

On 10 October 2014, Mr Joe Omorodion, the Acting Secretary-General & Director of Finance and Administration, Mrs Luseanne Chesham, Executive Assistant to the Acting Secretary-General and Mr Ian McIntosh, Executive Officer, departed Yaounde to attend Dr Shija’s state funeral in Dar es Salaam, Tanzania. The CPA Secretariat staff attended a Holy Mass service at the late Dr Shija’s house in the suburbs of the capital along with family, distinguished guests and other mourners.

The following day, a state funeral had been organised at Karimjee Grounds, Old Parliament Building, Dar es Salaam, with the permission of the Tanzanian Parliament. Distinguished guests included the President of the United Republic of Tanzania Dr Jakaya Mrisho Kikwete, Vice-President Dr Mohamed Gharib Bilal and Rt Hon. Anne Semamba Makinda, Speaker of the National Assembly of Tanzania. Dr Shija’s obituary was read by Hon Zitto Zuberi Kabwe.

The Acting Secretary-General & Director of Finance and Administration and others read condolences messages. The President led mourners to pay their last respects and sign the book of condolences, which had also been signed by CPA Members at the 60th CPC. The book was handed to Ms Anna Shija by the Acting Secretary-General and Director of Finance.

On 21 April 2015, a new portrait of the late Secretary-General Dr William F. Shija was unveiled by the Acting Secretary-General & Director of Finance and Administration, Mr Joe Omorodion in the presence of CPA Secretariat staff members at the CPA Headquarters.

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Commonwealth Parliamentary Association (CPA) Branches and Annual Conference Participation

At 31 December 2014, the Commonwealth Parliamentary Association (CPA) had 181 active branches. The CPA branches were distributed across the CPA’s nine regions as follows:

**AFRICA**
- Benin – Not Attended
- Cameroon – Delegation x 3 (1 Male 2 Female). ExCo x 1 (1 Male). Observers x 2 (2 Male).
- Ghana – Delegation x 3 (3 Male). ExCo x 1 (1 Male). Observers x 1 (1 Male).
- Kenya – Delegation x 3 (2 Male 1 Female). Observers x 1 (1 Male).
- Lesotho – Delegation x 3 (2 Male 1 Female). ExCo x 1 (1 Male).
- Malawi – Delegation x 3 (2 Male 1 Female). Observers x 2 (2 Male).
- Mauritius – Delegation x 2 (2 Male).
- Mozambique – Delegation x 3 (2 Male 2 Female).
- Namibia – Delegation x 3 (2 Male 1 Female). Observers x 4 (2 Male 2 Female).
- Nigeria – Delegation x 5 (5 Male). Observers x 5 (2 Male 3 Female).
- Abia – Not Attended
- Akwa Ibom – Delegation x 1 (1 Male).
- Adamawa – Delegation x 1 (1 Male).
- Anambra – Not Attended
- Bauchi – Not Attended
- Bayelsa – Not Attended
- Benue – Not Attended
- Borno – Not Attended
- Cross River – Delegation x 1 (1 Male). Observers x 14 (14 Male).
- Delta – Not Attended
- Ebonyi – Not Attended
- Edo – Not Attended
- Ekiti – Delegation x 1 (1 Male). Observers x 7 (7 Male).
- Emasu – Not Attended
- Gombe – Not Attended
- Imo – Not Attended
- Jigawa – Not Attended
- Kaduna – Not Attended
- Kano – Delegation x 1 (1 Male).
- Katsina – Not Attended
- Kebbi – Not Attended
- Kogi – Not Attended

**Asia**
- Bangladesh – Delegation x 3 (3 Male) ExCo x 1 (1 Female). Observers x 2 (2 Male). CVWSC x 1 (1 Female).
- Pakistan – Delegation x 6 (4 Male 2 Female). Observers x 2 (2 Male).

**Brunei**
- Delegation x 1 (1 Male). Observers x 3 (2 Male 1 Female).

**Canada**
- Alberta – ExCo x 1 (1 Male).
- British Columbia – Not Attended
- Manitoba – Delegation x 1 (1 Male).
- New Brunswick – Not Attended
- Newfoundland & Labrador – Not Attended
- Northwest Territories – Delegation x 1 (1 Male).
- Nova Scotia – Delegation x 1 (1 Male).
- Nunavut – Not Attended
- Ontario – Not Attended
- Prince Edward Island – Not Attended
- Quebec – Delegation x 1 (1 Male). Observers x 3 (1 Male 2 Female).
- Saskatchewan – Delegation x 1 (1 Male).

**Brunei**
- Delegation x 1 (1 Male). Observers x 1 (1 Male).

**Australia**
- Australian Capital Territory – ExCo x 1 (1 Female).
- New South Wales – Delegation x 1 (1 Male). Observers x 1 (1 Female).
- Northern Territory – Delegation x 1 (1 Male).
- Queensland – Delegation x 2 (2 Male).
- South Australia – Not Attended
- Tasmania – Delegation x 1 (1 Male).

**Africa Region:**
- Angola – Delegation x 2 (2 Male 1 Female). Observers x 1 (1 Male).
- Botswana – Not Attended
- Burundi – Delegation x 3 (2 Male 1 Female). ExCo x 1 (1 Male).
- Cameroon – Delegation x 6 (3 Male 3 Female). ExCo x 1 (1 Male). Observers x 2 (2 Male). CWPSC x 1 (1 Female).
- Chad – Delegation x 1 (1 Male).
- Comoros – Not Attended
- Ethiopia – Delegation x 1 (1 Male). Observers x 2 (2 Male).
- Eritrea – Not Attended
- Gabon – Delegation x 1 (1 Male).
- Gambia – Not Attended
- Ghana – Delegation x 1 (1 Male).
- Guinea – Delegation x 1 (1 Male).
- Guinea-Bissau – Delegation x 1 (1 Male).
- Kenya – Delegation x 1 (1 Male). Observers x 1 (1 Male).
- Lesotho – Delegation x 1 (1 Male).
- Libya – Delegation x 1 (1 Male).
- Malawi – Delegation x 3 (2 Male 1 Female). Observers x 2 (2 Male).
- Mozambique – Delegation x 3 (2 Male 1 Female). Observers x 2 (2 Male). Observers x 1 (1 Male).
- Namibia – Delegation x 1 (1 Male). Observers x 1 (1 Male).
- Niger – Delegation x 1 (1 Male).
- Nigeria – Delegation x 1 (1 Male). Observers x 1 (1 Male). Observers x 1 (1 Male).
- Rwanda – Delegation x 1 (1 Male). Observers x 1 (1 Male).
- Saint Helena – Delegation x 1 (1 Male)
- Sierra Leone – Not Attended
- South Africa – Delegation x 1 (1 Male). Observers x 1 (1 Male).
- Swaziland – Delegation x 1 (1 Male).
- Tanzania – Delegation x 1 (1 Male). Observers x 2 (2 Male). ExCo x 1 (1 Female). Observers x 1 (1 Male).
- Uganda – Delegation x 1 (1 Male). Observers x 2 (1 Male 1 Female).
- Zambia – Delegation x 1 (1 Male). Observers x 1 (1 Male).
- Zimbabwe – Delegation x 1 (1 Male). Observers x 1 (1 Male).
- Yemen – Delegation x 1 (1 Male). Observers x 1 (1 Male).

**Annual Conference Delegate List 2014**

The following list shows the attendance and gender representation of branches, on a regional basis, at the 60th Commonwealth Parliamentary Conference held in Cameroon in October 2014.

[KEY: ExCo = CPA Executive Committee; CWPSC = Commonwealth Women Parliamentarians Steering Committee]
Commonwealth Parliamentary Association (CPA) Branches and Annual Conference Participation (continued)

CARIBBEAN, AMERICAS AND ATLANTIC
- Anguilla – Delegation x 1 (1 Female)
- Antigua & Barbuda – Not Attended
- The Bahamas – Not Attended
- Barbados – Not Attended
- Belize – Not Attended
- Bermuda – Delegation x 3 (3 Male), Observers x 1 (1 Female)
- British Virgin Islands – Delegation x 1 (1 Female), Observers x 1 (1 Female)
- Cayman Islands – Delegation x 1 (1 Female)
- Dominica – Delegation x 1 (1 Female)
- Grenada – Not Attended
- Guyana – Delegation x 2 (2 Male)
- Jamaica – Delegation x 3 (3 Male)
- Montserrat – Not Attended
- St Christopher & Nevis – Delegation x 1 (1 Male), Observers x 1 (1 Male)
- Nevis Islands – Delegation x 1 (1 Male)
- St Lucia – Not Attended
- St Vincent & the Grenadines – Not Attended
- Trinidad & Tobago – Not Attended
- Turks & Caicos Islands – Not Attended

INDIA
- India – Delegation x 4 (4 Male), ExCo x 1 (1 Male)
- Andhra Pradesh – Delegation x 1 (1 Male), Observers x 1 (1 Male)
- Arunachal Pradesh – Delegation x 1 (1 Male)
- Assam – Delegation x 1 (1 Male)
- Bihar – Delegation x 1 (1 Male)
- Chhattisgarh – Delegation x 1 (1 Male)
- Delhi – Not Attended
- Goa – Delegation x 1 (1 Male)
- Gujarat – Delegation x 1 (1 Male)
- Haryana – Not Attended
- Himachal Pradesh – Delegation x 1 (1 Male)
- Jammu & Kashmir – Delegation x 1 (1 Male), Observers x 2 (2 Male)
- Jharkhand – Not Attended
- Karnataka – Delegation x 1 (1 Male), Observers x 1 (1 Male)
- Kerala – Delegation x 1 (1 Male)
- Madhya Pradesh – Delegation x 1 (1 Male)
- Maharashtra – Not Attended
- Manipur – Delegation x 1 (1 Male)
- Meghalaya – Delegation x 1 (1 Male)
- Mizoram – Delegation x 1 (1 Male)
- Nagaland – Delegation x 1 (1 Male), ExCo x 1 (1 Male), Observers x 1 (1 Male)
- Odisha – Delegation x 1 (1 Male)
- Puducherry – Delegation x 1 (1 Male)
- Punjab – ExCo x 1 (1 Male)
- Rajasthan – Delegation x 1 (1 Male)
- Sikkim – Delegation x 1 (1 Male)
- Tamil Nadu – Delegation x 1 (1 Male)
- Telengana – Observers x 3 (3 Male)
- Tripura – Delegation x 1 (1 Male)
- Uttarakhand – Delegation x 1 (1 Male)
- Uttar Pradesh – Delegation x 1 (1 Male), Observers x 1 (1 Male)
- West Bengal – Not Attended

PACIFIC
- Bougainville – Delegation x 1 (1 Male)
- Cook Islands – Not Attended
- Fiji Islands – Not Attended
- Kiribati – Delegation x 2 (2 Male)
- Nauru – ExCo x 1 (1 Male)
- New Zealand – Delegation x 2 (2 Male)
- Niue – Not Attended
- Papua New Guinea – Not Attended
- Samoa – Delegation x 3 (3 Male)
- Solomon Islands – Not Attended
- Tonga – Not Attended
- Tuvalu – Delegation x 1 (1 Male)
- Vanuatu – Not Attended

SOUTH-EAST ASIA
- Malaysia – Delegation x 3 (1 Male 2 Female), ExCo x 1 (1 Male), Observers x 3 (2 Male 1 Female)
- Johore – Delegation x 1 (1 Male), Observers x 5 (4 Male 1 Female)
- Kedah Darulaman – Delegation x 1 (1 Male)
- Kelantan – Delegation x 1 (1 Male), Observers x 3 (3 Male)
- Malacca – Delegation x 1 (1 Male), Observers x 1 (1 Male)
- Negeri Sembilan – Delegation x 1 (1 Male), Observers x 2 (2 Male)
- Pahang – Not Attended
- Perak – Delegation x 1 (1 Male), ExCo x 1 (1 Male), Observers x 2 (2 Male)
- Perlis – Not Attended
- Sabah – Delegation x 1 (1 Male)
- Sarawak – Not Attended
- Selangor – Not Attended
- Terengganu – Delegation x 1 (1 Male), Observers x 3 (3 Male)
- Singapore – Delegation x 4 (3 Male 1 Female), ExCo x 1 (1 Male)

Financial Statements and Review 2014

The Financial Statements and Review shows how the Commonwealth Parliamentary Association (CPA) revenues were generated and expended during 2014.
Financial Review

During the 2014 financial year, the Association made a surplus of £91,502 before net investment gains (2013: deficit of £31,217). The surplus was due to the following movements in income and expenditure activities during the year. Income decreased by £35,225 (2%) when compared to the year ended 31 December 2013 mainly as a result of reductions in revenue income (£14k), membership fees (£14k), partnership revenue (£3k) and other income (£7k).

The continued drive for efficiency savings from the implementation of various governance and organisational development (OD) initiatives from 1 January 2014 has resulted in cost reductions, including those from staffing costs, of £127k when compared with the previous year.

The CPA held £1,780,689 in its General Reserve (2013: £1,690,741) at the end of the financial year together with £1,000,000 (2013: £1,000,000) in a Contingency Reserve. The contingency reserve is held in accordance with the reserves policy of the Association. In addition, both the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £6,146,801 (2013: £5,861,525). Income from each Trust Fund is used for the benefit of the members.

Financial Strategy

The Executive Committee agreed the CPA financial strategy in South Africa in August 2013. The issues addressed in the policy include the reserves, income generation, financial and administrative control policies for the Association. The primary purpose was to ensure that the Association’s financial resources and policies are strategically deployed to support the strategic objectives outlined in the CPA business plan 2011 – 2015, 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.

Reserves Policy

The Contingency Reserve that has been established by the Trustees is made up of a fund to deal with unforeseen liabilities of £300,000 (2013: £300,000) and a free reserves fund of £300,000 (2013: £300,000). The unforeseen liabilities fund deals with events 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 other unforeseen liabilities which have 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 (i.e. annual operating costs less annual conference airfares). This fund is intended to cover the range of services for the Association’s members should there be a sudden and unexpected loss in its revenue.

The Association also holds a general fund of £1.8m (2013: £1.7m). Whilst reviewing the reserves level during the year, the Trustees resolved that the accumulated surplus would be available, and drawn upon, for spending on CPA’s objectives in 2013 and beyond.

Investment Policy

The CPA has investments in two trust funds under the guidance and supervision of the Trustees. During 2014 these funds were managed by Coutts & Co. The Trustees met twice in the year to review the funds’ performance. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arranging study group meetings, seminars 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 stocks, shares and investments as they see fit. The policy is to adopt a cautious to moderate risk investment strategy based on maximising income and, within this strategy, the Trustees 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.
- Establishes a clear understanding of the investment guidelines and objectives.
- Offers guidance and limitations to investment advisors and/ or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent standards, the Trust Deeds of the Fund(s) and the Trustee Act of 2000 as amended from time to time.

Investment Performance

Whilst the Association’s target for investment income (see Investment Policy above) was not achieved during the year under review, the Trustees continue to feel confident that the investment managers’ assurance that the target would be met within the shortest time possible would be realised in due course. The Trustees continue to monitor the investment performance closely. The market value of the CPA’s investment portfolio increased by £560,156 (2013: increased by £234,531).

Future Periods

The CPA will continue to pursue its key aims of holding conferences and seminars; disseminating information on Parliamentarians and political issues; organising international exchanges among Members and officials of Parliaments and Legislatures and assisting newly emerging Commonwealth democracies. The CPA’s assets are considered adequate to meet its annual obligations in the next three 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 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 has:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SOP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures discussed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in 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 Charity (Accounts and Reports) Regulations 2008 and the provisions of the CPA business plan 2013 – 2015. The CPA, in line with the Trust Deeds of the Fund(s) 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.

Website

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 governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditors

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

This report was approved by the Executive Committee on 29 April 2015 and signed on its behalf by:

- Hon. Dr Shirin S. Chaudhury, MP, Chairperson of the Executive Committee
- Mr Joe Omorodion, Acting Secretary-General & Director of Finance and Administration

Independent Auditors’ Report to the Members of Commonwealth Parliamentary Association

We have audited the financial statements of Commonwealth Parliamentary Association for the year ended 31 December 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Executive Committee’s Responsibilities set out in the Annual Report, the trustees are responsible for the preparation of financial statements which give a true and fair view. We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board’s (APB’s) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves performing procedures in order to obtain audit evidence about the financial statements. The auditor’s report is not intended to be a complete review of the subject matter of the financial statements.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity’s affairs as at 31 December 2014; and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

If, in our opinion:

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

Haysmacintyre, Chartered Accountants, Statutory Auditor, 26 Red Lion Square, London, WC1R 4AG.

Haysmacintyre is eligible to act as auditor in terms of section 122 of the Companies Act 2006.
Statement of Financial Activities for the year ended 31 December 2014

Incoming resources
- Incoming resources from generated funds
  - Investment income 2 14,125 123,454 137,579 148,891
- Incoming resources from Charitable activities
  - Branch membership fees 2,492,365 2,492,365 2,526,271
  - Subscriptions for The Parliamentarian 5,384 5,384 6,725
  - Partnership income 14,194 - 14,194 19,923
- Other incoming resources
  - Other incoming resources 14,194 - 14,194 19,923

Total incoming resources 2,526,068 123,454 2,649,522 2,704,787

Resources expended
- Costs of generating funds
  - Investment Management Costs
  - Charitable activities
    - Publications & Communications 361,865 361,865 730,833
    - Conferences 457,926 67,931 525,859 537,540
    - Seminars, Projects & Commonwealth Development Technical Assistance Programmes 685,236 685,236 441,522
  - Governance Costs 530,903 572,164 703,067

Total resources expended 2,436,120 121,000 2,558,120 2,736,004

Net (outgoing) incoming resources before other recognised gains and losses 89,948 1,354 91,502 (31,217)

Other recognised gains
- Gains on investment assets 17 - 283,822 283,822 263,451
Net movement in funds 89,948 285,376 375,324 232,198

Reconciliation of funds
- Balance brought forward on 1 January 2014 2,690,741 5,861,525 8,552,266 8,120,068
- Balance carried forward on 31 December 2014 2,780,689 6,146,901 8,927,590 8,552,266

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.

Balance sheet as at 31 December 2014

Fixed asset
- Tangible assets 16 11,863 4,770
- Investments 17 5,873,979 5,309,823

Total 5,887,842 5,314,593

Current assets
- Short term deposit 18 3,587,309 3,428,923
- Debtors 19 238,239 165,041
- Cash at bank and in hand 253,711 411,083

Total 4,099,250 4,005,047

Creditors: amounts falling due within one year
- 20 (1,059,311) (767,374)

Net current assets 3,039,748 3,237,673

Net assets 8,927,590 8,552,266

Funds
- General fund 22 1,780,689 1,690,741
- Contingency reserve 22 1,000,000 1,000,000
- Conference assistance fund 22 2,566,407 2,426,391
- Working capital fund 22 3,580,494 3,433,134

Total 8,927,590 8,552,266

The financial statements were approved, and authorised for distribution, by the Executive Committee on 29 April 2015 and signed on its behalf by:

Hon. Dr Shirin S. Chaudhury, MP Mr Joe Omorodion
Chairperson of the Executive Committee Acting Secretary-General & Director of Finance and Administration
Notes to the accounts for the year ended 31 December 2014

1. Accounting policies

The principal accounting policies have been applied consistently in dealing with items which are considered material in relation to Commonwealth Parliamentary Association’s Financial Statements.

a) Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception that investments are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 2011.

b) Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

c) Apportionment of direct charitable and support costs for the charity

Cost of generating funds includes management costs associated with the charity’s investment portfolio.

- Charitable expenditure comprises those costs incurred by the Association in the delivery of its activities and services for its members. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs comprise the costs of running the Association, external audit, any legal advice for the Executive Committee, and all the costs of complying with constitutional and statutory requirements, such as the costs of Executive Committee meetings and of preparing statutory accounts and satisfying public accountability.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

d) Fixed asset investments

Investments are stated at market value as at the balance sheet date. The statement of financial activities includes the gains and losses arising on revaluation and disposals throughout the year.

e) Tangible assets and depreciation

Tangible assets (comprising IT and other equipment) are stated at cost. Depreciation is provided on a straight line basis, in order to write down the cost of the assets over their useful economic lives, of 3 years. Assets below £350 are not capitalised.

f) Investment 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 opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (purchase date if later). Realised and unrealised gains are not separated in the Statement of Financial Activities.

g) Stocks

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

h) 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.

i) Cash flow statement

A cashflow statement has not been produced under the cash flow statement.

j) Pension costs

The 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.

k) 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.

l) 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.

m) 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 accrual such claims have not been made, the accrued amounts are written back into the accounts.

2. Investment Income

Investment income consists of bank interest, interest earned on money market deposits and interest earned on the Association’s Financial Statements.

Bank interest

<table>
<thead>
<tr>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment income from securities</td>
<td>122,784</td>
</tr>
<tr>
<td>Bank interest</td>
<td>14,125</td>
</tr>
<tr>
<td>Total</td>
<td>137,909</td>
</tr>
<tr>
<td>2013</td>
<td>148,891</td>
</tr>
</tbody>
</table>

The average number of staff employed during the year was:

<table>
<thead>
<tr>
<th>Staff Costs</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Charitable activities</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Totals</td>
<td>13</td>
<td>13</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>£60,001 - £70,000</td>
<td>-</td>
</tr>
<tr>
<td>£70,001 - £80,000</td>
<td>-</td>
</tr>
<tr>
<td>£80,001 - £90,000</td>
<td>-</td>
</tr>
<tr>
<td>£90,001 - £100,000</td>
<td>1</td>
</tr>
<tr>
<td>£100,001 - £150,000</td>
<td>-</td>
</tr>
<tr>
<td>£150,001 - £200,000</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>3</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 £40,077 (2013: £216,375) for these employees. The Secretariat contributed a total of £20,409 towards the Secretary-General’s pension fund in the year (2013: £24,298). The Secretary-General, who was also a Trustee, received a total remuneration of £142,488 from January to October 2014 (January to December 2013: £149,733). The Secretary-General did not receive any remuneration in his capacity as Trustee as the appointment to Trustee is automatic. The other Trustees did not receive any remuneration during the year (2013: Nil).
Notes to the accounts for the year ended 31 December 2014 (continued)

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%.

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6. Total Resources Expended
The decrease in employer pension premiums on the previous year is due to the one-off enhanced pension contributions that were made to staff as part of an agreed severance payment arrangement in the previous year.

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:

8. Direct Publications & Communications Costs

9. Direct Conference Costs

10. Direct Seminars, Projects and Commonwealth Development Costs

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.
Notes to the accounts for the year ended 31 December 2014 (continued)

11. Overseas visits

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>13,330</td>
<td>21,433</td>
</tr>
<tr>
<td>Vice Chairperson</td>
<td>4,280</td>
<td>7,993</td>
</tr>
<tr>
<td>Treasurer</td>
<td>9,460</td>
<td>8,808</td>
</tr>
<tr>
<td>CWP Chairperson</td>
<td>(2,659)</td>
<td>10,960</td>
</tr>
<tr>
<td>Secretary-General</td>
<td>3,736</td>
<td>9,738</td>
</tr>
<tr>
<td>Staff</td>
<td>17,397</td>
<td>51,845</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>45,444</strong></td>
<td><strong>110,797</strong></td>
</tr>
</tbody>
</table>

12. Post-Election Seminars

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>14,754</td>
<td>11,126</td>
</tr>
<tr>
<td>Vice Chairperson</td>
<td>9,927</td>
<td>9,316</td>
</tr>
<tr>
<td>Treasurer</td>
<td>4,742</td>
<td>8,915</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>29,423</strong></td>
<td><strong>29,357</strong></td>
</tr>
</tbody>
</table>

13. Co-sponsored seminars/projects

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>ComSec: Regional Seminar on the International Trading System in WTO: Africa</td>
<td>-</td>
<td>(2,000)</td>
</tr>
<tr>
<td>CPA/WBI Annual Conference</td>
<td>15,000</td>
<td>3,354</td>
</tr>
<tr>
<td>Training Programme for Parliamentary Staff</td>
<td>18,348</td>
<td>8,500</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>33,348</strong></td>
<td><strong>11,854</strong></td>
</tr>
</tbody>
</table>

14. Commonwealth and Parliamentary Development Activities

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commonwealth Day</td>
<td>9,086</td>
<td>6,794</td>
</tr>
<tr>
<td>Training Workshop for Parliamentary Staff:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Africa</td>
<td>-</td>
<td>4,753</td>
</tr>
<tr>
<td>Caribbean (Belize)</td>
<td>12,059</td>
<td>-</td>
</tr>
<tr>
<td>Pacific (Cook Islands)</td>
<td>10,289</td>
<td>-</td>
</tr>
<tr>
<td>India</td>
<td>9,044</td>
<td>-</td>
</tr>
<tr>
<td>Support for attendance at workshops</td>
<td>5,000</td>
<td>-</td>
</tr>
<tr>
<td>Development of Public Accounts Committees (financial oversight):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Africa</td>
<td>16,935</td>
<td>4,753</td>
</tr>
<tr>
<td>Asia</td>
<td>2,239</td>
<td>-</td>
</tr>
<tr>
<td>Canada</td>
<td>-</td>
<td>1,536</td>
</tr>
<tr>
<td>Caribbean</td>
<td>-</td>
<td>(9,137)</td>
</tr>
<tr>
<td>Pacific</td>
<td>-</td>
<td>3,313</td>
</tr>
<tr>
<td>Gender Workshop: Africa (Botswana)</td>
<td>-</td>
<td>640</td>
</tr>
<tr>
<td>Constituency Development Fund in PNG (2012: Tanzania)</td>
<td>10,307</td>
<td>(5,000)</td>
</tr>
<tr>
<td>Commonwealth Women Parliamentarians (CWP) Annual Meetings &amp; CWP Work Programme</td>
<td>21,670</td>
<td>(31,565)</td>
</tr>
<tr>
<td>CWP Regional Strengthening &amp; CWP Conference</td>
<td>38,374</td>
<td>20,968</td>
</tr>
<tr>
<td>CWP Pan Commonwealth Activity</td>
<td>32,897</td>
<td>-</td>
</tr>
<tr>
<td>Hospitality</td>
<td>2,603</td>
<td>3,989</td>
</tr>
<tr>
<td>Benchmarking Workshops, CAA, Bahamas (2013: London)</td>
<td>19,645</td>
<td>11,077</td>
</tr>
<tr>
<td>Regional Seminar on Human Rights (Seychelles)</td>
<td>29,837</td>
<td>10,023</td>
</tr>
<tr>
<td>Workshop on Cyber Security (Cameroon)</td>
<td>8,552</td>
<td>-</td>
</tr>
<tr>
<td>Climate Change (Peru)</td>
<td>4,774</td>
<td>-</td>
</tr>
<tr>
<td>10th Women’s Affairs Ministerial Meeting (WAMM), Bangladesh</td>
<td>-</td>
<td>4,726</td>
</tr>
<tr>
<td>Parliamentary Agricultural committees (Africa, Malawi)</td>
<td>30,000</td>
<td>-</td>
</tr>
<tr>
<td>Parliamentary Agricultural committees (India, Punjab)</td>
<td>26,032</td>
<td>-</td>
</tr>
<tr>
<td>Global Financial Crisis 0 (Asia, Bangladesh, Dhaka)</td>
<td>19,737</td>
<td>-</td>
</tr>
<tr>
<td>Parliamentary Codes, Cameroon</td>
<td>25,000</td>
<td>-</td>
</tr>
<tr>
<td>Developing Parliamentarians’ Capacity for ICT, Trinidad &amp; Tobago</td>
<td>32,924</td>
<td>-</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>358,470</strong></td>
<td><strong>358,824</strong></td>
</tr>
</tbody>
</table>

15. Direct Technical Assistance Programmes

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guyana (2013: Tonga)</td>
<td>15,000</td>
<td>19,446</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>15,000</strong></td>
<td><strong>19,446</strong></td>
</tr>
</tbody>
</table>

16. Tangible Assets

Tangible fixed assets comprises of computer and office equipment.

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 1 January</td>
<td>18,528</td>
<td>22,079</td>
</tr>
<tr>
<td>Additions</td>
<td>17,421</td>
<td>595</td>
</tr>
<tr>
<td>Eliminated on disposal</td>
<td>(4,914)</td>
<td>(4,146)</td>
</tr>
<tr>
<td><strong>At 31 December</strong></td>
<td><strong>31,035</strong></td>
<td><strong>18,328</strong></td>
</tr>
<tr>
<td>Depreciation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 1 January</td>
<td>13,758</td>
<td>11,745</td>
</tr>
<tr>
<td>Charge for the year</td>
<td>10,328</td>
<td>6,159</td>
</tr>
<tr>
<td>Eliminated on disposal</td>
<td>(4,914)</td>
<td>(4,146)</td>
</tr>
<tr>
<td><strong>At 31 December</strong></td>
<td><strong>19,172</strong></td>
<td><strong>13,758</strong></td>
</tr>
</tbody>
</table>

17. Investments

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market value at 1 January</td>
<td>5,309,823</td>
<td>5,085,292</td>
</tr>
<tr>
<td>Additions</td>
<td>3,433,694</td>
<td>2,460,960</td>
</tr>
<tr>
<td>Disposed Proceeds</td>
<td>(2,747,440)</td>
<td>(2,635,450)</td>
</tr>
<tr>
<td>Investment cash account movement</td>
<td>(403,920)</td>
<td>135,606</td>
</tr>
<tr>
<td>Net investment gains/(losses)</td>
<td>283,822</td>
<td>263,415</td>
</tr>
<tr>
<td><strong>Market value at 31 December</strong></td>
<td><strong>5,875,979</strong></td>
<td><strong>5,309,823</strong></td>
</tr>
<tr>
<td>Historic cost value at 31 December</td>
<td>5,935,539</td>
<td>4,894,730</td>
</tr>
<tr>
<td>Analysis of investment assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed interest securities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>2,015,732</strong></td>
<td><strong>3,860,247</strong></td>
</tr>
<tr>
<td><strong>Equal to</strong></td>
<td><strong>5,873,979</strong></td>
<td><strong>5,873,979</strong></td>
</tr>
</tbody>
</table>

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

18. Short term deposit investment

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Westminster Bank 95-Day Account (Deposit and Reserve Accounts)</td>
<td>3,587,309</td>
<td>3,428,923</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>3,587,309</strong></td>
<td><strong>3,428,923</strong></td>
</tr>
</tbody>
</table>
Notes to the accounts for the year ended 31 December 2014 (continued)

19. Debtors

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch fees</td>
<td>180,050</td>
<td>78,144</td>
</tr>
<tr>
<td>Staff advances</td>
<td>2,560</td>
<td>4,510</td>
</tr>
<tr>
<td>Other debtors and prepayments</td>
<td>75,829</td>
<td>82,397</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>238,339</strong></td>
<td><strong>165,041</strong></td>
</tr>
</tbody>
</table>

Branch fees comprise the following:

- Abia: £29,077
- Anambra: £366
- Antigua & Barbuda: £2,716
- Bauchi: £14,796
- Belize: £44,390
- Benue: £23,041
- Borno: £7,398
- Cameroon: £1,533
- Delta: £7,938
- Ebonyi: £7,243
- Edo: £74
- Emiru: £4,796
- The Gambia: £78,536
- Grenada: £22,394
- Kaduna: £7,398
- Katsina: £7,398
- Kebbi: £7,398
- Kogi: £5,615
- Kwarai: £14,793
- Maharashtra: £5,307
- Malacca: £7,398
- Nasarawa: £7,398
- Ondo: £12,265
- Oyo: £7,398
- Plateau: £7,398
- Sokoto: £7,296
- St. Christopher: £4,068
- St. Lucia: £14,798
- Vanuatu: £7,760
- Zamfara: £2,472
| **Totals**       | **348,744** | **236,899** |

Less: Provision for doubtful debts

- **At 1 Jan 2014**: £188,694
- **Released to incoming resources**: £158,759

20. Creditors: Amounts Falling Due Within One Year

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Included within other creditors is a pension fund creditor of £nil (2013: £nil).</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade creditors</td>
<td>142,127</td>
<td>110,497</td>
</tr>
<tr>
<td>General accruals</td>
<td>82,605</td>
<td>61,830</td>
</tr>
<tr>
<td>Conference fares accruals</td>
<td>139,443</td>
<td>141,804</td>
</tr>
<tr>
<td>Mid-year executive committee fares accruals</td>
<td>81,995</td>
<td>52,286</td>
</tr>
<tr>
<td>Tax and social security</td>
<td>26,391</td>
<td>22,864</td>
</tr>
<tr>
<td>Deferred income</td>
<td>21</td>
<td>380,417</td>
</tr>
<tr>
<td>Other creditors</td>
<td>6,443</td>
<td>2,799</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>1,059,311</strong></td>
<td><strong>767,374</strong></td>
</tr>
</tbody>
</table>

21. Deferred income

<table>
<thead>
<tr>
<th></th>
<th>At 1 Jan 2014</th>
<th>Released to incoming resources</th>
<th>Deferred in the year</th>
<th>At 31 Dec 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Branch fees</strong></td>
<td>£375,195</td>
<td>(£375,195)</td>
<td>£380,417</td>
<td>£380,417</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>£375,195</strong></td>
<td>(&lt;strong&gt;£375,195&lt;/strong&gt;)</td>
<td><strong>£380,417</strong></td>
<td><strong>£380,417</strong></td>
</tr>
</tbody>
</table>

22. Movement in funds

<table>
<thead>
<tr>
<th></th>
<th>At 1 Jan 2014</th>
<th>Income</th>
<th>Expenditure / Transfers</th>
<th>Gains/ (Losses)</th>
<th>At 31 Dec 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unrestricted funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General reserve</td>
<td>1,690,741</td>
<td>£2,526,068</td>
<td>(£2,436,120)</td>
<td>£813,949</td>
<td>£2,780,689</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><strong>2,690,741</strong></td>
<td><strong>£2,526,068</strong></td>
<td>(£2,436,120)</td>
<td>£813,949</td>
<td><strong>£2,780,689</strong></td>
</tr>
<tr>
<td><strong>Restricted Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Assistance Fund (CAF)</td>
<td>2,128,344</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,412,273</td>
</tr>
<tr>
<td>CAF Retained Income Fund</td>
<td>298,047</td>
<td>£48,819</td>
<td>(£192,732)</td>
<td>£160,319</td>
<td>154,134</td>
</tr>
<tr>
<td>Working Capital Fund (WCF)</td>
<td>3,181,479</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,463,706</td>
</tr>
<tr>
<td>WCF Retained Income Fund</td>
<td>253,655</td>
<td>£74,635</td>
<td>(£211,502)</td>
<td>£61,133</td>
<td>116,788</td>
</tr>
<tr>
<td><strong>Total restricted funds</strong></td>
<td><strong>5,351,325</strong></td>
<td><strong>£135,454</strong></td>
<td>(£121,000)</td>
<td>£203,827</td>
<td><strong>6,146,901</strong></td>
</tr>
<tr>
<td><strong>Total funds</strong></td>
<td><strong>8,552,266</strong></td>
<td><strong>£2,649,522</strong></td>
<td>(£2,538,020)</td>
<td>£283,827</td>
<td><strong>8,927,501</strong></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.

The 1993 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 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 CPA headquarters secretarial 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 £500,000 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 consultancy role in developing the Latimer House Principles Dialogue & Training Toolkit.
Notes to the accounts for the year ended 31 December 2014 (continued)

23. Analysis of net assets between funds

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total Funds</th>
<th>Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2014 £</td>
<td>2014 £</td>
<td>2014 £</td>
<td>2013 £</td>
</tr>
<tr>
<td>Tangible fixed assets</td>
<td>11,863</td>
<td>-</td>
<td>11,863</td>
<td>4,770</td>
</tr>
<tr>
<td>Fixed asset investment</td>
<td>-</td>
<td>5,875,979</td>
<td>5,875,979</td>
<td>5,309,823</td>
</tr>
<tr>
<td>Current assets</td>
<td>3,699,191</td>
<td>400,068</td>
<td>4,099,259</td>
<td>4,005,047</td>
</tr>
<tr>
<td>Current liabilities</td>
<td>(930,365)</td>
<td>(129,146)</td>
<td>(1,059,511)</td>
<td>(767,374)</td>
</tr>
<tr>
<td>Totals</td>
<td>2,780,829</td>
<td>6,146,901</td>
<td>8,927,599</td>
<td>8,552,266</td>
</tr>
</tbody>
</table>

24. Financial commitments

The primary contract terms with Canon for the two photocopiers expired on 30th January and 30th 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.
CPA Executive Committee Members meet for the Mid-Year Meeting held in London, United Kingdom in April/May 2014.