CPA Clearing House Facility

As at 31 January 2018

Background

The Commonwealth Parliamentary Association (CPA) exists to promote good parliamentary practice across the Commonwealth. In this spirit, the Association has explored areas of expertise which presently exist in Commonwealth Parliaments and Legislatures. Tapping into this expertise formally or informally through consultation and/or formal/informal training will enable other CPA Branches to develop their institutions to their highest potential by taking advantage of the knowledge and services other Parliaments and Legislatures are willing to offer.

Whilst a variety of inter-parliamentary exchanges, twinning arrangements and other related initiatives currently exist, the CPA Clearing House Facility will go beyond the present arrangements: By surveying over 180 CPA Branches and asking them to list their areas of institutional expertise, the CPA has uncovered further potential for inter-parliamentary exchanges. In doing so, the CPA has discovered that the expertise of Commonwealth Parliaments has by no means been fully explored.

How it works

The CPA Clearing House Facility offers CPA Branches the unique opportunity to tap into the full range of knowledge available from the CPA membership in areas of parliamentary practice, procedure, institutional set-up, law-making and any other activities which make parliamentary business a success.

The list contained in this document outlines all areas of expertise offered by Branches and is on the CPA website for all CPA Branches to access. Once an area of interest has been identified by a Branch, the CPA will put the Branch in touch with the institution offering the knowledge/service.

While the CPA does not currently offer funds for any of the activities resulting from matches generated by the CPA Clearing House Facility, the sharing of the relevant expertise may not have cost implications, depending on what knowledge/service is needed, how it can be transferred/fulfilled and this may be online.

Future outlook

The CPA Clearing House Platform opens up significant opportunities for cross-Branch and cross-Regional cooperation to help share best parliamentary practice. The data gathered through the CPA Clearing House matches and resulting activities will be used to help improve parliamentary practice across jurisdictions.
Areas of Expertise offered by CPA Branches

As at 31 January 2018

1. Administrative Management
   • Building Administration (*put forward by a Small Branch*)
   • Corporate Governance
   • Digital Development
   • Financial administration and controls
   • Human Resources
   • Information Management
     o E-Recording System
     o Legislative library and research support
     o Procedural Communication (*put forward by a Small Branch*)
     o Record Keeping
   • Parliamentary Security

2. General Skills
   • Collaboration despite differences (*put forward by a Small Branch*)
   • Leadership Programme for Australian Parliamentarians
   • Speech Writing
   • Time Management

3. Gender
   • Women’s Leadership and political participation

4. Inter-parliamentary Relations
   • Building relationships with twinned Parliaments
   • Inter-parliamentary Relations (general)
   • Protocol and delegations

5. Legislative Tools
   • Law, custom, practices and procedures of Parliament and other related public law topics
   • Legislative tools (general)
   • Parliamentary procedures as legislative tools
     o Adjournment motions as legislative tools
     o Assembly questions as legislative tools
     o Calling attention notices as legislative tools
     o Privilege motions as legislative tools
     o Resolutions as legislative tools

6. Members’ Services
   • Attachments (one-to-one) (*put forward by a Small Branch*)
   • Constituency-related services
     o Constituency Development Funds
     o Managing constituency affairs
     o Operation of constituency offices
   • Members’ Services (general, including non-partisan) (*put forward by a Small Branch*)
• Private Members’ business (*put forward by a Small Branch*)

7. **Parliamentary Offices**
   • The Budget Office
   • The Committee Office
   • The Table Office

8. **Parliamentary Practice and Procedure**
   • General and all encompassing, offered by various training institutions
   • Accountability of Ministers to the House
   • Budget Session (*put forward by a Small Branch*)
   • Committee business (Standing Finance Committees, PACs, scrutiny and oversight, Committees in unicameral legislatures)
   • Divisions
   • Elections
   • Implementation of Clerks at the Table duties
   • Oversight (general)
   • Parliamentary Practice and Procedure (general)
   • Parliamentary Privilege
   • Petitions (paper and electronic petitions and petition clinics) (*put forward by a Small Branch*)
   • Private Members’ motions and their impacts
   • Question time procedures (*put forward by a Small Branch*)
   • Separation of powers (*put forward by a Small Branch*)
   • Speaker’s debate
   • Standing Orders

9. **Parliamentary Systems**
   • Australian Parliament and Senate (Federal)
   • India (Federal)
   • Common-law Westminster systems and their incorporation into the governments of Australia, New Zealand and the South Pacific

10. **Policy**
    • Human Rights; the Role of Parliament in conflict resolution; Anti-Corruption; Diplomacy, Human Trafficking; Human Rights etc. (please contact the Secretariat should your topic not be listed)

11. **Project Management**
    • Planning, performance assessment and M&E
    • Strategic Planning

12. **Public Outreach**
    • Outreach Methods
      o Outreach Methods (general)
      o Use of technology: broadcasting, streaming and other internet media (parliamentary website, etc.)
    • Target groups
o Traditional leaders (*put forward by a Small Branch*)
 o Youth

13. Specialist Services
- Challenges of unicameral legislatures
- Constituency Development Funds
- “Meet the Speaker” Programme