PARLIAMENTARY STAFF DEVELOPMENT WORKSHOP
FOR THE AFRICA REGION
ENTEBBE, UGANDA, 13-14 October

DRAFT Programme (as 30 September, 2015)

**DAY ONE**
12 October 2015

**All Day**
Arrival of participants at Hotel

*Free evening – buffet dinner available at the hotel*

**DAY TWO**
13 October 2015

9.00 – 9.30am
Greetings and Opening of Workshop

*Rt Hon Rebecca Kadaga MP, Speaker of Parliament of Uganda*
*Chairperson of the Commonwealth Women Parliamentarians (TBC)*

9.30 – 9.45am
Official Photograph of participants and invitees

9.45 – 10.00am
*Refreshment break*

10.00 – 10.45am
Session 1: Introduction and Objectives of the workshop
*Introductions by participants*

CPA Secretariat

10.45 – 12.15pm
Session 2: Managing an Effective Parliamentary Institution
*The role of the Clerk*
*The role of the Speaker and leadership of the House*
*The role of the non-parliamentary actors (such as media and civil society)*

Resource person: Mr. Wabwire Paul, Deputy Clerk - Parliamentary Affairs
12.15-1.30pm  
**Lunch**

1.30-2.30pm  
**Session 3: Functional relationship between parliamentary staff and members**  
*The provision of authoritative, impartial and professional advice on parliamentary practice*

Resource person: Mr Patrick Gichohi, former Clerk of the Kenyan Parliament

2.30-3.45pm  
**Session 4: Sustaining effective parliamentary committee systems (Effective oversight mechanism)**  
*The functions and needs of Parliamentary Committees: Organisation and Operational Structures of Committees*

Resource person: Jessica Mulley, Deputy Principal Clerk, UK House of Commons

Resource person: Advocate Saidi Yakubu, Private Secretary to the Deputy Speaker, Parliament of Tanzania Parliament Coordinator, CPA Africa Region

3.45-4.00pm  
**Refreshment break**

4.00-5.30pm  
**Session 5: Enhancing the usage and application of the Rules and Procedures (Standing Orders)**

Resource person: Mr Patrick Gichohi, former Clerk of the Kenyan Parliament

Resource person: Jessica Mulley, Deputy Principal Clerk, UK House of Commons

5.30pm  
**Close of Day One**

*Free evening – buffet dinner available at the hotel*
**DAY THREE**
**14 October 2015**

**9.30-11.15am**  **Session 6: Recruiting, Training, Retaining Quality Parliamentary Staff**
*How to create a nurturing environment producing professional, quality driven clerks*

Resource person: Mr Patrick Gichohi, former Clerk of the Kenyan Parliament

Resource person: Advocate Saidi Yakubu, Private Secretary to the Deputy Speaker, Parliament of Tanzania Parliament Coordinator, CPA Africa Region

**11.15 – 11.30am**  **Refreshment break**

**11.30 – 12.45pm**  **Session 7: Parliament, Civil Society and the Media**
*How best can Parliament, Civil Society and the Media work together; Media Relations, Media Coverage, Self-Regulation of the Media and Access to Information, sharing of information with the public*

Resource person: Mr. Obore Chris, Director Communication and Public Affairs

Resource person: Advocate Saidi Yakubu, Private Secretary to the Deputy Speaker, Parliament of Tanzania Parliament Coordinator, CPA Africa Region

**12.45-2.00pm**  **Lunch**

**2.00-3.00pm**  **Session 8: Maximising the usage of technology to expedite parliamentary business**
*How to provide the best service for Parliamentarians in light of growing demands for their services and advances in information technology*

Resource person: Mr. Valerias Bibangamba, Head of IT, Uganda Parliament

Resource person: Jessica Mulley, Deputy Principal Clerk, UK House of Commons

**3.00-3.15pm**  **Refreshment break**
3.15-4.30pm  **Session 9: Challenges and opportunities for clerkship**
*The challenges of managing political diversity and interests*
*The opportunities is about career growth and satisfaction*
*Sharing experiences*

Resource person: Jessica Mulley, Deputy Principal Clerk, UK House of Commons

4.30-5.00  **Session 10: Evaluation, Feedback and Moving Forward – Shaping Clerks for the Modern Parliament**

Whole resource team

*Farwell reception, hosted by the Parliament of Uganda*

**DAY FOUR**

**15 October 2015**

All Day  Departures