



CPA COMMONWEALTH
PARLIAMENTARY
ASSOCIATION



Commonwealth Parliamentarian of the Year Awards

Information Booklet

BACKGROUND

In recognition of the CPA's ambitions to strengthen our promotion of good governance, to identify best practice within our membership, and following a successful first iteration in 2022, nominations for the 2023 Parliamentarian of the Year Awards are now open. This initiative, as approved by the CPA Executive Committee at their 2022 Mid-Year Meeting, hosted in Assam, India, will look to award one parliamentarian from within our CPA family with the *Commonwealth Parliamentarian of the Year Award*. Three additional awards based on various subcategories will also be open for nominations and these additional subcategories are outlined below under *Nomination Criteria*.

In aligning with the CPA's Strategic Objective 6 ("*Promote the values of the Commonwealth, parliamentary democracy and sustainable development to a wide audience*"), this award will also be guided by the following objectives:

- To reward active parliamentarians for excelling in their field.
- To improve the reputation of parliamentarians.
- To enable the CPA to record best practice case studies from amongst its membership which can be shared with the wider membership.
- To promote and highlight inspirational stories that can encourage others.
- Encourage people to consider becoming parliamentarians in the future.
- Raise the profile of the CPA to a broader audience.

NOMINATION CRITERIA

The Award winners will be chosen by the CPA Coordinating Committee and their decisions will be based upon the following criteria.

Commonwealth Parliamentarian of the Year Award

- The nominee must be a Commonwealth Parliamentarian.
- The nominee must be from a fully paid-up Branch of the CPA.
- The nominee must have demonstrated the following:
 - o Promoted the principles of good governance, the rule of law, transparency and accountability, human rights and the ideals of parliamentary democracy
 - o Achieved an outstanding and exemplary undertaking over the stated period on one or all of the following areas:
 - Demonstrated inspirational leadership to parliamentary colleagues and the public
 - Worked in a collegiate and constructive manner with a cross-section of peoples
 - Promoted the Commonwealth and Sustainable Development
 - Actively supported the CPA in its activities

Parliamentary Equality and Diversity Award

- The nominee must be a Commonwealth Parliamentarian
- The nominee must be from a fully paid-up Branch of the CPA
- The nominee must have:
 - o Demonstrated personally or through actions undertaken the promotion of diversity and inclusion
 - o Achieved an outstanding and exemplary undertaking over the stated period on one or all of the following areas:
 - Gender and women's leadership
 - Youth engagement
 - Disability awareness
 - Indigenous populations and minority groups
 - Freedom of religious belief
 - LGBT+ rights

New Parliamentary Award

- The nominee must be a Commonwealth Parliamentarian
- The nominee must be from a fully paid-up Branch of the CPA
- A Parliamentarian in their first term.
- The nominee must have demonstrated the following:
 - o Demonstrated an impressive record of achievement in their first years as a parliamentarian in their contribution to their parliament and to their country.
 - o Promoted democracy and good governance within their jurisdiction.

Parliamentarian Life-time Achievement Award

- The nominee must be a current or former Commonwealth Parliamentarian (ceased being a parliamentarian within one year of the award)
- The nominee must be from a fully paid-up Branch of the CPA
- The nominee must have been a parliamentarian for over twenty years, and over that time must have:
 - o Demonstrated an impressive record of achievement as a parliamentarian in their contribution to their parliament and to their country.
 - o Promoted democracy and good governance within their jurisdiction.
 - o Achieved notable and sustainable positive change over the course of their career.

THE PRIZE

The prize shall be awarded at the forthcoming 66th Commonwealth Parliamentary Conference, scheduled to take place in Ghana from 30 September - 6 October 2023. At the award ceremony, the winners will each receive a signed framed certificate from the CPA President and CPA Chairperson. The winners would be expected to present a speech which would be published in The Parliamentarian. The winners will also be issued with a branded logo which they can use on their own stationery.

The individual may also be required to participate in other CPA related events, following the conclusion of the Conference, subject to their availability.

NOMINATION PROCESS**Step 1**

Nominations for the awards are invited from all Branches by the CPA headquarters Secretariat, through the form provided on the CPA Headquarters Secretariat website. The link to the relevant form can be found on the CPA website here: https://www.cpahq.org/news/2023_01-cpa-2023-awards/.

It is important to note that nominations for all awards can be submitted by any individual or organisation directly to the CPA Headquarters Secretariat providing evidence against the criteria listed. A nominee cannot nominate themselves and Branch Secretariats are expected to assist in the promotion of the Award Scheme within their jurisdictions via media and social media channels.

The nomination period will close 60 working days before the start of the Annual Conference. This will be the 1 August 2023. Nominations will not be accepted after this date; however, they could be considered for the following year subject to the nomination criteria being satisfied in that following year.

Step 2

Once the nomination period has closed, the CPA Headquarters Secretariat will begin the process of reviewing nominations. Specifically, nominations will need to meet the following criteria at this stage:

The Nominee is/has:

- A sitting Member of Parliament in a Commonwealth legislature or has been a sitting Member of Parliament in a Commonwealth Legislature in the award period
- From a fully paid-up Branch of the Association
- Not actively involved in an election or leadership campaign, either nationally or in an election to the position of an Officer of the Association
- Not involved in an ongoing investigation related to a breach of parliamentary codes of conduct
- Never brought the reputation of the CPA into disrepute
- Not a current Member of the Coordinating Committee or nominated by a Member of the Coordinating Committee
- Not nominated for any other CPA award

Should the minimum requirements not be met, those nominating shall be given the opportunity to rectify errors or omissions in advance of the nomination deadline. To ensure any necessary corrections are made in good time and in advance of the deadline, nominations are encouraged at the earliest available convenience. Should the nominee meet these minimum requirements, the Secretariat will contact the nominee and/or the Branch Secretary and seek confirmation that the evidence supplied in the nomination form is accurate. All related individuals will be asked to keep the nomination confidential.

Step 3

Once the Secretariat is confident that the information around the nomination is accurate, the formal shortlisting process will begin by the Coordinating Committee. The Committee will receive a pack containing nomination forms which have been anonymised (removing name, CPA Branch and gender and reference to who has submitted the nomination), a scoring sheet and any relevant accompanying evidence and information. Once they have scored the nominations independently, the top three nominations for each category will then be presented to the Committee to determine the Award winner and runners-up. The winners can only be selected based on a majority vote. Rejected nominations will also be shared with the Committee to note the rejections and reasons but can override such rejections and consider the nominations should they wish to do so.

Furthermore, following its deliberations, the Coordinating Committee will have the discretion to not confer an award in any of the categories in any given year.

Step 4

Once the winners and runners-up have been selected, they will be notified (as will the relevant Branch Secretary and Regional Secretary). The relevant Branches would be expected to facilitate the winner's attendance at the Commonwealth Parliamentary Conference as a delegate or observer. If the Branch is unable to do so, then the award would have to be accepted by an alternate to receive the award on the Member's behalf, alternatively a video message could be arranged instead.

SOCIAL MEDIA/COMMUNICATIONS

In looking to promote the Commonwealth Parliamentarians of the Year Awards Scheme, all CPA Branches are invited to use the hashtag #CommonwealthAwards and tag the CPA Headquarters Secretariat ([@CPA_Secretariat](#)).

CONTACT US

Should there be any questions regarding the Commonwealth Parliamentarian of the Year Awards Scheme, please don't hesitate to contact James Pinnell (james.pinnell@cpahq.org) as Deputy Head of Programmes – Multilateral Engagements.

ABOUT THE CPA

The Commonwealth Parliamentary Association (CPA) connects, develops, promotes and supports parliamentarians and their staff to identify benchmarks of good governance and the implementation of the enduring values of the Commonwealth. The CPA collaborates with parliaments and other organisations, including the intergovernmental community, to achieve its statement of purpose. It brings parliamentarians and parliamentary staff together to exchange ideas among themselves and with experts in various fields, to identify benchmarks of good practices and new policy options they can adopt or adapt in the governance of their societies. Find out more via our website at www.cpahq.org