



# CPA SMALL BRANCHES WORKSHOP

*Legislative Leadership for  
Environmental Resilience in  
Small Jurisdictions*



## INVITATION NOTE

# CPA SMALL BRANCHES WORKSHOP: LEGISLATIVE LEADERSHIP FOR ENVIRONMENTAL RESILIENCE IN SMALL JURISDICTIONS

HAWAII, USA  
23 -25 JULY 2024

The CPA Headquarters Secretariat is pleased to announce that our CPA Small Branches Network will be convening a **Workshop on Legislative Leadership for Environmental Resilience in Small Jurisdictions**, due to take place in **Hawaii** from **23 – 25 July 2024**.

I, therefore, take this opportunity to invite all interested CPA Branches to **nominate up to two Parliamentarians** to attend this Workshop, using a first and second preference selection process.

Historically, many small jurisdictions have been susceptible to the impacts of climate change and, due to their size and geographical location, the occurrence and severity of natural disasters are often heavily felt by the residing communities. It is therefore imperative that due diligence is given to resisting, recovering and adapting to environmental disturbances.

Parliamentarians play a multifaceted role in representing small jurisdictions through engagement with local communities as representatives, crafting laws as legislators, and in holding governments accountable to commitments as scrutineers. It is therefore essential that they are equipped with the requisite knowledge and skills to devise effective environmental resilience strategies and foster connections with the wider policy and research community.

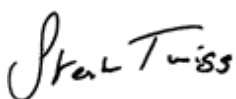
The upcoming workshop is designed to address this need, and to provide small jurisdictions with a platform for knowledge-sharing and collaboration. Led by field experts, the workshop will offer insights into best practices and real-world case studies from various jurisdictions.

This workshop is part of the CPA's longstanding commitment to supporting small jurisdictions through its Small Branches Network. In May 2023, the Small Branches Network held a [workshop on disaster risk management](#), in partnership with the Institute for Hazard, Risk & Resilience, Durham University. Climate change and the environment have also been identified as a thematic priority in the CPA Strategic Plan 2022 – 2025, recognising the urgent need to address the impacts of climate change, particularly on vulnerable communities.

Please kindly follow the application procedure as outlined in the invitation and submit your Branch's nomination by **FRIDAY 24 MAY 2024**.

We look forward to your participation and to the opportunity to learn from your insights. Please contact Aqsa Latif, Small Branches Coordinator ([aqsa.latif@cpahq.org](mailto:aqsa.latif@cpahq.org)) should you require any further information.

Yours sincerely



**Stephen Twigg**  
**Secretary-General**  
**Commonwealth Parliamentary Association**

## 1. APPLICATION PROCESS

### PLACES PER CPA BRANCH/LEGISLATURE

Branches may apply for a maximum of **TWO places**. A total of **30 spaces** are available at this Workshop for **Parliamentarians only**. When completing nominations, Branches will be asked to select a **first and second preference** among their nominees. The second preference nominee will only be able to attend in the event that there are sufficient spaces available and these additional spaces will be allocated on a first come, first served basis in accordance with when the nominations were received. Priority places should be allocated to Parliamentarians who have any relevant experience in the workshop topic.

### NOMINATION PROCESS

To apply for a place at the Workshop, please complete this [NOMINATION FORM](#) and submit it to the CPA Headquarters Secretariat by no later than **Friday 24 May 2024**. Due to a high demand for limited places, any applications received after the stated deadline may be held as a reserve.

Should Members enquire directly with the CPA Secretariat for places, they will be instructed to formally apply through their respective CPA Branch Secretary.

Once the Nomination Form has been received and reviewed, Branch Secretaries will be issued with a notification of the places which have been accepted. Branch Secretaries will then be asked to complete the registration by completing the Event Registration Form which will include travel itineraries and biographical information. Should there be any difficulties in registering online, please contact the CPA Secretariat.

### NOMINATION CRITERIA

When selecting participants for nomination, you are requested to consider the following criteria:

- a.** It is CPA policy to encourage broad participation in its events. We encourage Branches to consider nominating women and newer Members of Parliament. If submitting two nominations, both should not, where possible, be from the same political party, grouping, coalition or caucus and ensure gender balance.
- b.** The nominees should be able to demonstrate current/previous experience and/or aspirations to be a Minister, Committee Member, or hold a relevant portfolio in an area related to environmental resilience
- c.** Places will only be accepted for CPA Branches/Legislatures with paid-up subscriptions .
- d.** Participants are expected to arrive for the start of the Workshop and to participate fully through to its conclusion. They must also be conscious of the intensive nature of the agenda and be willing to engage in all elements of the agenda. Failure to engage in the programme, without reason or mitigating circumstances, may result in the Member being refused places on future CPA programmes.
- e.** Participants should be willing to engage in all Monitoring and Evaluation, including post-Workshop follow up.
- f.** Participants must have a working knowledge of English.

Due to the limited places for the Conference, there is a likelihood that it will be oversubscribed. Therefore, it is important to note that nominations that meet the above criteria and submitted at the earliest opportunity, are more likely to be selected.

Furthermore, Branches/Legislatures whose nominations do not meet the stated criteria may be asked to reconsider.

**PLEASE ENSURE THAT THE ABOVE CRITERIA AND THIS INVITATION ARE DISSEMINATED TO THE NOMINATED PARTICIPANT(S) TO ENSURE THAT THEY UNDERSTAND THE CRITERIA.**

### 3. ABOUT THE WORKSHOP

The Workshop is designed to empower Parliamentarians from small jurisdictions by facilitating knowledge sharing and collaboration, and to equip them with the practical skills and information required to drive change within their communities through policy advocacy and steering legislation. The Workshop seeks to promote environmental resilience and address global priorities like climate change, disaster risk management, and sustainable energy transitions.

#### FORMAT

The Workshop will focus on the role of Parliamentarians as representatives, legislators, and scrutineers. It aims to strengthen their ability to respond to environmental challenges, from local community engagement to international policy advocacy. The workshop will include presentations and discussions from experts in these areas, as well as interactive sessions and group exercises to encourage knowledge sharing and collaboration. By the end of the Workshop, participants will have developed strategies for effective communication, legislative action, and international advocacy in promoting environmental resilience in their respective jurisdictions. The workshop will also be an opportunity to establish and strengthen networks with other participants and stakeholders in the field.

#### PROGRAMME

Please note the below agenda is only provisional and is subject to changes, based on conversations with stakeholders and partners. All participants will receive a finalised agenda and briefing materials in advance of the Workshop.

##### Day 1: Parliamentarians as Representatives – Local Level

- Explore effective strategies for parliamentarians to communicate and collaborate with local communities on environmental issues. Discuss the importance of grassroots movements and local projects in driving resilience.
- Field Visit: Provide participants with hands-on insights into Hawaii's environmental challenges and resilience efforts, showcasing practical examples of legislation and policies in action. This could include a local project exemplifying environmental resilience in order to better understand how parliamentary representatives can support and amplify such efforts in their constituencies.

##### Day 2: Parliamentarians as Legislators - National/Jurisdiction-wide Level

- Developing Risk, Resilience, Sustainability, and Environmental Model Law - focusing on the process of drafting, consulting, and passing legislation such as that which supports sustainable development and energy transitions.
- Exercise - Case Studies and Collaborative Lawmaking: Review successful legislative initiatives from around the world, focusing on collaborative efforts between parliamentarians, experts, and communities.

##### Day 3: Parliamentarians as Scrutineers - International Level

- How parliamentarians can scrutinise and hold their jurisdictions accountable for international environmental commitments. The discussion will also cover translating global agreements into actionable local policies and strategies for accessing and leveraging climate finance effectively.
- Exercise – Mock Committee Hearing: practical exercise scrutinising a fictional jurisdiction's adherence to international sustainability commitments, focusing on the role of parliamentarians in ensuring transparency and progress.

## **4. PARTICIPATION COSTS**

### **FUNDING**

Branches (and/or participants) will be responsible for the following:

- a. Costs and booking arrangements for return flights to Honolulu, Hawaii
- b. Airport transfers in country of origin and the US
- c. Visa fees
- d. Covid testing (pre-departure from home country and re-entry testing, if required)
- e. Travel insurance
- f. Meals except those annotated as part of the official workshop
- g. Personal expenses incurred by participants (laundry, telephone, room service, mini bar, etc).

The CPA Headquarters Secretariat will be responsible for accommodation (standard room only), and meals included within the official programme only.

Branches and individuals should make their own arrangements for airport transfers, unless communicated otherwise by the CPA Headquarters Secretariat in advance of the programme.

Details of the official designated hotel will be issued to all participants shortly after they are notified of their place.

Please note, the CPA Headquarters Secretariat does not provide per diems or other allowances. Therefore, Branches are strongly encouraged to provide sufficient financial support to their participants for the duration of the Workshop. Accompanying officials will not be able to participate in the programme and the CPA will not make any accommodations or provide any funding for accompanying persons.

## **5. ADMINISTRATION AND LOGISTICS**

### **VISAS**

To enter the United States of America, all delegates need to hold a valid visa or travel authorisation (ESTA) unless they are green card holders. Please refer to the [USA government's official website](#) to find out which one is required. Responsibility for obtaining visas lies with the participant/branch.

Should your participant require a supporting letter from the CPA Headquarters Secretariat for their visa application, please make the necessary request in good time.

Branches and participants will be responsible for their own travel insurance which must comply with the host country regulations. Branches and participants must also ensure they have arranged all necessary and relevant visa arrangements for transit countries as part of their travel to the US for this Workshop.

Participants are strongly encouraged to be fully vaccinated before travelling, both to comply with any potential travel requirements and the safety and wellbeing of other participants and resource people.

### **WITHDRAWALS / CANCELLATIONS**

Branches are kindly asked to inform the CPA Headquarters Secretariat immediately if a participant cancels, or if for any reason they will not arrive in Hawaii as scheduled.

Please be informed that the rules set out in the CPA Mitigating Circumstances Policy and



Guidelines will apply to this workshop. The guidelines set out what are justifiable and what are not justifiable reasons for withdrawing from a CPA Programme at short notice and also contain guidelines on how to submit a Mitigating Circumstances claim.

Any last-minute withdrawal from the workshop by a participant for unjustifiable reasons will result in the participant's Legislature being held accountable for reimbursing costs associated with hotel accommodation.

## 6. 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.

To learn more, visit our website here: [www.cpahq.org](http://www.cpahq.org)

### CPA Small Branches

Established in 1981, the network represents Commonwealth jurisdictions with populations under 1 million and operates within the framework of the CPA. The CPA Small Branches network seeks to “empower small parliaments to overcome national and global challenges through cooperation, advocacy and the strengthening of parliamentary democracy and good governance”.

Find out more here: <https://www.cpahq.org/our-networks/cpa-small-branches/>

### List Small Branches

#### Africa Region

Seychelles

#### Asia Region

Maldives

#### Australia Region

Australian Capital Territory

Northern Territory

Tasmania

#### British Islands and Mediterranean Region

Alderney

Falkland Islands

Gibraltar

Guernsey

Isle of Man

Jersey

Malta

St Helena

#### Canada Region

New Brunswick

Newfoundland and Labrador

Northwest Territories

Nunavut

Prince Edward Island

Yukon

#### Caribbean, Americas and Atlantic Region

Anguilla

Antigua and Barbuda

Bahamas

Barbados

Belize

Bermuda

British Virgin Islands

Cayman Islands

Dominica

Grenada

Guyana

Montserrat

Nevis  
Saint Lucia  
St Kitts and Nevis  
St Vincent and the Grenadines  
Turks and Caicos Islands

### **India Region**

Sikkim

### **Pacific Region**

Bougainville  
Cook Islands  
Fiji  
Kiribati  
Nauru  
Niue  
Samoa  
Solomon Islands  
Tonga  
Tuvalu  
Vanuatu

### **South-East Asia Region**

Melaka  
Perlis



**CPA Secretariat  
Workshop Team**

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