



**THE CPA PARLIAMENTARY ACADEMY**  
*A Centre of Excellence for Commonwealth Parliamentarians*

**ADVANCED RESIDENCY  
PROGRAMME FOR LEADERSHIP  
IN PARLIAMENT -  
FOR CLERKS & OFFICIALS**

**COLOMBO,  
SRI LANKA**

**9-15 JUNE 2024**

**OFFICIAL INVITATION**



## ADVANCED RESIDENCY PROGRAMME FOR LEADERSHIP IN PARLIAMENT

COLOMBO, SRI LANKA  
10-14 JUNE 2024

It gives me great pleasure to announce that the CPA Headquarters Secretariat will be organising its first CPA Parliamentary Academy residency programme directly aimed at parliamentary clerks and officials. We are delighted to be working with the Parliament of Sri Lanka in the delivery of the **Advanced Residency Programme for Leadership in Parliament** between 9 - 15 June 2024 (inclusive of arrival and departure dates).

I therefore take this opportunity to invite CPA Branches to nominate up to **two parliamentary clerks or officials of parliament** to attend this programme. One official should be of a senior rank, and one should be of junior rank.

As you may know, the [CPA Parliamentary Academy](#) was established in 2021, and comprises online courses, and externally delivered training for parliamentarians and parliamentary staff from across the Commonwealth. The residency courses are intended to complement the online courses, providing face-to-face interactive learning and knowledge-sharing at a more advanced level. Following calls from our membership, the CPA Headquarters Secretariat have taken the decision to develop a residency course specifically for parliamentary staff.


Please kindly follow the application procedure as outlined in the invitation and submit your Branch's nomination by **FRIDAY 29 MARCH 2024**.

The Advanced Residency Programme for Leadership in Parliament is a five day programme specifically for parliamentary officials. The course will help both experienced senior officials and their newer more junior counterparts to enhance their people and soft skills on topics ranging from leadership and strategic thinking to project management and conflict resolution and mediation. This course is intended to focus on developing universal skills that can be applicable both in parliaments and outside. It is important to stress that the course does not directly focus on parliamentary practice and procedure. One key aspect of the residency programme will be a focus on 'training for trainers' which is intended to embed sustainability into parliamentary learning and development. Participants will be encouraged to share what they have learnt with their colleagues, and will be given training on facilitation techniques.

Since 2022, over 100 parliamentarians from over 30 national and subnational jurisdictions have participated in the four residency programmes. All participants demonstrated an increased understanding of programme topics and a number of participants have since been promoted, demonstrating the efficacy of our programme format. We very much hope to continue our record of success with the 2024 cohort.

Please contact Matthew Salik, Head of Programmes ([academy@cpahq.org](mailto:academy@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 approx. **30 spaces** are available for the programme. Priority places will be allocated to clerks and officials who have completed the CPA Parliamentary Service Professional Development Certificate.

## NOMINATION PROCESS

To apply for a place on the residency programme, please complete this [NOMINATION FORM](#) and submit it to the CPA Headquarters Secretariat by no later than **FRIDAY 29 MARCH 2024**. Due to a high demand for limited places, any applications received after the stated deadline may be held as a reserve.

Should applicants enquire directly with the CPA Secretariat for places, they will be instructed to formally apply through their respective 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 be issued with details to complete the Event Registration Form which will include travel itineraries and biographical information by no later than **FRIDAY 26 APRIL 2024**. 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. Nominees should be both a senior and junior clerk or official who have ideally completed CPA Parliamentary Service Professional Development Certificate.
- b. Delegate places will only be accepted for Branches with paid-up subscriptions.\*
- c. It is CPA policy to encourage broad participation in its events. We encourage Branches to consider nominating women and young clerks and officials. When submitting two nominations, both should **not** be male.
- d. Participants are expected to arrive for the start of the programme and to participate fully through to its conclusion. They must also be conscious of the intensive nature of the programme and be willing to engage in all elements of the agenda.
- e. Participants should be willing to engage in all Monitoring and Evaluation, including follow up.
- f. Participants **must** be fluent in English (as no interpretation or translation services in other languages will be provided).

Due to the limited places for the programme, there is a likelihood that it will be oversubscribed. Therefore, it is important to note that nominations that meet the above criteria are more likely to be selected. Furthermore, Branches whose nominations do not meet the stated criteria may be asked to reconsider. **PLEASE ENSURE THAT THE ABOVE CRITERIA AND THIS INVITATION IS DISSEMINATED TO THE NOMINATED PARTICIPANT TO ENSURE THAT THEY UNDERSTAND THE CRITERIA.**

\*Unless existing arrangements have been made with the CPA Headquarters Secretariat.

## 2. ABOUT THE RESIDENCY PROGRAMME

### WHAT WILL PARTICIPANTS GAIN?

At the conclusion of the programme, participants will gain skills and insights in the following areas:

- Leadership and strategic thinking;
- Personal and team management skills;
- Communication skills around negotiation and mediation;
- Project management skills around risk, monitoring and evaluation and financial best practice;
- Skills in sharing knowledge and the planning and delivery of training sessions.

The programme will give an invaluable opportunity for participants to focus on their own needs and wants. In particular, their medium to long-term career goals and aspirations.

In addition to the above skills, participants will also establish a network of like-minded peers from across the Commonwealth who can provide long-term support and guidance. By attending this programme participants will also get an opportunity for international inter-parliamentary engagement as well as an insight into the political landscape in Sri Lanka and the wider Commonwealth.

See overleaf for a summary programme.

### STUDY DAY AND ACCLIMATISATION

It is important to note that the organisers have set aside Monday 10 June 2024 as an opportunity for participants to acclimatise to the venue location. This day should also be set aside for participants to use for any private tours, meetings, activities, etc, that may need to be undertaken by the participant in advance of the programme starting.



### 3. PROVISIONAL PROGRAMME

Day 0 - Sunday 9 June 2024	Official Arrival Day				
Day 1 - Monday 10 June 2024	Study Day and Acclimatisation			Tour of Parliament and Welcome Reception	
Day 2 - Tuesday 11 June 2024	Housekeeping & Intros	Personal Goal Setting	Opportunities and Challenges	Personal Management	Leadership vs Management Skills Cultural Intelligence and Unconscious Biases
Day 3 - Wednesday 12 June 2024	World Cafe			Monitoring and Evaluation	Managing Risk and Resilience
Day 4 - Thursday 13 June 2024	Negotiation and Persuasion		Conflict Resolution and Mediation	Challenging Conversations	
Day 5 - Friday 14 June 2024	Introduction - What is training for trainers	Training programme design		Verbal Communication Skills	Facilitating Sessions
Day 6 - Saturday 15 June 2024				Official Departure Day	

## 4. PARTICIPATION COSTS

### FUNDING

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

- a. Costs and booking arrangements for return flights to Colombo, Sri Lanka
- b. Airport transfers in country of origin
- c. Visa fees (if applicable)
- d. Covid testing (pre-departure from home country and re-entry testing) (if applicable)
- e. Travel insurance
- f. Meals except those annotated as part of the official programme
- 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 related materials for participants. The Parliament of Sri Lanka will provide airport transport.

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

Please note, the CPA Headquarters Secretariat do not provide per diems or other allowances. Therefore Branches are strongly encouraged to provide financial support to their participants for the duration of the programme.

### FUNDING ASSISTANCE

Limited funding to cover flights may be available to Branches that do not have sufficient finances. Branches will be asked to contact the CPA Headquarters Secretariat in writing for funding support, outlining their circumstances and financial requirements.

## 5. ADMINISTRATION AND LOGISTICS

### VISAS

To enter Sri Lanka, all delegates require a valid passport with 6 months validity from the date of entry. Delegates may also require a valid electronic Travel Authorisation (eTA). Please refer to the country's government's [official website](#) to find out which one is required. Please also contact Chivantha Galanga, Parliamentary Officer, Foreign Relations & Protocol Office Parliament of Sri Lanka via email at [chivantha\\_g@parliament.lk](mailto:chivantha_g@parliament.lk) for any additional information.

Branches and participants will be responsible for their own travel insurance which must comply with visiting country regulations.

### 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 Colombo as scheduled.

Please be informed that the rules set out in the CPA Mitigating Circumstances Policy and Guidelines will apply to this programme. The guidelines set out what are justifiable and what are not justifiable reasons for withdrawing from a CPA Programme at short notice and also contains guidelines on how to submit a Mitigating Circumstances claim.

Any last-minute withdrawal from the programme by a participant for unjustifiable reasons will result in the participant's Branch 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)

### THE CPA NETWORKS

#### 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/>

#### Commonwealth Women Parliamentarians

The CWP) was founded in 1989 to increase the number of female elected representatives in Parliaments and legislatures across the Commonwealth and to ensure that women’s issues are brought to the fore in parliamentary debate and legislation. The network provides a means of building the capacity of women elected to parliament to be more effective in their roles; improving the awareness and ability of all Parliamentarians, male and female, and encouraging them to include a gender perspective in all aspects of their role - legislation, oversight and representation and helping parliaments to become gender-sensitive institutions. Find out more here: <https://www.cpahq.org/our-networks/commonwealth-women-parliamentarians/>

#### Commonwealth Parliamentarians with Disabilities

Recognising the need to increase representation of persons with disabilities in political institutions, the Commonwealth Parliamentarians with Disabilities (CPwD) network has been established to facilitate activities and programmes to champion and increase representation of persons with disabilities in Commonwealth parliaments and to work towards the mainstreaming of disability considerations in all CPA activities and programmes. Find out more here: <https://www.cpahq.org/our-networks/commonwealth-parliamentarians-with-disabilities/>





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