

**The Parliamentary Academy Residency Programme
Briefing Note for Resource Persons and Delegates**

Confidential - Internal Purposes Only

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PROGRAMME BACKGROUND

The CPA Headquarters Secretariat will be organising its first of two CPA Parliamentary Academy residency programmes in 2022. The Advanced Parliamentary Development Residency Programme is a five-day programme to examine how Members can be better performing legislators, representatives and scrutineers. Based on a mentoring and coaching approach, participants will identify practical solutions to the challenges they face and hone their skills at a higher level through simulations, role-play, one-to-one discussions, group activities and exercises.

ABOUT THE CPA PARLIAMENTARY ACADEMY

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.

The CPA Parliamentary Academy brings together:

- a new online learning portal for Members of Parliament, Clerks and parliamentary staff to access online training and professional development via the CPA's new modern and accessible website. This includes video and online resources.
- two residency-based workshops on advanced parliamentary development for Commonwealth Parliamentarians that complement the online courses.
- access to externally delivered courses with the CPA's partners in leading international universities and professional development training institutions.

The CPA Headquarters has developed the new, adaptive and flexible Parliamentary Academy online courses with contributions from over 50 experienced Parliamentarians, Clerks and external experts from across the Commonwealth to offer their insight and advice on a wide range of subjects, from gender-sensitive budgeting to codes of conduct.

Available online courses:

CPA Parliamentary Professional Development Certificate (awarded to those that complete all the courses)

- Induction for New Parliamentarians
- Legislative Process
- Scrutiny, Accountability and Oversight
- Representation, Advocacy and Education

CPA Parliamentary Service Professional Development Certificate (awarded to those that complete all the courses)

- Basic Principles of Parliamentary Procedure
- Committee System
- Administration and Management of Parliaments
- Building Relationships
- Strategy, Business Planning and Monitoring and Evaluation

CPA Public Financial Management Certificate (awarded to those that complete the course below)

- Public Accounts Committee Course

2022 Expansion

New online courses (both Moderate and Advanced) will be launched in 2022 aimed specifically at Speakers and Presiding Officers and Members of the CPA's various networks. The following courses have been confirmed:

- Climate Change and Parliamentary Action in Small Jurisdictions
- Effective Women's Parliamentary Caucuses (WPCs) – Key Characteristics
- Accessibility of Commonwealth Parliaments to Persons with Disabilities
- The Sustainable Development Goals: Parliaments' role in their implementation

Induction for New Members Course:

This course is designed for newly elected or appointed parliamentarians. Throughout the course you will explore and gain a deeper understanding of the complex role of being a parliamentarian. You will be introduced to key themes including the remits of a Member of parliament and what it means to be a parliamentarian in the 21st century. In addition, this course will cover the basics of starting your new role with specific information on Human Resources, maintaining a work life balance and how to engage with your constituents. By the end of this course, you will possess the tools to undertake your new role with a wealth of knowledge and confidence.

TRAVEL INFORMATION

Flight Itinerary

With some exceptions all flights to Sydney are being organised by respective Branches. For your full flight itinerary, please refer to your email with your e-ticket. If there are any issues with your flight, please contact your Branch Secretary, CPA HQ staff or your assigned Travel Agent immediately.

Accommodation

Most participants will be accommodated at the Radisson Blu, Sydney for the duration of the programme (Arrival 21 May and departure on the 27 May). The CPA Secretariat will coordinate the booking arrangements for all designated participants. Participants, or those registering on their behalf should please share arrival and departure times when completing registration forms.

Radisson Blu, Sydney
27 O'Connell St
Sydney NSW 2000
Australia

<https://www.radissonhotels.com/en-us/hotels/radisson-blu-sydney>

The CPA Headquarters Secretariat will be responsible for accommodation (standard room only) and related materials for participants.

Ground Transport

Participants should make their own arrangements for airport transfers to and from the hotel.

As the hotel and meeting location are in walking distance from one-another, no formal transport arrangements will be made. However, if participants have mobility issues, the Secretariat can look at providing assistance on request.

A coach will be provided for the site visit as listed in the programme.

Travel and Health Insurance

The CPA Headquarters Secretariat does not cover participants for health or travel insurance. As such you are therefore advised to check your Parliament's travel insurance policy. Should you not be covered, we highly recommend you source travel insurance prior to departure.

Australia COVID-19 Entry Requirements

Please ensure you are familiar with all the rules and regulations in place to travel to Australia. It is important to keep checking for the most up to date information, please see a summary of rules below:

- **All passengers arriving by air into Australia should complete the Digital Passenger Declaration.** You can start a DPD seven days before your flight, but you must submit it before you depart for Australia.
- All fully vaccinated visa holders can travel to Australia. You can check the Australian Government's definition of 'fully vaccinated' for travel on the Australian Department of Home Affairs website. **You must present proof that you have been fully vaccinated to enter Australia.**

PRE-TRAVEL ADVICE

Documents:

- Ensure you have checked that your passport and any visas are in date for the duration of the visit.
- Take copies of COVID-19 test certificates and vaccine records
- Take copies of your e-ticket reservations and hotel reservations.
- Make copies of all key personal documents. Bring originals with you and one set of copies. Leave another set with your next of kin, and one at your workplace. The copy documents should include:
 - Passport
 - Visas
 - Credit cards
 - Contact numbers
 - Prescriptions
 - Driving license
- Carry passport-sized photographs with you when travelling and remove all non-essential paperwork from wallets.
- Check that your overseas life and medical insurance will cover the region you will be operating in.

Luggage:

- Secure your luggage by locking it for all ground transport legs of the journey. It may need to be left open for inspection at certain international airports but can usually be locked before loading into the hold of the aircraft. Wrapping suitcases in industrial cling film will provide further security for personal belongings as it is much harder to tamper with the contents. Label all luggage with your destination office address; this will reduce the likelihood of someone discovering an individual's nationality.
- Where practical, travel light, and always carry a separate small piece of hand luggage containing personal items such as wallets, mobile phones, laptops and your travel documents. Do not pack sensitive or proprietary information in your checked luggage.
- Avoid taking unnecessary valuables.
- Check that you have the correct travel adaptors to charge your electronic items; these are available to purchase at most major airports.
- Consider placing personalised or high visibility straps around your bags to help identify your luggage at your destination.
- Following FAA protocol, security personnel may ask you questions about control of your luggage. Know what items you are carrying and be able to describe any electrical items.

General:

- Check that your flights have not been delayed or the times changed.
- Change a small amount of your home currency into the local currency.

On Arrival

The way the locals perceive you is critical and can affect the level of risk you attract.

- Stay alert and aware of your new surroundings.
- Remain discreet and try to blend in with the crowds.
- Avoid wearing expensive items and drawing unnecessary attention to yourself.
- Do not withdraw money from ATMs in the arrivals hall.

COVID Testing

We strongly encourage that all participants take Rapid Antigen Tests with them and ideally test regularly throughout the programme. You are required to test within 24 hours of arrival in NSW and should report a positive result (only). More information is available [here](#).

Should you feel unwell at any point, please self-isolate and contact either the CPA Secretariat team, a member of hotel staff or a member of staff from the NSW Parliament. Please follow the NSW State Regulations as stipulated [here](#).

Please be aware that should you be required to quarantine beyond the set days of the programme (7 days from the date of your positive test), the cost of accommodation will not be covered by the CPA. It is therefore important that you have the required travel insurance.

GENERAL INFORMATION

Programme Location

The Residency is due to take place in the Parliament of New South Wales, a short walk from the Programme Hotel. All participants will be subject to security screening (metal detector and bag screening) to enter Parliament House. There will be restrictive movement allowed in Parliament House and participants will need to be escorted throughout the building in non-public areas.

Money

The currency used in Sydney is the Australian Dollar.

According to XE:

1 AUD = 0.69 USD (12/05/2022)

Please see <https://www.xe.com/> for the most up to date exchange rates.

Weather

The climate in Sydney during May can be summarised as warm, humid and reasonably dry. Daytime maximum temperatures average around a muggy 20°C, whilst at night 18°C is normal.

Dress Code

Business attire is advised for the duration of the programme. Please feel free to dress casually outside of the official programme times.

For the site visit, all visitors must wear enclosed shoes, long pants and long-sleeved top/jacket – this a legal requirement and will be strictly enforced by VISY. Dresses are not permitted. PPE will be provided and worn throughout the visit.

Costs

Unless stated otherwise and on each individual basis, Branches (and or participants) will be responsible for the following:

- Costs and booking arrangements for return flights to Sydney, Australia
- Airport transfers in country of origin
- Visa fees
- Covid testing (pre-departure from home country and re-entry testing)
- Travel insurance
- Meals, except those annotated as part of the official programme – namely dinners
- Personal expenses incurred by participants (laundry, telephone, room service, mini-bar, etc).

Respect Policy

The CPA Headquarters Secretariat is committed to, and recognises the value of, maintaining environments of mutual respect, courtesy and dignity at all its events and programmes. Any instances of bullying, harassment, inappropriateness, cultural insensitivity or otherwise unacceptable behaviour will be treated as a serious affront to the organisation and shall be dealt with immediately. In some cases such behaviours may lead to refusal of certain parties to partake in future programmes.

If you wish to report any complaints or issues that fall into any of the above criteria, please contact: Sharon Moses at sharon.moses@cpahq.org or speak to a member of the CPA Headquarters Secretariat present.

Attendance

All participants are expected to play a full and active role in the entire programme. Full attendance and course completion is a requirement to pass the programme and be awarded with the certificate. Unaccounted for absences will disqualify participants from any awards or credits.

Furthermore, unaccounted for absences or a 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.

Please note that Day 1 of the programme has been set aside to provide participants with sufficient time to undertake private engagements/activities.

Reading

To be fully active in the programme, all participants will be required to be fully versed in the course material that is being circulated prior to arrival. Day 1 of the programme has been set aside to provide sufficient reading and study time.

Feedback

If you have any feedback on the programme, logistics or for the duration of your deployment, do please relay this information to CPA. You can do so by emailing any of the staff on deployment with you, or our Secretary General.

Accompanying persons

To enable an open and dynamic programme, and to ensure that there is sufficient space accompanying officials will not be permitted access to the programme and will not be able to observe or participate in any of the sessions. No exceptions will be made to this policy.

KEY CONTACTS

CPA HQ

- Matthew Salik, Head of Programmes, CPA, matthew.salik@cpahq.org, +44(0)7989 112 008
- Lydia Buchanan, Deputy Head of Programmes – Bilateral Engagement, CPA Lydia.buchanan@cpahq.org, +44 (0)7584 237 542