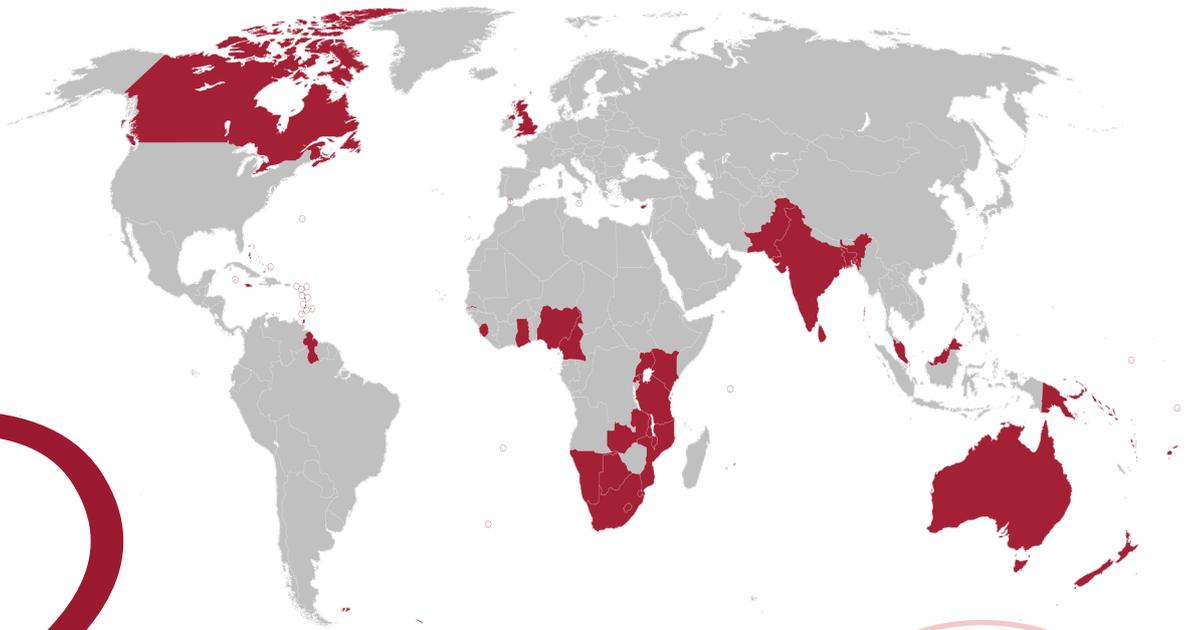


## ANNUAL REPORT AND PERFORMANCE REVIEW 2019



Strengthening parliamentary  
democracy across the Commonwealth



### History and Status

The Commonwealth Parliamentary Association (CPA) was originally established in 1911 as the Empire Parliamentary Association. In 1948, the name was changed to the Commonwealth Parliamentary Association.

The CPA was registered as a charity on 22 October 1971 (registration number 263147) under the laws of the United Kingdom. Its principal office is located at the Commonwealth Parliamentary Association, CPA Headquarters Secretariat, Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom.

The Association's Constitution was first adopted by the General Assembly in Cyprus on 6 September 1993, and amended by the General Assembly of the Association at its meetings in New Zealand on 19 October 1998; in Canada on 7 September 2004; in India on 28 September 2007; in Kenya on 18 September 2010; in South Africa on 5 September 2013; and in the United Kingdom on 16 December 2016.

The current membership is made up of over 180 national, state, provincial and territorial Parliaments or Branches in 54 countries of the Commonwealth. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association's International Secretariat in London. The annual subscription is determined at the Association's annual meeting of the General Assembly.

[www.cpahq.org](http://www.cpahq.org)

### Statement of Purpose

The Commonwealth Parliamentary Association (CPA) exists to connect, develop, promote and support Parliamentarians and their staff to identify benchmarks of good governance, and implement the enduring values of the Commonwealth.

It collaborates with Parliaments and other organisations, including the intergovernmental community, to achieve its Purpose. The CPA brings Parliamentarians and parliamentary staff together to exchange ideas among themselves and with experts in various fields, to identify good practices and new policy options which they can adopt or adapt in the governance of their societies.

Commonwealth Heads of Government have recognised the Parliaments and Legislatures of the Commonwealth as essential elements in the exercise of democratic governance, and have endorsed the efforts of the Association as the parliamentary partner of the Commonwealth's governmental and non-governmental sectors.

The CPA's activities focus on the Commonwealth's commitment to its fundamental political values, including: just and honest government, the alleviation of poverty, fundamental human rights, international peace and order, global economic development, the rule of law, equal rights and representation for all citizens of both genders, the separation of powers among the three branches of government and the right to participate in free and democratic political processes.

### Public Benefit

In pursuance of the CPA's aims and objectives, the Trustees have considered the UK Charity Commission's guidance on public benefit. In broad terms, all stakeholders in the legislative arm of government (the only other two being the executive and judiciary) across the 54 countries of the Commonwealth in particular, and the other countries of the world in general, benefit from the work of the Association through its promotion of the knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy.

During the year under review, the Trustees delivered on the following core constitutional mandate of:

- arranging Commonwealth Parliamentary Conferences, and other conferences, seminars, meetings and study groups
- providing facilities for the exchange of visits between Members of the Branches of the Association
- publishing material relevant to the aims and activities of the Association, which shall include the regular publication of a periodical devoted to constitutional and parliamentary affairs
- maintaining at the CPA Headquarters Secretariat a centre for the dissemination and exchange of information on parliamentary matters.



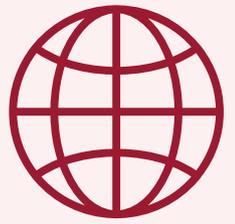
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**CPA** COMMONWEALTH  
PARLIAMENTARY  
ASSOCIATION

## 12 months in review

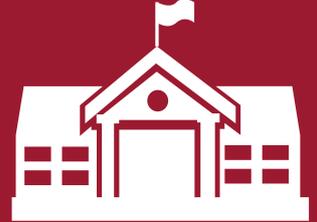
2 CPA Executive  
Committee meetings with  
6 CPA Officers and 35  
Members representing 9  
CPA Regions



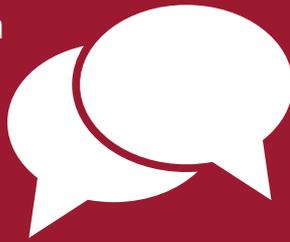
Over 25 different events  
and activities  
completed in 2019 (in  
addition to the annual  
conference)



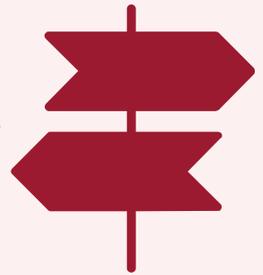
In 2019, the CPA  
engaged with its  
membership of 180  
CPA Branches in  
54 Commonwealth  
nations



In 2019, Commonwealth  
Parliamentarians and  
parliamentary staff  
engaged in 12 CPA  
Programmes



10 CPA Branches  
undertaken assessments  
against CPA Benchmarks  
for Democratic  
Legislatures in 2019



32 international  
experts and  
resource persons  
engaged in 2019



70%



30%

Average gender balance for participants  
on CPA Programmes in 2019

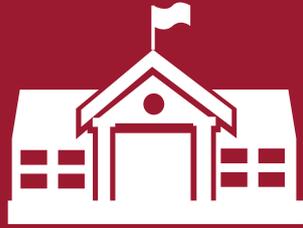
11 parliamentary staff  
attending the CPA  
staff development  
programme in 2019



Commonwealth Day at  
CPA Headquarters | 31  
participants representing  
17 CPA Branches & 7 CPA  
Regions | 6 MPs attended



1 CPA annual conference in Uganda with 18 workshops delivered for over 500 delegates



2 elections for CPA Officers in 2019 - CPA Small Branches Chairperson and CWP Chairperson



4 issues of *The Parliamentarian* and 1 Uganda supplement in 2019 - 12,500 print copies per issue | 3,173 digital reads | 19,672 page impressions



1 Commonwealth Youth Parliament in India  
47 delegates  
13 countries  
33 CPA Branches  
9 CPA Regions



In 2019, 411 digital and print news articles and mentions of CPA



4 CPA toolkits and booklets published in 2019



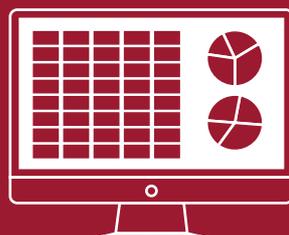
CPA's Twitter page reached the milestone of over 5,000 direct Followers with a 38% increase in 2019.



Most popular countries for CPA website visitors in 2019: Nigeria, India, UK, USA and Uganda



CPA website - 83,000 users | 199,000 page impressions (views) | Up 56% on 2018 figures



CPA's Facebook page reached the milestone of over 3,000 direct Followers with a 15.2% increase in 2019.





## Where we work: CPA Branches across the Commonwealth

The Commonwealth Parliamentary Association (CPA) works across the Commonwealth and represents more than 180 Parliaments and Legislatures in 54 Commonwealth countries.

The CPA network extends to over 17,000 Parliamentarians and Parliamentary staff.

The CPA is the only Commonwealth organisation to represent national, state, provincial and territorial Parliaments and Legislatures.

At 31 December 2019, there are 187 eligible CPA Branches\* distributed across the CPA's nine Regions.

\*Please note: The number of eligible CPA Branches includes all recognised Parliaments and Legislatures in the Commonwealth. At the time of this report, some CPA Branches may be suspended or in abeyance and so the number of current CPA Branches fluctuates from time to time.

This list of eligible CPA Branches does not include The Maldives as they were re-admitted to the Commonwealth during in 2019 and rejoined the CPA later in the year. The 2020 CPA Annual Report will include The Maldives.

### CPA AFRICA REGION

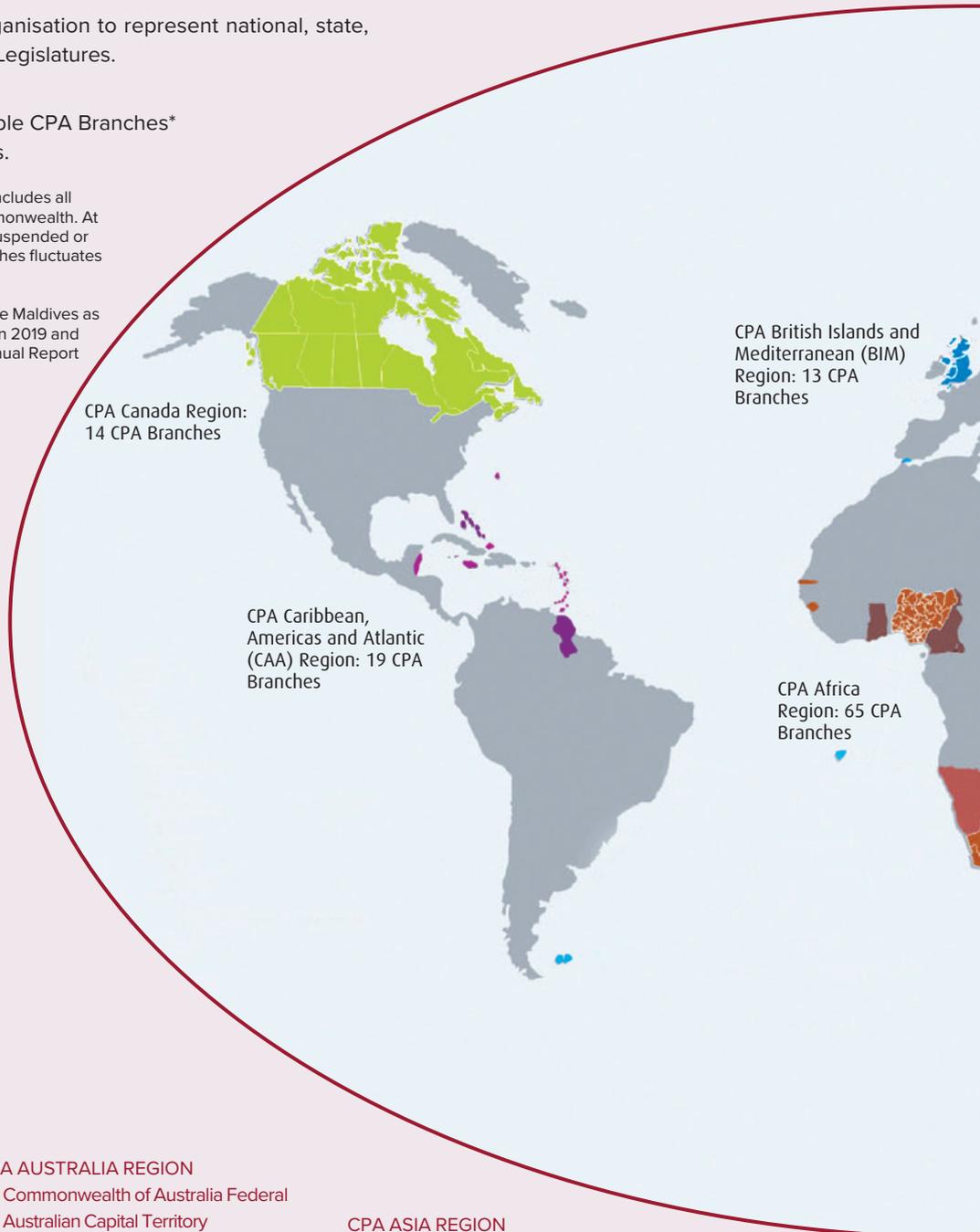
- Botswana
- Cameroon
- Eswatini (Swaziland)
- The Gambia
- Ghana
- Kenya
- Lesotho
- Malawi
- Mauritius
- Mozambique
- Namibia
- Nigeria - CPA Branches also in: Abia | Akwa-Ibom | Adamawa | Anambra | Bauchi | Bayelsa | Benue | Borno | Cross River | Delta | Ebonyi | Edo | Ekiti | Enugu | Gombe | Imo | Jigawa | Kaduna | Kano | Katsina | Kebbi | Kogi | Kwara | Lagos | Nasarawa | Niger | Ogun | Ondo | Osun | Oyo | Plateau | River State | Sokoto | Taraba | Yobe | Zamfara
- Rwanda
- Seychelles
- Sierra Leone
- South Africa - CPA Branches in: Eastern Cape | Free State | Gauteng | KwaZulu-Natal | Limpopo | Mpumalanga | North-West | Northern Cape | Western Cape
- Tanzania - CPA Branch also in: Zanzibar
- Uganda
- Zambia

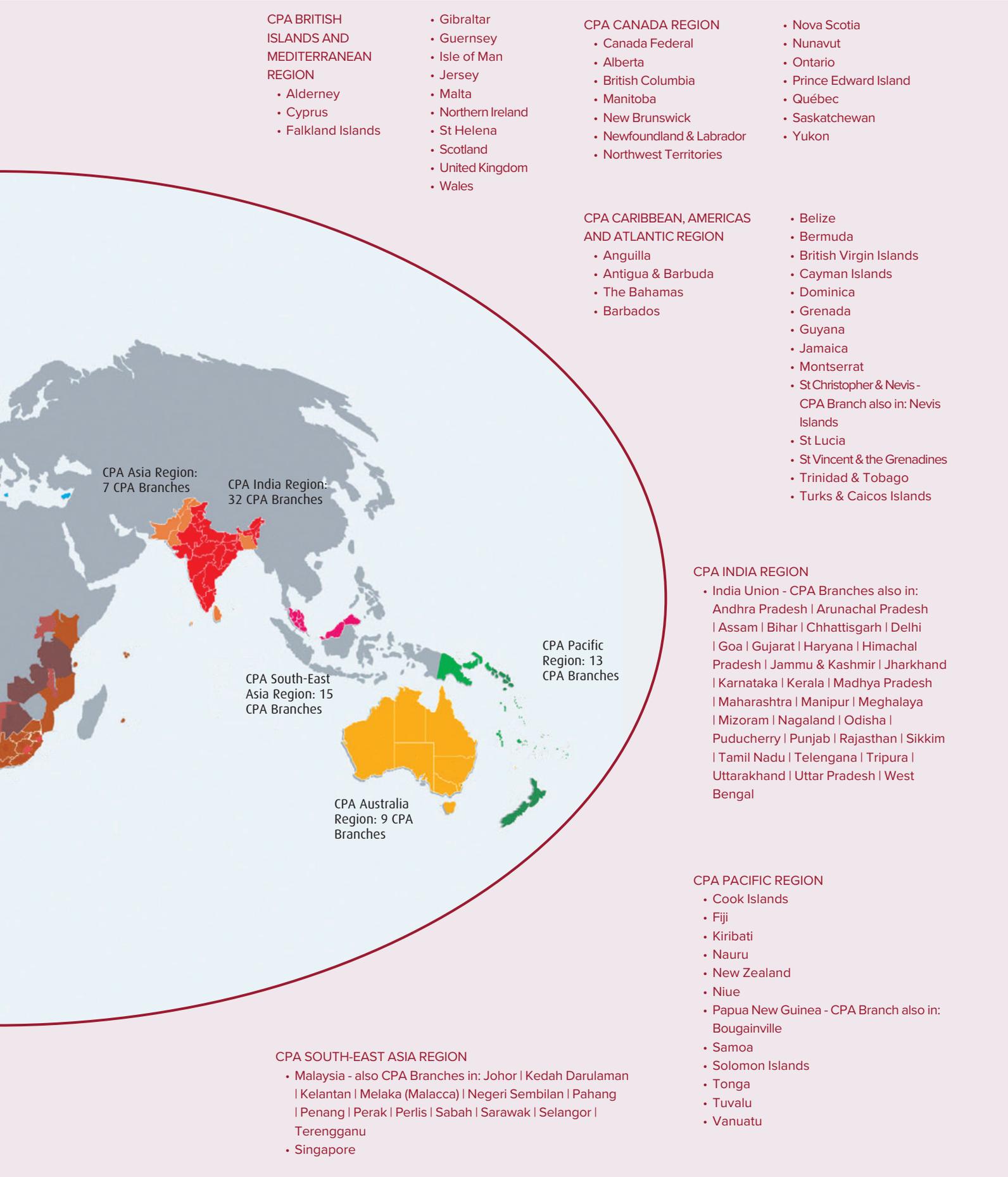
### CPA AUSTRALIA REGION

- Commonwealth of Australia Federal
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

### CPA ASIA REGION

- Bangladesh
- Pakistan - CPA Branches in: Balochistan | Khyber Pakhtunkhwa | Punjab | Sindh
- Sri Lanka







## CPA Chairperson's Foreword

I am pleased to present to you the Commonwealth Parliamentary Association Annual Report for 2019. I am delighted to share the efforts of my fellow Parliamentarians in strengthening the role of the Commonwealth Parliamentary Association (CPA) across the Commonwealth through its programmes, events and activities and the work of the CPA Headquarters Secretariat in furthering these goals. 2019 was once again a very busy year for the CPA and it is a pleasure for me to look back on the goals achieved.

One of the key highlights was the 64<sup>th</sup> Commonwealth Parliamentary Conference (CPC) in Uganda which addressed key global issues and solutions against a backdrop of greater scrutiny of Parliamentarians. The CPA's annual conference offered the opportunity for Members to benefit from professional development, supportive learning and the sharing of best practice with colleagues from over 180 Commonwealth Parliaments together with the participation of leading international organisations on a theme of: *'Adaption, engagement, and evolution of Parliaments in a rapidly changing Commonwealth'*. The conference programme included conference plenaries and ten CPC workshops for Parliamentarians, with some workshops focusing on gender, youth and the CPA's Small Branches.

2019 saw the 70<sup>th</sup> anniversary of the 'modern' Commonwealth, although the Commonwealth Parliamentary Association was founded much earlier in 1911. In the 70 years since the reformulation of the Commonwealth, the relevance and value of the relationship has been reaffirmed and consolidated.

Most significant is the expansion of Commonwealth membership from eight countries in 1949 to 54 countries in 2019 with over 2.4 billion people – meaning 33% of people on the planet belong to the Commonwealth, with representation on every continent.

As Chairperson of the CPA Executive Committee, I would like to stress the need to work together with member Parliaments to bring a convergence of diverse perspectives and experiences, which is the beauty and core strength of the CPA. It is important to allow all Members, large and small, to express views and raise concerns with equal weight, in a participatory, democratic manner which ensures greater inclusiveness. Member countries have common roots and histories and while they face shared challenges, they may each develop unique solutions.

The CPA is the ideal platform for the sharing of these ideas and resources for the common welfare of the people. Strengthening coordination between Members is therefore crucial. Insights of Members on issues they view as essential for the advancement of their nations must be the central driving force for the CPA. Regional as well as cross-regional dialogue and cooperation must be emphasized and emerging issues must be resolved on the basis of consensus of member Parliaments and Branches in the regions.

The CPA International Executive Committee met twice in 2019 – hosted by the Parliament of Canada and CPA Canada Federal Branch in Ottawa in April 2019 and by the Parliament of Uganda and CPA Uganda Branch in the margins of the 64<sup>th</sup> Commonwealth Parliamentary Conference in September 2019. The CPA meetings enable Commonwealth Parliamentarians to reach beyond their own Parliaments to contribute in a global

setting to the development of best parliamentary practices and the most effective policies for parliamentary strengthening. The Executive Committee represents the nine regions of the CPA – *Africa; Asia; Australia; British Islands & Mediterranean; Canada; Caribbean, Americas & Atlantic; India; Pacific; and South East Asia*. The CPA Executive Committee meetings are an essential aspect of the CPA's governance and are an opportunity for the CPA's Members to effect change within the organisation.

In 2019, there were significant developments in the CPA networks with the election of a new CPA Small Branches Chairperson, Hon. Niki Rattle, Speaker of the Parliament of Cook Islands and the election of a new Chairperson of the Commonwealth Women Parliamentarians (CWP), Hon. Shandana Gulzar Khan, MNA (Pakistan). These new appointments will bring a strengthened and renewed focus to these CPA networks and their work in addressing their unique common challenges and strengths.

Within the pages of this Annual Report you will find descriptions of the CPA Regional Conferences held in 2019, some of which I was able to attend in the past year, and also the parliamentary seminars, post-election seminars, professional development programmes and Commonwealth Women Parliamentarians (CWP) events held across the CPA membership.

It is essential that the CPA continues to appeal and reach out to the millions of young people in the Commonwealth and I was delighted to see the continued success of the CPA Branches' numerous Commonwealth Day events involving young people.

I was also delighted to attend the 10<sup>th</sup> Commonwealth Youth Parliament (#CYP10) in November 2019 where the Commonwealth's future leaders and Parliamentarians were inspired to take a stand on issues such as climate change, the SDGs and urbanisation. Hosted by the CPA and the Delhi Legislative Assembly in Delhi, India, 47 delegates, aged between 18 and 29 years, debated issues of concern as Youth Parliamentarians in the Assembly chambers. They came from thirteen countries, ranging from the largest democracy in the Commonwealth (India) to one of the smallest (Tonga), and from 33 CPA Branches across nine CPA Regions. The four days of the Commonwealth Youth Parliament provided a key development opportunity for young people from the Commonwealth with ambitions of public office and introduced these potential young Parliamentarians to the fundamentals behind the processes of Parliament.

The CPA works not only with national, state, provincial and territorial Parliaments across the Commonwealth but also reaches out to hear and include the voices of the people at the grassroots level and to bring in the convergence of diverse perspectives. The CPA also works closely with a wide range of partners to deliver its programme work aimed at strengthening the institution of Parliament, supporting and





promoting parliamentary democracy and the political values of the Commonwealth.

CPA is a unique platform of Parliamentarians of Commonwealth countries and has great potential to effect innovative changes in addressing common concerns. It is for the CPA Executive Committee to steer the way ahead by putting together a forward looking, relevant plan linked to the present objectives and activities of CPA. In doing so it is essential to have a focused approach and I thank the CPA Acting Secretary-General, Mr Jarvis Matiya and the staff at the CPA Headquarters

Secretariat for their work in 2019 in achieving these goals and their support to me in my role as Chairperson.

As Chairperson of the CPA Executive Committee, I present this 2019 Annual Report to colleagues.

**Hon. Emilia Monjowa Lifaka, MP**  
**Chairperson of the CPA Executive Committee**  
**Deputy Speaker of the National**  
**Assembly of Cameroon**

## CPA Secretary-General's Message

Looking through this annual report, 2019 was a busy year for the Commonwealth Parliamentary Association (CPA) and it continues to be an exciting time in the CPA's growth and development. Like any organisation that has stood the test of time, it is important to continually adapt to the changing needs of our membership and to demonstrate relevance, added value and good governance.

The CPA is a network that has been nurturing democratic governance across the Commonwealth for almost 110 years. As I take up the position of Secretary-General, I feel honoured to continue this valuable work alongside our membership to further realise our shared Commonwealth values, for the benefit of all Commonwealth citizens. In 2019, the CPA continued to work with Commonwealth Parliaments utilising the *CPA Recommended Benchmarks for Democratic Legislatures* to further strengthen Legislatures in line with the aspirations of the Commonwealth Charter, the Sustainable Development Goals (SDGs) and the changing demands of our citizens.

The CPA's programmes and seminars continue to go from strength to strength and they provide accredited and non-accredited programmes for Parliamentarians and parliamentary staff. We look forward to strengthening our programmatic offering further through new modalities which will allow greater participation from our Members.

In 2019, the CPA continued to deliver our core programmes including CPA Post-Election Seminars (PES), CPA Technical Assistance Programmes and the CPA Clearing House for the benefit of our Members. Other strong areas of performance in 2019 included the CPA Headquarters Secretariat's work in supporting greater political participation of women in Parliaments led by the Commonwealth Women Parliamentarians (CWP). With many Parliaments across our Commonwealth failing to meet the recommended 30% target set by Commonwealth Heads of Government for female political participation, there is clearly a long way to go. Whilst we should celebrate positive achievements, such as in the Pacific Region which has seen a greater number of women being elected, we must always strive for increased female participation in our Legislatures.

Recognising the need to offer special support to the smallest jurisdictions in the Commonwealth, the CPA Small Branches network and the CPA Headquarters Secretariat have over the

years identified specific programmes for these jurisdictions and, in 2019, have continued to support and develop the network.

The Commonwealth Parliamentarians with Disabilities (CPwD) network is an important strand of the CPA's work and further plans are in place for its development.

The CPA's flagship quarterly journal, *The Parliamentarian*, continues to be the main source of best practice and shared experience aimed at our Members and CPA Branches while the CPA's social media channels have continued to grow in 2019, reaching over 5,000 direct Followers on Twitter and 3,000 on Facebook.

The CPA has continued to work closely with a wide range of international partners to deliver its programmes and support parliamentary democracy in the Commonwealth. Partnering with organisations that share similar values, aims and objectives leads to better information sharing, less duplication and lower programme costs as well as an agenda that extends beyond Parliaments to include the wider political system.

The CPA remains dynamic and vibrant because of the high levels of programme activity among the CPA Headquarters Secretariat, our CPA Branches and within each Region. The CPA is particularly grateful to the Members, Clerks and officials that carry out such a wide variety of work on behalf of the organisation across the Commonwealth.

Through this 2019 CPA Annual Report and Performance Review, which has been approved by the CPA Executive Committee, it is confirmed that there are currently no known material, staffing or governance-related matters which have the potential to adversely affect the Association's standing and future viability that need to be brought to the attention of the Members.

**Stephen Twigg**  
**Secretary-General**  
**Commonwealth Parliamentary Association (CPA)**





## EXECUTIVE SUMMARY

The Commonwealth Parliamentary Association (CPA) Annual Report and Performance Review for January to December 2019 provides an overview of the activity of the CPA and highlights the progress of this activity against the intermediate outcomes outlined in the CPA Strategic Plan. This report focuses on the programme strands and activities of the CPA Headquarters Secretariat and is a result of key qualitative and quantitative data analysis producing statistics for monitoring and evaluation.

In 2019, the CPA Headquarters Secretariat continued to implement a revised programme, with particular focus on parliamentary development and benchmarking, post-election seminars and technical assistance programmes. There was a focus on youth engagement through the CPA's Commonwealth Day activities, Commonwealth Youth Parliament and CPA Roadshows for young people.

The report outlines CPA activity in the three strategic pillars of the CPA Strategic Plan – Parliamentary Benchmarking and Development (which includes three CPA networks – Commonwealth Women Parliamentarians (CWP); CPA Small Branches; and Commonwealth Parliamentarians with Disabilities); Public Outreach; and Communications and Publishing. Further CPA activities this year are covered under the areas of CPA Branch visits, CPA Regional Conferences and working with partner organisations.

The CPA's Annual Report and Performance Review 2019 is composed of reports, analysis and monitoring and evaluation data captured for each of the CPA programmes and work strands throughout the year.

**CPA Aims and Objectives:** Article 1(1) of the CPA Constitution provides that the "aims of the Association are to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, with particular reference to the countries of the Commonwealth of Nations." In pursuance of these constitutional aims, the Association has developed eight strategic objectives.

**Four that cover the core elements of the CPA's work:**

1. To assist Members and Branches to adopt good practice of democratic governance and to strengthen the institution of Parliament and the rule of law.
2. To promote the Commonwealth and deepen its commitment to democracy and the rule of law.
3. To encourage the professional development of Members and parliamentary staff.
4. To strengthen the CPA at Branch, regional and international levels through communication.

**Three that are focussed on building the capacity of minority interests:**

5. To assist developing Parliaments with consultancy and advisory services and engage with other organisations to provide broad-based support programmes.
6. To promote gender equality and equity in the work of the CPA and across the Association.
7. To address the concerns facing Small Branches.

**And the final aim about building the capacity of the CPA:**

8. To improve the organisational development of the Association and to increase its effectiveness and efficiency.

Thus, the CPA's overall aim is to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, with particular reference to the countries of the Commonwealth.



## CPA Strategic Pillars

Parliamentary Benchmarking and Development

Public Outreach

Communications and Publishing

**Strong democratic legislatures that adhere to principles of good governance**

Strong and effective pool of Parliamentarians and parliamentary staff across the Commonwealth who are better equipped on fundamentals of parliamentary practices and procedures

Increased awareness, understanding and ownership of CPA Benchmarks

Technical assistance responds flexibly to needs and priorities of member legislatures and 'Special Interest Groups'

**CPA recognised as a global resource centre for advice and information on parliamentary practices**

Increased awareness of the role and value of parliamentary democracy and the role of Parliaments in promoting these values

Parliamentarians are informed, included and better equipped to engage in international discussions on trends and issues that have an impact on parliamentary democracy

Parliaments more responsive to CPA outreach activities

**Greater awareness of the Commonwealth, its values and parliamentary democracy**

Improved visibility and profile of CPA

Increased sharing of knowledge and best practices on good governance and rule of law among CPA membership

CPA is a partner of choice in parliamentary strengthening

Progress on Cross-Cutting Issues – Gender and Rule of Law



## Parliamentary Benchmarking and Development

Strategic Pillar	Parliamentary Benchmarking and Development
Strategic Outcome	Strong democratic legislatures that adhere to principles of good governance
Intermediate Outcomes	A strong and effective pool of parliamentarians and parliamentary staff across the Commonwealth who are better equipped on fundamentals of parliamentary practices and procedures
	Increased awareness, understanding and ownership of CPA Benchmarks
	Technical assistance responds flexibly to needs and priorities of member Legislatures and 'Special Interest Groups'

### CPA PARLIAMENTARY FUNDAMENTALS COURSE ON PRACTICE AND PROCEDURE



**1** In 2019, the **CPA Parliamentary Fundamentals Course on Parliamentary Practice and Procedure** provided an accredited programme for Parliamentarians, consisting of both an online distance learning component as well as a one-week residential component. This course is accredited with two Commonwealth universities to ensure quality, consistency and reputation of training: McGill University in Canada and University of the Witwatersrand in South Africa.

**2** There are two versions of the courses run for Commonwealth Parliamentarians:

- a) For Commonwealth Parliamentarians with up to two years' experience of being a Parliamentarian – general course with the University of the Witwatersrand
- b) For Commonwealth Parliamentarians from CPA Small Branches with up to two years' experience of being a Parliamentarian – CPA Small Branches course with McGill University.

**3** This is the first course of its kind and the programme aims to assist Commonwealth Parliaments in building the capacity of their newly-elected and returning Parliamentarians, by equipping them with: greater depth of knowledge of parliamentary practice and procedure; increased in-depth and practical knowledge based on accepted theories and international good practices; an accredited qualification from an internationally recognised university that will benefit participants for life during and after Parliament.

**4** The programme is interactive and comprehensive, comprising online modules as well as face-to-face contact sessions on-site with partner universities. This programme aims to develop well-informed, skilled parliamentary leaders, who will go on to contribute to creating strong democratic legislatures that adhere to the principles of good governance.

For further information about the CPA Parliamentary Fundamentals Programme for Commonwealth Parliamentarians please visit [www.cpahq.org/cpahq/cpafundamentals](http://www.cpahq.org/cpahq/cpafundamentals).



## PROFESSIONAL DEVELOPMENT PROGRAMME FOR PARLIAMENTARY STAFF

1

The Professional Development Programme for Parliamentary Staff is in its 6<sup>th</sup> year of delivery. Designed in close collaboration with senior parliamentary staff from Africa, Asia, Australia, Europe and North America, the programme is aimed at giving mid-level parliamentary staff a better understanding of the roles and responsibilities of Parliaments worldwide and greater insights into the workings of their own Parliaments.

2

Designed in collaboration with the World Bank Group and McGill University, it is uniquely designed to meet the professional development needs of parliamentary staff in the 21<sup>st</sup> century. To this end, topics covered in the course include the following: *Parliamentary Democracy, Accountability, Legislative Oversight, Representation, Corporate Management of Parliaments, and Parliamentary Procedure.*

3

Programme Coordinator, Professor Rick Stapenhurst from McGill University's School of Continuing Studies described the programme as *"a unique tool that builds on the skills and capacity of senior parliamentary staff to help them better serve their Parliaments."*

4

In 2019, the CPA Headquarters Secretariat sponsored 11 Parliamentary staff members from 14 Commonwealth Parliaments\* to attend this programme in Canada. The following CPA Branches were represented at the programme this year funded by the CPA Headquarters Secretariat: *Australian Capital Territory; Bangladesh; Belize; Cook Islands; Manipur; Northern Territory; Ontario; Scotland; Sierra Leone; Trinidad and Tobago; and Western Cape.* The CPA Pakistan, Nigeria (Federal) and Kenya Branches self-funded their participants on this year's programme.



For further information about the Professional Development Programme for Parliamentary Staff please email [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org).

## What do CPA Members say...

**Rohit Sapam, Joint Secretary of Manipur Legislative Assembly, India** on the CPA Parliamentary Staff Development Programme with McGill University: *"It's good because the best practices of different Parliaments can be replicated with the knowledge that is shared and taught."*

**Nicole Petersen, Chief Financial Officer, Western Cape Provincial Parliament, South Africa:** *"Broadened my horizon and renewed my interest in the Parliamentary sector more comprehensively."*

**Julia Agostino, Deputy Clerk and Sergeant-at-Arms, Australian Capital Territory:** *"The team was excellent – knowledgeable, inclusive and interesting. Happy to continue a dialogue during the course over the next year."*

**James Drummond, Assistant Lobbying Registrar, Scotland:** *"A few topics of special interest were a good 'diversion' from the other topics."*



## CPA Post-Election Seminars (PES)

- 1 The CPA Post-Election Seminars are aimed at building the capacity of newly elected Members of Parliament, so they function efficiently and effectively in the performance of their democratic duties.
- 2 The objectives are two-fold: to disseminate information on diverse good practices in Commonwealth Parliaments, and to promote an understanding of the way parliamentary procedures and practices can embed good governance into a system. This seminar is also useful as a refresher course for returning Members. The CPA Headquarters Secretariat communicates with CPA Branches on an ongoing basis to plan for future Post-Election Seminars.

### CPA Post-Election Seminar, Grenada

9 to 10 January 2019 in St George's, Grenada.

- A total of 30 Members of the Parliament of Grenada attended the PES.
- Resource persons: Senator Hon. Alincia Williams-Grant, President of the Senate of Antigua and Barbuda presented on the separation of powers between the Legislature, the Executive and the Judiciary and on the impact of parliamentary privilege on Members. Ms. Jacqui Sampson-Meiguel, Senior Clerk and CPA Branch Secretary at the Parliament of Trinidad and Tobago demonstrated her extensive knowledge with contributions on the Parliamentary Committee system and parliamentary procedures.
- Mr Adrian Francis, Clerk of Parliament and CPA Branch Secretary for the Parliament of Grenada as well as local Members from the Grenada Parliament also contributed to the seminar sessions.
- The Parliament of Grenada is one of the smallest Legislatures in the CPA's membership of over 180 Commonwealth Parliaments. The CPA is the only Commonwealth body that works to strengthen small Legislatures as well as working with larger national, state and provincial Legislatures.



### What do CPA Members say...

**Hon. Chester A. A. Humphrey, President of the Senate of Grenada:** *"Grenada provides a unique experiment in parliamentary democracy and this seminar provides Members with an opportunity to become more effective in promoting democratic principles and good governance. Members will become more confident and better able to discharge their parliamentary and constituency responsibilities."*

**Hon. Kerryne James, MP (Grenada) on the CPA Post-Election Seminar:** *"Attending the seminar on both days put me in a better position to have a different outlook and understanding but, more so an appreciation of, my position."*



## CPA Post-Election Seminar, Bermuda

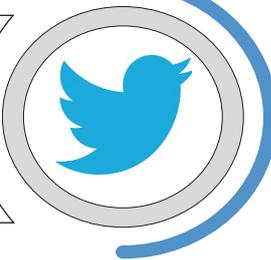
CPA Post-Election Seminar from 1 to 2 May 2019 in Hamilton, Bermuda.

- A total of 40 Members of the Parliament of Bermuda attended the PES.
- Resource persons: CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the House of Representatives of Malta; Hon. Shirley Osborne, MLA, Speaker of the Legislative Assembly of Montserrat; Mrs Jacqui Sampson-Meiguel, Clerk of the Parliament of Trinidad and Tobago and CPA Branch Secretary; and Mr Paul Belisle, former Clerk of the Senate of Canada; as well as local Members and officials from Bermuda.
- The CPA Post-Election Seminar gave Members of the Parliament of Bermuda an excellent opportunity to learn about parliamentary practice and procedure and to gain a better understanding of the parliamentary system and democratic processes in other Commonwealth jurisdictions.



@CPA\_Secretariat: #Commonwealth Women Parliamentarians from Bermuda, Montserrat and Trinidad & Tobago at #Commonwealth Parliamentary Association seminar in Bermuda this week, recognising #Bermuda Parliament now has 25% women Members of Parliament up from 19.4% in previous elections @BdaGovernment

10,598 page impressions (views)



### Gender balance of participants on CPA Post-Election Seminars in 2019



## What do CPA Members say...

**Hon. Dennis Lister, JP, MP, Speaker of the Bermuda House of Assembly and CPA Bermuda Branch President** said at the opening of the seminar: *"This CPA Seminar is an example of the many benefits that are available to Parliaments within the Commonwealth. It's the mandate of the Commonwealth Parliamentary Association to develop, promote and support Parliamentarians and their staff to identify benchmarks of good governance. We must continue to evolve a modern democracy so when future Parliamentarians look back at this time, they can clearly see the improvements we are making today."*

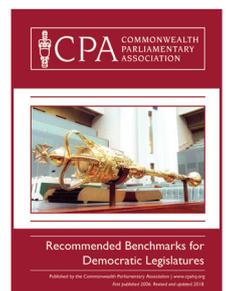




## CPA Recommended Benchmarks for Democratic Legislatures

- 1** Building on the Commonwealth Latimer House Principles on the separation of powers, the *Commonwealth Parliamentary Association (CPA) Recommended Benchmarks for Democratic Legislatures* provide a framework for excellence in Commonwealth parliamentary and legislative practice.
- 2** The original CPA Benchmarks published in 2006 comprised of 87 indicators and were drafted by CPA Parliamentarians representing different Commonwealth regions. The CPA Benchmarks were the outcome of a Study Group in late 2006 hosted by the Legislature of Bermuda on behalf of the Commonwealth Parliamentary Association (CPA) and the World Bank Institute (World Bank Group) with support from the United Nations Development Programme (UNDP), the European Parliament and the National Democratic Institute for International Affairs (NDI).
- 3** Reinforcing the belief that effective Parliaments are one of the principal institutions of any functioning democracy, the CPA Recommended Benchmarks for Democratic Legislatures provide a minimum standard and a guide on how a Parliament should be constituted and how it should function. The CPA Benchmarks are therefore fundamental to the wider values and principles of the Commonwealth Charter, adopted by Commonwealth Heads of Government on 14 December 2012, which expresses the commitment of member states to the development of free and democratic societies.
- 4** Emphasising the position of the parliamentary system as a dynamic one, all Legislatures can be sources of valuable innovations regardless of their size or age. Different experiences, approaches and attitudes foster variations in practices and policies which stimulate innovation everywhere. Reflecting new parliamentary developments and practices as well as important international developments such as the implementation of the 2015 United Nations Sustainable Development Goals (SDGs), the 2006 CPA Benchmarks have continued to be reviewed in the light of new innovations.
- 5** The CPA Benchmarks were revised and updated in June 2018 by a second Study Group of CPA Parliamentarians representing different Commonwealth regions, and the updated Benchmarks have continued to play an important part in developing the effectiveness of parliamentary institutions across the 180 Parliaments and Legislatures of the Commonwealth Parliamentary Association.

To view the CPA Recommended Benchmarks for Democratic Legislatures please visit [www.cpahq.org/cpahq/benchmarks](http://www.cpahq.org/cpahq/benchmarks).



### What do CPA Members say...

The Speaker of the Parliament of Malaysia (Dewan Rakyat) Mohamad Ariff Md Yusof highlighted the importance of the Commonwealth and of the CPA Benchmarks for Democratic Legislatures in the fostering of good governance and democratic institutions: *“Special mention must be made on the extremely valuable role played by the CPA and its local chapters, to augment the ties between Commonwealth Parliaments. The CPA remains an invaluable source of information and inspiration. We draw support and inspiration from the experiences of other Commonwealth Parliaments, of course, but the work of the CPA in recommending benchmarks for democratic legislatures through the excellent booklet, ‘Recommended Benchmarks for Democratic Legislatures’, provide us with the necessary focus and direction to re-set our Parliament to be in line with international standards.”*



## CPA's Benchmarks for Democratic Legislatures highlighted as key tool in achieving SDG 16 at Commonwealth Partnership for Democracy panel event in New York

The CPA's Recommended Benchmarks for Democratic Legislatures were highlighted as an important tool in the pursuit of achieving 'peaceful and inclusive societies for sustainable development' outlined in Sustainable Development Goal 16 at a panel event in New York in July 2019, hosted by the Permanent Mission of the United Kingdom to the United Nations.

The Commonwealth Partnership for Democracy (CP4D) event saw attendees share their experiences of how Parliamentarians have contributed to SDG 16 and to identify the value of the CPA Benchmarks in measuring parliamentary performance and effectiveness. Effective Parliaments are one of the principal institutions of any functioning democracy and they are central to the attainment of SDG 16, the development agenda and all of the seventeen Sustainable Development Goals.

Hon. Laura Tucker-Longworth, MP, Speaker of the Parliament of Belize who spoke about the experience utilising the CPA Benchmarks and how the process has assisted with parliamentary reform in Belize. She said: *"The CPA Benchmarks provided us with a structure by which we could evaluate our methods of working in Parliament."*



## Commonwealth Partnership for Democracy (#CP4D)

The Commonwealth Parliamentary Association (CPA) has recently partnered in the Commonwealth Partnership for Democracy (#CP4D) programme aimed at strengthening democratic institutions and promoting good governance across Commonwealth countries. Launched during the 2018 Commonwealth Heads of Government Meeting (CHOGM) in London, UK, the CP4D programme has helped to raise standards and build political commitment to democratic values through advancing inclusive and accountable democracy in the Commonwealth.



The CPA Headquarters Secretariat has been implementing activities to encourage Commonwealth Parliaments to strive and uphold a high standard of parliamentary performance. In particular, the CPA has utilised the revised and updated CPA Recommended Benchmarks for Democratic Legislatures as a tool to provide Parliaments across the Commonwealth with assistance to strengthen their capacity to adhere to good governance principles.

The purpose of the CPA Benchmarks assessment is to encourage Parliaments and Legislatures to undertake their own self-assessments based on a Commonwealth standard which is specifically designed to help Parliaments identify possible new ways to function more effectively. Between 2018 and 2020 as part of the #CP4D programme, the CPA has provided support for assessment exercises to 18 national Parliaments across four of the CPA Regions: Africa, Asia, India and South-East Asia. The #CP4D programme has assisted Parliaments to adopt and implement the updated CPA Benchmarks to measure the impact of inclusive and accountable governance.

CP4D Project Partners: The CPA Headquarters Secretariat has worked together with CP4D programme lead partner, the Westminster Foundation for Democracy (WFD) and programme partners, the CPA UK Branch and the Commonwealth Local Government Forum (CLGF). The CP4D programme has been funded by the UK Government.



## CPA Technical Assistance Programmes

**1** This Programme aims at enhancing the current CPA's *Recommended Benchmarks for Democratic Legislatures* Assessment process by offering a Technical Assistance Programme (TAP) to support Legislatures who have not fully met all/some of the CPA Benchmarks.

**2** In 2019, the CPA has continued to support Technical Assistance Programmes, furthering the intermediate objective of the TAP programme to develop a bespoke road map to meet the benchmarks within a defined timeline while providing the CPA with an opportunity to demonstrate 'added value'.

### CPA Technical Assistance Programme – Zambia

The CPA Workshop on the Role of Parliaments in Ratifying International Treaties and Agreements was delivered in June 2019 as part of a CPA Technical Assistance Programme for the Parliament of Zambia and the programme follows the delivery of a successful CPA Post Election Seminar for the Parliament of Zambia in November 2016.

Parliamentarians from the Parliament of Zambia benefited from the two-day workshop on the role of Parliament in ratifying international treaties and agreements, part-funded by the CPA Headquarters Secretariat through its Technical Assistance Programme. The substance of the CPA workshop revolved around the new oversight duty that the Parliament of Zambia was given in the new Constitution of Zambia in 2016: to approve international agreements and treaties before they are acceded to or ratified. Many Parliaments around the world play different roles when it comes to the ratification of international treaties and there are several examples of Commonwealth Parliaments who have this oversight role including the United Kingdom and Australia.

The First Deputy Speaker of the National Assembly of Zambia, Hon. Catherine Namugala, MP said that the attendance of Members of the Zambia National Assembly at the workshop demonstrated their commitment to the values of the Commonwealth and thanked the CPA Headquarters Secretariat for its financial support for the workshop. The First Deputy Speaker also said that the workshop gives Members an opportunity to gain a greater understanding of Parliament's role in ratifying international treaties and agreements, and demonstrates the significant role that Parliaments and Parliamentarians play in national decision-making, especially where the distinction between national and international decision-making is slowly fading, with many public matters being settled by means of international law and practice.

In response, Mr Jarvis Matiya on behalf of the CPA Headquarters Secretariat, said: *"The CPA firmly believes in the benefits of 'peer to peer' learning to maximise the development of Parliamentarians and the broader parliamentary community. It is in this spirit of mutual learning and partnership that this workshop takes place with the support and presence of the highly experienced and dedicated resource persons sourced by the Parliament of Zambia. We at the CPA understand that democracy is a continuously developing concept that requires nurturing. We recognise that no single country or Parliament can provide a source of best practice in all areas of governance but believe that all Parliaments can be sources of vital transformation and influence regardless of how young, old, big or small they are."*





## CPA Technical Assistance Programme – Mauritius

In 2017 and 2018, a number of activities took place as part of the CPA Technical Assistance Programme for the National Assembly of Mauritius including:

- media training for Parliamentarians with the assistance of a Member from the CPA Queensland Branch;
- a visit by the CPA Secretary-General to Mauritius to attend the launch of the Gender Caucus at the National Assembly;
- the CPA Headquarters Secretariat worked with the Branch to identify a gender consultant to carry out a gender audit within the National Assembly.

In 2019, an Organisational Review of the Parliament was undertaken at the request of the CPA Mauritius Branch to assess staffing requirements within the National Assembly and determine whether it is adequate to effectively deliver on the various functions of the National Assembly. This review was undertaken by Ms Gosia McBride, Senior Clerk for the Treasury Committee at the UK Parliament's House of Commons in April 2019 and a report from this review will be made available to the CPA Branch in due course.



## CPA Masterclasses

**1** CPA Masterclasses provide concise video briefings for Members of Parliament and parliamentary staff from across the Commonwealth on a particular subject or topic. CPA Masterclasses are aimed at promoting parliamentary debate, dialogue and cooperation to build parliamentary capacity and efficiency with the objective that Parliamentarians will be more informed on parliamentary practice & procedure and key policy issues and consequently more effective in parliamentary committees and parliamentary debates. The topics of the Masterclasses cover three areas: **key policy issues, parliamentary practice & procedure and corporate skills.**

**2** The CPA Masterclasses are available on the CPA website at: [www.cpahq.org/cpahq/cpamasterclasses](http://www.cpahq.org/cpahq/cpamasterclasses). The CPA Masterclasses complement the CPA's parliamentary strengthening work and enhance the performance of Parliamentarians across the Commonwealth.





# Public Accounts Committees

1

The work of Public Accounts Committees in Commonwealth Parliaments in scrutinising the financial expenditure of the government and ensuring transparency and accountability is of vital importance for any democracy. Working with oversight committees such as Public Accounts Committees is one of the key ways that the Commonwealth Parliamentary Association supports financial scrutiny, ensuring that Members have the technical expertise and knowledge to hold governments to account on behalf of their citizens.

## Focus on financial scrutiny in Commonwealth Parliaments with CAPAC regional workshops

Commonwealth Parliamentarians from different CPA Regions have participated in a series of regional workshops of the Commonwealth Association of Public Accounts Committees (CAPAC). Workshops took place in Fiji for the CPA Pacific Region in February 2019; in Malaysia for the CPA Asia and CPA South East Asia Regions in August 2019; with further workshops taking place in Trinidad and Tobago in January 2020 for the CPA Caribbean, Americas and Atlantic Region and a final pan-Commonwealth workshop taking place in London in March 2020. This will be an opportunity for all CPA Regions and individual Public Accounts Committees to report on progress made in line with aims and objectives of the preceding regional workshops.



The CAPAC regional workshops are funded by the Commonwealth Partnership for Democracy (CP4D) and delivered by the CPA UK Branch. The regional workshops have focused on the work of Commonwealth Public Accounts Committees in promoting good governance and reaffirming that strong and independent Parliamentary oversight plays an important role in preserving the trust of citizens in the integrity of government. This is achieved through Public Accounts Committees that are effective, independent and transparent.

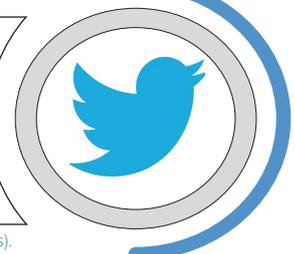
Delegates were brought together in order to strengthen regional cooperation and to help PACs from the region become more effective in their remit to scrutinise the value for money of public expenditure and hold their governments to account for the delivery of public services.

The Commonwealth Association of Public Accounts Committees (CAPAC) was constituted in June 2014 by the Chairs and Members of Public Accounts and equivalent financial Committees of Commonwealth Parliaments and is designed to support the work of Commonwealth Public Accounts Committees in promoting good governance and financial scrutiny.



Following the workshop, UK Parliamentarian, Shabana Mahmood, MP wrote about the workshop in the CPA's Journal, *The Parliamentarian*.

@CPA\_Secretariat: Focus on financial scrutiny for good governance in #Commonwealth Parliaments at first #CAPAC Pacific Region workshop in Fiji for Public Accounts Committee Members from across the Region #CP4D



1,758-page impressions (views).



## Commonwealth Parliamentary Research Service (CPRS) and CPA Clearing House

**1** The Commonwealth Parliamentary Research Service (CPRS) offers to Parliaments and Parliamentarians a research service to supplement those available to Parliament on a range of specialist subjects. The service is offered to all CPA Branches and invites input from all CPA Branches. The CPA is able to provide CPA Branches with access to the wider CPA network and collate responses for the original CPA Branch who have made the enquiry.

**2** In 2019, the CPA Headquarters Secretariat received several requests to the CPRS from CPA Branches with responses received from over 25 CPA Branches. The requests included: *Legislative Scrutiny Resources; Online Harassment; Majority Voting.*



**1** The CPA Clearing House Facility matches requests from Members of one Branch who are seeking a visit or exchange with another Branch that is willing to offer such opportunities. This helps to strengthen collaboration between CPA Branches and Regions beyond the traditional Parliamentary twinning arrangements that currently exist, thus opening up significant opportunities for cross-Branch and cross-Regional cooperation to help share best practice.

**2** This programme uncovers possibilities for exchange programmes for CPA Branches and the further sharing of knowledge and experiences in parliamentary practice, procedure, institutional set-up and law-making, amongst others. It aims to serve as the central information platform for Parliaments in the Commonwealth to compare best practices resulting from Parliament to Parliament exchanges which can then be shared with the relevant stakeholders in the Commonwealth parliamentary community.

For further information about the Commonwealth Parliamentary Research Service (CPRS) or the CPA Clearing House please email [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org).



## CPA Small Branches



- 1 Of the over 180 Branches of the CPA, forty-three Branches are classified as 'Small Branches' which are defined as jurisdictions having a population below 500,000 people. Examples of CPA Small Branches include Commonwealth countries such as Barbados and Tonga, as well UK Overseas Territories such as Turks and Caicos or states and provinces within larger countries like Northwest Territories in Canada.
- 2 The CPA works closely with Small Branches in all Regions to identify their unique needs and requirements in parliamentary strengthening, development and cooperation. Recognising the need to offer special support to CPA Small Branches, the CPA has over the years identified specific programmes for these jurisdictions and in 2016, for the first time a Chairperson for Small Branches was elected.

### Newly elected CPA Small Branches Chairperson speaks of the pressing need of small Legislatures within the Commonwealth to come together to address common difficulties and strengths and to share experiences of their Parliaments



The newly elected Chairperson of the CPA Small Branches, Hon Niki Rattle, Speaker of the Parliament of the Cook Islands pledged that the Commonwealth Parliamentary Association would have a strengthened and renewed focus on assisting Small Branches and their Parliaments and Legislatures.

The Members of the CPA attending the 37<sup>th</sup> CPA Small Branches Conference elected the Speaker of the Cook Islands, Hon. Niki Rattle as the new Chairperson of Small Branches. The role of Chairperson of Small Branches is an Officer role within the CPA's governance structure and the new incumbent will sit on the CPA International Executive Committee to bring a voice for Small Branches to the governing body of the CPA.

In her acceptance remarks, the newly elected Chairperson of CPA Small Branches, Hon. Niki Rattle expressed her gratitude to the Members of the CPA Small Branches, who have shown great trust in electing her as their Chairperson. Hon. Niki Rattle spoke about the pressing need of small Legislatures within the Commonwealth to come together, within their smallness to address common difficulties and strengths and share experiences of their Parliaments or Legislative Assemblies. As small states in the Commonwealth, among other small countries, the CPA Small Branches have learnt to appreciate their strengths while being flexible enough to be able to work with other larger Parliaments and to be influential.

The outgoing CPA Small Branches Chairperson is Hon. Angelo Farrugia, MP, Speaker of the House of Representatives of the Parliament of Malta who has held the office from 2016 until 2019. Hon. Angelo Farrugia has worked tirelessly in promoting the CPA Small Branches within the wider CPA network and establishing a CPA Small Branches strategic plan which has given increased focus to the work of the CPA in areas such as climate change which severely impacts on the smallest jurisdictions in the Commonwealth.



## Commonwealth Parliamentarians from CPA Small Branches focus on the unique challenges affecting the smallest Legislatures across the Commonwealth at 37<sup>th</sup> annual CPA Small Branches Conference in Uganda

With the increased logistical, financial and infrastructure demands facing small jurisdictions in the Commonwealth, Parliamentarians meet to examine the unique challenges they face. The 37<sup>th</sup> CPA Small Branches Conference was held in Kampala, Uganda with Members of Parliaments and Legislatures from CPA Small Branches attending the conference. The conference discussed strategies to meet the unique developmental needs of the CPA's smallest Legislatures through key thematic seminars and development activities that will build parliamentary capacity for CPA Small Branches and create greater opportunities for the sharing of knowledge, parliamentary strengthening and cooperation across the network.



The outgoing CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the House of Representatives of the Parliament of Malta said at the opening of the Small Branches Conference: *"The CPA Small Branches Conference will help to build capacities for the small Parliaments and Legislatures of the Commonwealth and create greater and more constant opportunities for the sharing of knowledge and cooperation across the CPA network. The CPA Small Branches need to come together to address their common difficulties, common strengths and their shared experiences."* During his three-year term as the CPA Small Branches Chairperson, Hon. Angelo Farrugia has highlighted the importance of tackling climate change for the 54 Commonwealth countries, especially its 31 small and developing states which are often the least polluting but the first casualties of climate change and delegates had the opportunity to discuss a newly developed CPA handbook on climate change during the CPA Small Branches Conference.

The Chairperson of the CPA International Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon said: *"The CPA works with the Small Branches in all the regions and we extend full cooperation in strengthening parliamentary democracy. The CPA's priorities include supporting all of our Small Branches in meeting their challenges. The smallest of the CPA's Legislatures seek to meet the same expectations of service delivery as larger Legislatures and in doing so, they recognise the importance of constantly innovating in the face of fiscal and human resource constraints; and the threats in the face of climate change to some of the Commonwealth's most vulnerable."*

The CPA Small Branches Conference included four plenary sessions exploring key themes proposed by the Membership: how do Commonwealth jurisdictions implement culturally appropriate measures including institutional design into their practices and



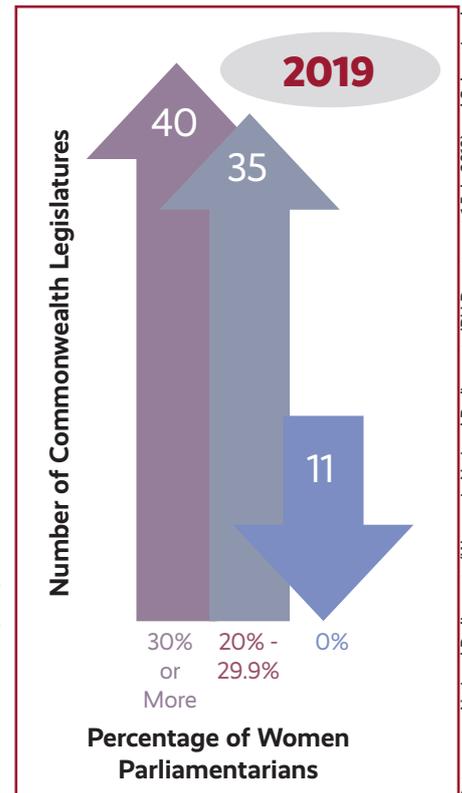
procedures; the possible effects of the United Kingdom's 'Brexit' on CPA Small Branches; professional development and training to develop focused and talented Parliamentarians; and climate change and the possible effects on CPA Small Branch economies and development.

The CPA Small Branches Steering Committee met for the first time in Uganda, comprising the CPA Small Branches Chairperson and seven Commonwealth Parliamentarians who represent seven CPA Regions with Small Branches: Africa; Australia; British Isles & Mediterranean; Canada; Caribbean, Americas & Atlantic; Pacific; and South-East Asia.



## Commonwealth Women Parliamentarians (CWP)

- 1 The Commonwealth Women Parliamentarians (CWP) seeks to work for the increased representation of women in Legislatures and for the furtherance of **gender equality across the Commonwealth**. Furthermore, the CWP seeks to ensure that **gender continues to be mainstreamed across all activities** to assist Legislatures to **exceed the Commonwealth target of at least 30% of women** in decision making positions across all representative bodies.
- 2 A CWP Steering Committee of 11 Members of Parliament, which includes one representative from each of the nine CPA Regions plus the CWP President and CWP Chairperson, plan the CWP's annual activities. The CWP Chairperson serves a term of three years and the CWP President serves for one year.
- 3 The CPA Headquarters Secretariat developed a **three-year CWP Strategic Plan 2017-2019** which has guided the CWP's activities and priorities throughout 2019. A new CWP Strategic Plan will be developed in 2020.
- 4 40 Commonwealth Parliaments and Legislatures have reached the target of at least 30% representation of women Members in their Legislatures, which was endorsed by the Commonwealth Heads of Government Meeting (CHOGM) in 1997.
- 5 The number of Commonwealth Legislatures with no women Members of Parliament was 11 in 2019 (a decrease of one since 2018) and the number of Commonwealth Parliaments and Legislatures with women's representation at between 20% and 29.9% has not changed from 2018 to 2019.



### Newly elected CWP Chairperson pledges to increase women's representation and political participation in Parliaments

The newly elected Chairperson of the Commonwealth Women Parliamentarians, Hon. Shandana Gulzar Khan, MNA of the National Assembly of Pakistan pledged to renew the effort to increase women's representation and political participation in Parliaments across the Commonwealth, following her election to a three-year term at the CWP Business Meeting held at the sixth triennial CWP conference in Kampala, Uganda.

Hon. Shandana Gulzar Khan, MNA is a Member of National Assembly of Pakistan and Parliamentary Secretary at the Ministry of Commerce and Industry. A qualified legal professional with extensive knowledge and experience in international trade and economic law advocacy and an articulate communicator, fluent in three languages, she was elected to the National Assembly in August 2018.



At the CWP Steering Committee meeting held immediately after the election, the Members of the Steering Committee also elected Hon. Zainab Gimba, MP (Nigeria), CWP Africa Region Chairperson as the CWP Vice-Chairperson.



## Commonwealth Women Parliamentarians discuss new ways to increase women’s representation in Parliament at CWP triennial conference in Uganda and mark 30<sup>th</sup> anniversary of the network

Over 100 Commonwealth Women Parliamentarians from across the Commonwealth gathered in Kampala, Uganda in September 2019 for the triennial conference of the Commonwealth Women Parliamentarians, held ahead of the wider 64<sup>th</sup> Commonwealth Parliamentary Conference. The conference theme was ‘*CWP at 30 years: Achievements and Unfinished Business – Looking forward to the next 30 years*’ in recognition of the CWP’s 30<sup>th</sup> anniversary in 2019.



The CWP conference saw leading figures in Commonwealth Parliaments addressing the conference and included four wide-ranging sessions for Commonwealth Women Parliamentarians on the following issues: *The Importance of Mentoring for New Parliamentarians; Promoting Women to Leadership Positions and Senior Portfolios; Empowering Women as Effective Legislators in the 21st century; Combatting Bullying and Harassment Within Parliaments.*

The CWP President (2018-2019), Hon. Syda Namirembe Bbumba, MP (Uganda) spoke about her experience as a legislator in the Parliament of Uganda. The CWP Conference also heard from Hon. Lechesa Tsenoli, Deputy Speaker of the National Assembly in

South Africa who spoke about male champions of gender equality and the work that male Members of Parliament can do to achieve equality; and Dr Roberta Blackman-Woods, MP spoke about gender mentoring programmes at the UK Parliament and shared best practice of combating bullying and harassment in Parliaments.

In recognition of the 30<sup>th</sup> anniversary of the Commonwealth Women Parliamentarians (CWP) in 2019, a special ceremony was held with the current and previous CWP Chairpersons - Hon. Dr Dato’ Noraini Ahmad, MP (Malaysia 2106-2019); Rt Hon. Rebecca Kadaga, MP, Speaker of Parliament (Uganda 2013-2016); Hon. Alix Boyd Knights, MHA, Speaker of the House of Assembly (Dominica 2010-2013); Ms Kashmala Tariq (Pakistan 2007-2010) and Hon. Lindiwe Maseko (South Africa 2004-2007).



“

Reflecting on her recent visits as CWP Chairperson thus far, Hon. Shandana Gulzar Khan said: “*The CWP is here to give Women Parliamentarians of the Commonwealth a voice. There is no guarantee it will be heard until the leadership in our individual countries listen and act. We need to become those leaders.*”

”



## Commonwealth Women Parliamentarians (CWP): Regional Activities



### Commonwealth Women Parliamentarians in Africa Region encourage more women to participate in elections at workshop in Tanzania

Commonwealth Women Parliamentarians from the CWP Africa Region held a Gender Sensitization Workshop on the theme of ‘Advancing Women’s Participation in Electoral Processes’ in Arusha, Tanzania from 25 to 29 October 2019. The seminar was opened by Her Excellency Samia Suluhu Hassan, Vice-



President of the United Republic of Tanzania and the seminar was addressed by the newly elected CWP Chairperson, Hon. Shandana Gulzar Khan, MNA.

The CWP Chairperson said: “We discussed many relevant issues to all Commonwealth Women Parliamentarians globally at this seminar including violence during elections, curricular, civic education and many other things that touch on the theme of elections, before, during and after. It has been a pleasure for the Commonwealth Women Parliamentarians to interact with the entire CWP Africa Region, powerful women, women of talent, women of immense experience. Bringing more women into Parliament has been one of the most important tasks of the CWP and we want to move a few steps forward to increase the number of women in policy making, the kind of influence women have in Parliament and to ensure that whatever policies we make eventually leads to the economic growth and empowerment of women globally.”

### Women Parliamentarians’ Caucus celebrate Sri Lankan Women Changemakers



A new exhibition celebrating Sri Lankan Women changemakers has been inaugurated by Hon. Karu Jayasuriya, Speaker of the Parliament of Sri Lanka with the participation of Commonwealth Women Parliamentarians alongside local councillors and representatives from civil society organisations.



The campaign celebrates ground-breaking women in Sri Lanka in order to inspire

both women and men to transform their societies. There are many examples of women in Sri Lanka who have made great achievements and phenomenal contributions to society. For the initial campaign event held in Parliament, twelve successful women were selected who had made an impact in three key areas: the representation of key sectors of society in politics or the economy; gaining international or national recognition; or the representation of under-represented groups and vulnerable populations. Six of the women chosen as ‘changemakers’ are female firsts in a particular field and other six women have contributed enormously to a particular field. Hon. Chandrani Bandara, the Sri Lanka Minister of Women emphasised that giving women a voice, celebrating their efforts and reminding all Sri Lankans of their contributions is just the beginning in ensuring a more sustainable and equitable future for us all.



### 3<sup>rd</sup> CWP Australia Regional Conference in South Australia held on the theme of '125 years towards getting even'

From 8 to 9 October 2019, over 50 Commonwealth Women Parliamentarians from all sides of politics and all state, territory and federal Legislatures in the CPA Australia Region attended the 3<sup>rd</sup> Commonwealth Women Parliamentarians Australia Regional Conference, which was hosted by the Parliament of South



Australia in Adelaide. The two-day CWP Regional Conference was held as part of the celebrations of 125 years of women's suffrage in South Australia and the Regional Conference programme included consideration of the gains that women have made toward parity of representation in Australia and the further work that needs to be done. 125 years ago, the Adult Suffrage Bill was passed in South Australia which gave South Australian women the right to vote in general elections and to stand for Parliament for the first time ever in Australia, one of the first places in the world to see this change in legislation.

Currently the Australian Capital Territory Legislature and the Tasmanian Parliament have over 50% of women in their membership. At the CWP Regional Conference, delegates spent time discussing how the CWP Australia Region might encourage more women to stand for Parliament and to advocate for and support those who have already won their places in Legislatures around the country.



### 12<sup>th</sup> Regional Conference of the Commonwealth Women Parliamentarians Caribbean, Americas and the Atlantic Region takes place in Trinidad and Tobago on theme of 'Women in Leadership'

Commonwealth Parliamentarians met for the 12<sup>th</sup> Regional CWP for the Caribbean, Americas and the Atlantic Region hosted by the Parliament of Trinidad and Tobago on 13 and 14 July 2019.



The CWP Caribbean Regional Conference was chaired by Senator Hon. Jeannine Giraudy-McIntyre, President of the Senate of St Lucia and Chair of the Regional CWP and the conference heard updates on the activities of the CWP across the region as well as from experts at two training sessions on gender-based budgeting and on gender-based harassment. The 12<sup>th</sup> CWP Caribbean Regional Conference was held in Trinidad and Tobago ahead of the 44<sup>th</sup> CPA Regional Conference of the Caribbean, Americas and Atlantic Region.



## Commonwealth Women Parliamentarians (CWP): Regional Activities



### Jersey hosts international network of female Parliamentarians

The 6<sup>th</sup> annual British Islands and Mediterranean Region (BIMR) Commonwealth Women Parliamentarians Conference was hosted in Jersey from 19 to 20 September 2019. The event was held in Jersey as part of celebrations to mark the Island’s 100-year anniversary since the first women were able to vote. The overriding theme of the event was



‘The next 100 years’, looking at how female politicians can ensure diversity and equality in Commonwealth Parliaments. The CWP Regional Conference explored ways to ensure the voices of women are heard over the next century, especially within the political arena. In addition, attendees had the opportunity to share their experiences of being a woman in politics; and discuss specific topics regarding diversity in representation, women in technology and how to build a sustainable political future.

Deputy Jess Perchard, who is the CWP Jersey Branch representative, said: *“I was keen for Jersey to host this year’s conference during the year of our Island’s suffrage centenary celebrations. In July, my fellow female States Members and I pledged to keep fighting for equal rights and opportunities for all – not just women – and that is exactly what this year’s conference addressed. Women have come a long way over the past 100 years, but they and minority groups still have a long way to go to achieve equality in the political sphere. I hope that this conference produced measurable plans and objectives so that we can achieve true equality within the next century.”*

### Commonwealth Women Parliamentarians in South East Asia Region renew their commitment to women’s rights at the Parliament of Malaysia



Commonwealth Women Parliamentarians from the CPA South East Asia Region renewed their commitment to women’s rights at a conference on Women’s Political Leadership at the Parliament of Malaysia in Kuala Lumpur, held on 18 and 19 February 2019.



The #WomenWhoLead conference brought together over 100 political and civil society leaders and influencers

from across the region and the wider Commonwealth to share inspiration and insights around the myths that prevent positive change for women’s rights. Leading voices from Malaysia attended the conference to discuss the barriers to women’s participation in politics. Malaysia Women’s Minister, Hon. Hannah Yeoh, MP said that government offices and the Parliament building itself would be supplied with childcare facilities as a direct action to assist women in leadership and she pledged to: *“fight for supporting infrastructure to keep women in politics and in the workforce.”* The two-day conference was held under the Commonwealth Partnership for Democracy (CP4D) commitment to improve women’s empowerment around the world.



### Commonwealth Women Parliamentarians from Canada Region meet in Nova Scotia



The CWP Canada Regional meetings took place from 12 to 15 July 2019 in Halifax, Nova Scotia. The CWP Canada Regional Chair, Hon. Laura Ross, MLA (Saskatchewan) chaired the meetings which took place ahead of the 57<sup>th</sup> CPA Canada Regional Conference in Nova Scotia later the same week. Delegates to the CWP Canada Regional Conference were hosted by Hon. Suzanne Lohnes-Croft, MLA, Deputy Speaker of the Nova Scotia Legislature and CWP Nova Scotia Branch Representative.



The Commonwealth Women Parliamentarians (CWP) Canada Region held an outreach programme for Members visiting local businesses and organisations as well as a regional meeting and workshop sessions. Workshop topics included women entrepreneurs and supporting them in business; the six signature traits of inclusive leadership; and *'Inclusion Is Not Just A Buzz Word!'*. The meetings provided Members with the opportunity to hear about activities over the previous year, and to think about priorities for the upcoming year.

### Commonwealth Women Parliamentarians from Fiji and New Zealand share valuable lessons through parliamentary exchanges



A delegation of eight women Members of the Parliament of the Republic of Fiji spent a week, learning and sharing knowledge with counterparts from the Parliament of New Zealand in February 2019. The delegation from Fiji, including three Ministers, an Assistant Minister, and four MPs, were in New Zealand as part of an ongoing Commonwealth Women Parliamentarians programme of parliamentary capacity and relationship-building between women Parliamentarians in the CPA Pacific Region. The delegation enjoyed a busy schedule, engaging in a series of workshops and building connections with New Zealand Parliamentarians. Highlights of the week included meetings with the New Zealand Prime Minister, Rt Hon. Jacinda Ardern, MP; the Speaker of Parliament, Rt Hon. Trevor Mallard, MP and a wide range of Ministers, former and current MPs.

Workshops were shaped around important and current parliamentary issues which included engagement and communication, dealing with social media, effective chairing, managing office budgets, advocacy, and effectively representing constituencies. While most of the programme was in Wellington at the Parliament of New Zealand, the Fijian delegates also had the chance to go to Auckland and Christchurch for an electorate programme, visiting electorate offices and shadowing members and Ministers for a day.





## Commonwealth Parliamentarians with Disabilities (CPwD)

- 1 The Commonwealth Parliamentary Association (CPA) is working with over 180 CPA Branches across the Commonwealth to develop a new network for Commonwealth Parliamentarians with Disabilities.
- 2 The CPA, in partnership with the Nova Scotia House of Assembly, held the first conference bringing together over 30 Commonwealth Parliamentarians with disabilities, carers and parliamentary officials from eight of the nine regions of the CPA. The CPA has also supported a Member of Parliament from Kenya to attend the Global Disability Summit.



*Disability is a cross-cutting issue which can impact the lives of anyone at any time or place. Therefore, policies should be aligned with this reality. A parliamentarian's role also does not end with elections; it begins after ensuring the theme 'nothing about us without us' is made central to decisionmaking.*



**Kerryann Ifill**  
Former President of the Senate, Barbados



### Commonwealth Parliamentarians mark International Day for People with Disabilities 2019

Since its inception in 1945, the United Nations has outlined and reiterated its commitment to calling for the creation of inclusive, accessible and sustainable societies and communities – most notably with the adoption of the Universal Declaration of Human Rights in 1948. Over time, the UN has honed its focus on promoting the well-being and welfare of people living with disabilities, and in 1992 called for an international day of celebration for people living with disabilities to be held on December 3 each year. International Day of People with Disabilities is marked by people, organisations, agencies, charities, places of learning and Parliaments - all of whom have a vital role to play in identifying and addressing discrimination, marginalization, exclusion and inaccessibility that many people living with disabilities face.

Commonwealth Parliamentarians from New South Wales, Australia; Wales; Malta; Nova Scotia, Canada; and Barbados helping the CPA to mark International Day for People with Disabilities 2019.



*The challenge to leaders is to create more leaders. As a Member of Parliament you show your strength when you lead on issues that make positive and real change. Lifting people out of vulnerability, empowering others to realise their full potential is a legacy that will leave an indelible mark.*



**Hon. Gareth Ward, MP**  
Minister for Disability Services  
New South Wales, Australia





## Working with Partner Organisations

**1** The Commonwealth Parliamentary Association (CPA) works closely with a wide range of partners to deliver its programme work aimed at strengthening the institution of Parliament, supporting and promoting parliamentary democracy and the political values of the Commonwealth.

**2** Working with partner organisations allows for not only greater institutional support (direct support) aimed at supporting Commonwealth legislatures but also thematic support (issue-based support) for the purpose of promoting specific policy goals, such as poverty reduction, environmental protection, anti-corruption, trade, and human rights.



**3** CPA programmes are delivered in partnership with CPA Branches and international organisations including international parliamentary associations, such as the Inter-Parliamentary Union; other international bodies, such as the United Nations Development Programme (UNDP), UN Women, as well as Commonwealth universities.

**4** Partnering with organisations that share similar values, aims and objectives leads to better information sharing, less duplication and lower programme costs as well as an agenda that extends beyond Parliament to include the wider political system.

**5** There is however further scope for international partnerships to develop and if you are interested in working with the CPA Headquarters Secretariat then please contact us at [hq.sec@cpahq](mailto:hq.sec@cpahq).



## Public Outreach

Strategic Pillar	Public Outreach
Strategic Outcome	CPA recognised as a global resource centre for advice and information on parliamentary practices
Intermediate Outcomes	Increased awareness of the role and value of parliamentary democracy and the role of Parliaments in promoting these values
	Parliamentarians are informed, included and better equipped to engage in international discussions on trends and issues that have an impact on parliamentary democracy
	Parliaments more responsive to CPA outreach activities

### CPA Roadshows for young people

- 1 The goal of the CPA Roadshows for young people is to increase awareness of the important work done by the CPA in promoting parliamentary democracy to young people across the Commonwealth and to connect Parliamentarians with young people in schools, colleges and universities to inspire the next generation of ‘young leaders’ and to promote parliamentary democracy and Commonwealth political values.
- 2 Since its launch in March 2016 until June 2018, the CPA Roadshows have reached approximately 12,000 young people who have heard about the Commonwealth’s 3Ds – Diversity, Development and Democracy – and the work of the CPA. Overall, CPA Roadshows have taken place in eight out of nine CPA Regions.

#### CPA Roadshows for young people in Belize

In Belize, over 400 students attended CPA Roadshows at four different schools with the CPA Secretary-General and the Speaker of Parliament and the Clerk of the Parliament.

Hon. Laura Tucker-Longworth, MP, Speaker of the House of Representatives at the National Assembly of Belize and CPA Belize Joint Branch President: *“Our Parliament was honoured by the visit of the CPA Secretary-General to the National Assembly of Belize. We also appreciated the time taken for the CPA Roadshows and educating our young people on the work of the Commonwealth, as it relates to issues of democracy and gender equity, which no doubt were welcomed by the students.”*



Juan De Dios Miguel, History Teacher, Anglican Cathedral College, Belize: *“The CPA Roadshows captured students’ interest in the importance of Parliament in our country. This gave the notion that we all belong to the Commonwealth and we have similar parliamentary practices.”*



## Commonwealth Day



### Commonwealth Parliamentary Association promotes a '*Connected Commonwealth*' on Commonwealth Day 2019 and vital role of youth in combatting climate change through political participation

The CPA celebrated Commonwealth Day 2019 both in London at the CPA Headquarters Secretariat and across the CPA's nine Regions and over 180 Branches. The 2019 Commonwealth Day theme focused on '*A Connected Commonwealth*' which offered opportunities for the people, Parliaments, governments and institutions of the Commonwealth to connect and work together at many levels through far-reaching and deep-rooted networks of friendship and goodwill.



Her Majesty Queen Elizabeth II, Head of the Commonwealth and Patron of the Commonwealth Parliamentary Association, with members of the Royal Family, attended celebrations in London to mark Commonwealth Day 2019 at one of the largest multi-faith celebration services in Westminster Abbey. Hon. Emilia Monjowa Lifaka, MP, Chairperson of the CPA International Executive Committee and Deputy Speaker of the National Assembly of Cameroon, together with the CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the Parliament of Malta and the CPA Secretary-General, Mr Akbar Khan represented the CPA at the Abbey service. Also attending the Commonwealth Day service were young people from across the Commonwealth who earlier in the day participated in the CPA Commonwealth Day Youth Programme on the theme of '*The role of youth in combatting climate change through political participation*'. The young participants represented the following CPA Branches: *Falkland Islands; Gibraltar; Isle of Man; Jersey; Malta; Scotland; St Helena; Wales; United Kingdom; Ontario; Cayman Islands; Trinidad and Tobago; Turks and Caicos; Pakistan; New Zealand; Singapore; Malaysia.*

The CPA Youth Programme on Commonwealth Day 2019 was opened by the CPA Chairperson who emphasised the need for young people to participate in politics in order to have a voice in the democratic process and also the need for all Commonwealth Parliamentarians to listen to young people in their respective jurisdictions to ensure that they represent youth voices. The CPA Chairperson said: "*Over one billion young people hold the key to unlocking the challenges that we face – beyond our respective borders. The CPA and the Commonwealth Secretariat are truly global organisations.*" Keynote speaker, the CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the Parliament of Malta spoke of the importance of tackling climate change for the 54 Commonwealth countries, especially its 31 small and developing states which are often the least polluting but the first casualties of climate change.



#### Commonwealth Day in Branches

The CPA Headquarters Secretariat also provided support to CPA Branches for Commonwealth Day through a bursary scheme in 2019. A total of 11 CPA Branches were awarded with bursary grants for Commonwealth Day 2019 activities within their Legislature: *Fiji, Bermuda, Gauteng, Grenada, Jamaica, Kiribati, Northern Territory (Australia), Pakistan, St Helena, Trinidad and Tobago and Tuvalu.*



## Commonwealth Youth Parliament

**1** At its meeting in Tonga in 2012, the CPA Executive Committee decided that the Commonwealth Youth Parliament would become a permanent feature of the CPA calendar. Since that decision successful Commonwealth Youth Parliaments have been held in recent years hosted by CPA Branches: North-West Province, South Africa (2014), Northern Territory, Australia (2015) and British Columbia, Canada (2016) and Jersey (2018).

**2** It has been stated that Commonwealth Youth programme activities should be transparent and demonstrate how young people can contribute to strengthening democracy and enhancing sustainable development, including for the benefit of their communities and by expansion, entire countries.

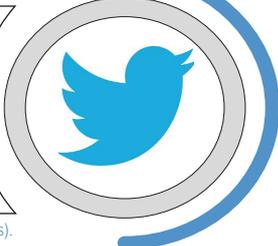
**3** The Commonwealth Youth Parliament gives young people an opportunity to understand the functioning of the Parliamentary structure; this inevitably promotes Parliamentary Democracy – the corner stone of our organisation. The Commonwealth Youth Parliament is structured as a mock Parliament. The premise behind the programme has been to introduce Commonwealth Values and elements of parliamentary democracy to a next generation through a system of ‘learning by doing’.



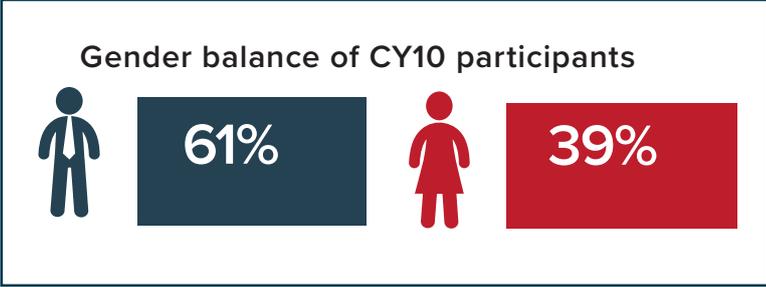
The CPA Headquarters Secretariat worked together with the Communications team at the Delhi Legislative Assembly to promote and share content online for the Commonwealth Youth Parliament. The event was covered across the Indian media with print, TV and radio coverage.

The Commonwealth Youth Parliament received good coverage on the CPA’s social media channels (Twitter, Facebook, Flickr and YouTube), reaching a total of **29,733 page impressions (views) on Twitter** and **10,385 page impressions on Facebook**. It was the second highest event of the year on CPA’s social media channels.

#CYP10 - The CPA Headquarters Secretariat posted extensively on Twitter before, during and after the 10<sup>th</sup> Commonwealth Youth Parliament



Total of 29,733 -page impressions (views).





## 10<sup>th</sup> Commonwealth Youth Parliament in India inspires future young leaders from across the Commonwealth to take a stand

The Commonwealth's future leaders and Parliamentarians have been inspired at the 10<sup>th</sup> Commonwealth Youth Parliament (#CYP10) to take a stand on issues such as climate change, the SDGs and urbanisation. Hosted by the Commonwealth Parliamentary Association and the Delhi Legislative Assembly in Delhi, India from 24 to 28 November 2019, participants debated issues of concern as Youth Parliamentarians in the Assembly chambers.



The 47 delegates, aged between 18 and 29 years, came from thirteen countries, ranging

from the largest democracy in the Commonwealth (India) to one of the smallest (Tonga), and from 33 CPA Branches\* across nine CPA Regions. The four days of the Commonwealth Youth Parliament provided a key development opportunity for young people from the Commonwealth with ambitions of public office and introduced these potential young Parliamentarians to the fundamentals behind the processes of Parliament. Participants experienced Parliament in a real-life situation in the Legislative Assembly of Delhi's chamber. The programme also included taking part in parliamentary procedures, debating legislation and motions in relation to the fictional 'Commonwealthland'.

Youth delegate Talulah Thomas representing Wales summarized the event as follows: *"Not only did I gain a deeper understanding of the parliamentary and legislative system, but I learnt about the diversity within global politics and how varied all of our systems and legislation are. Saying this, the most vital message that was clear to see is that no matter our backgrounds, culture and diversity - we came together to cooperate and work as a group of like-minded and passionate people who want to see change in our politics and societies. Bonds and connections were formed, which highlights how bringing young people from across the globe can make a huge impact on our development as people and how we view the world. I couldn't be prouder of everyone who took part."*

The 10<sup>th</sup> Commonwealth Youth Parliament gave participants a pan-Commonwealth experience and a hugely valuable networking opportunity with current young Members of Parliament from the Commonwealth who acted as mentors – Hon. Fasiha Hassan, MPL from the Gauteng Provincial Legislature in South Africa who also acted as the Speaker of the 10th CYP and Hon. Travis Robinson, MP from The Bahamas Parliament. The 10<sup>th</sup> Commonwealth Youth Parliament opening ceremony saw welcome addresses by Shri Ram Niwas Goel, the Speaker of the Delhi Assembly; Shri Arvind Kejriwal, Chief Minister of Delhi; Hon. Emilia Monjowa Lifaka, MP, Chairperson of the CPA Executive Committee and Deputy Speaker of the National Assembly of Cameroon; and the chief guest: Shri Om Birla, Speaker of the Lok Sabha, Parliament of India.

The CPA Chairperson said: *"India has long recognised the importance of young people to the future of society. The decision to host the 10<sup>th</sup> Commonwealth Youth Parliament shows not only a commitment to empower its own young people, but also a wider commitment to the development of Commonwealth youth beyond its own shores. As an Association primarily for Parliamentarians, we recognise that young people have a proven capability to lead change and are a vital and valuable investment for now and the future."*

\*10<sup>th</sup> CYP participants: Australian Capital Territory; New South Wales; South Australia; Bahamas; Barbados; British Columbia; Falkland Islands; Free State (South Africa); Gauteng; Gibraltar; Haryana; Himachal Pradesh; India Union; Jersey; Kerala; Malawi; Malaysia; Mauritius; Montserrat; Namibia; New Zealand; North-West Province (South Africa); Odisha; Rajasthan; Sri Lanka; Tonga; Uganda; Uttar Pradesh; United Kingdom; Wales; West Bengal.



# Communications and Publishing

Strategic Pillar	Communications and Publishing
Strategic Outcome	Greater awareness of the Commonwealth, its values and parliamentary democracy
Intermediate Outcomes	Improved visibility and profile of CPA
	Increased sharing of knowledge and best practices on good governance and rule of law among CPA membership
	CPA is a partner of choice in parliamentary strengthening

## CPA in the news



1

CPA features regularly in the news media (print and online) across the Commonwealth

- Over 400 news mentions each year
- Over 50 news stories featured on the CPA website annually
- Over 40 press releases and media statements to the wider CPA membership annually

## CPA Publications

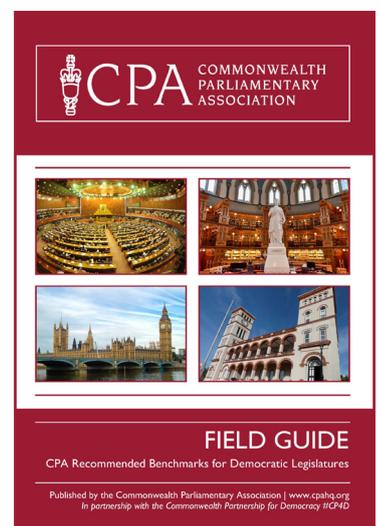
1

In 2019, the CPA Headquarters Secretariat has designed and published the following publications:

- International Humanitarian Law Handbook for Commonwealth Parliamentarians with British Red Cross
- Field Guide for the CPA Recommended Benchmarks for Democratic Legislatures.
- CPA Small Branches Annual Review.
- Commonwealth Women Parliamentarians (CWP) Annual Review.

2

These publications are sent via email to all CPA Branches, CWP Steering Committee Members, external partners and international organisations. All publications are also available on the CPA website for download/online viewing and as print copies for CPA Branches on request from the CPA Headquarters Secretariat.





## The Parliamentarian

**1** *The Parliamentarian* is the quarterly flagship journal of the Commonwealth Parliamentary Association, the Journal of Commonwealth Parliaments. In 2019, four editions of *The Parliamentarian* were published (print and digital) plus a supplement ahead of the 64<sup>th</sup> CPC. The Journal is distributed to approximately 12,500 Members of Parliament, Parliamentary staff and individual subscribers across the Commonwealth and International Organisations.

**2** Totals for 2019: (four issues plus one supplement)

- Over 60,000 print copies
- Digital edition: 4,056 digital reads | 27,303 page impressions (views) | 00:04:55 average read time.

**3** Key themes in *The Parliamentarian* in 2019 included:

- Women and Parliament: Reflecting on the 30<sup>th</sup> anniversary of Commonwealth Women Parliamentarians
- The Commonwealth at 70: 'A Connected Commonwealth'
- 'The Commonwealth: Adding political value to global affairs in the 21<sup>st</sup> century'.

**4** The Editorial Advisory Board for *The Parliamentarian* advises the Secretary-General and the Editor on the publication's future direction and editorial content. Members of Editorial Advisory Board represent the diversity of the Commonwealth, its nine Regions, CWP and youth contributors.





## CPA online

**1** CPA website [www.cpahq.org](http://www.cpahq.org) and online activity:  
In 2019, the current CPA website has been updated with new content continuously throughout the year and a new website is in the process of being implemented as part of the IT Transformation Project. The CPA website and social media channels (*Twitter, Facebook, YouTube* for video content and *Flickr* for image sharing) have continued to be a popular source of information for our Members and Branches.

**2** Overall in 2019, the CPA website had **over 83,000 users** across almost **108,000 web sessions** and over **199,000 page views**. The most popular countries of origin for visitors to the CPA website in 2019 were: **Nigeria, India, UK, USA and Uganda**.



Map of most popular countries for visitors to the CPA website in 2019.

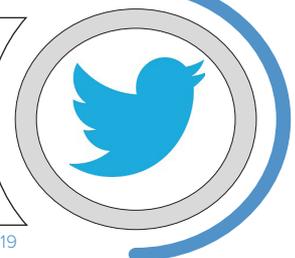
The CPA’s Facebook page reached the milestone of **over 3,000 direct Followers** in April 2019 with a **15.2% increase** in Followers in 2019.

[Facebook.com/CPAHQ](https://www.facebook.com/CPAHQ): Page impressions on Facebook peaked in the second half of 2019 with coverage of the 64<sup>th</sup> Commonwealth Parliamentary Conference in Uganda and the 10<sup>th</sup> Commonwealth Youth Parliament



The CPA’s Twitter page reached the milestone of **over 5,000 direct Followers** in December 2019 with a **38% increase** in Followers in 2019.

[@CPA\\_Secretariat](https://twitter.com/CPA_Secretariat): 834,600 page impressions on Twitter in 2019 with an average of around 208,000 page impressions per quarter (compared to around 180,000 per quarter in 2018).



834,600 page impressions in 2019



## Celebrations for the 70<sup>th</sup> anniversary of the modern Commonwealth in 2019

The modern Commonwealth came into being 70 years ago with the London Declaration, signed on 26 April 1949. Across the Commonwealth, many organisations, including the Commonwealth Parliamentary Association, have celebrated the 70<sup>th</sup> anniversary with a series of events throughout the year.



**Pre-1949:** The origins of the Commonwealth stretch back much further than 70 years, but the signing of the London Declaration in 1949 marks the point at which the legacy of the British Empire was replaced with a partnership of equal member countries sharing a set of principles and values. The Balfour Declaration of 1926 had established all members as *'equal in status to one another, in no way subordinate one to another'*, and this was in turn adopted into law with the 1931 Statute of Westminster. The Commonwealth Parliamentary Association emerged from the Empire Parliamentary Association, which had been founded in 1911. The Commonwealth Parliamentary Association was re-established at a conference in London in October 1948, several months ahead of the London Declaration on 26 April 1949 when its new name was adopted. However, it was India's desire to adopt a republican form of constitution while simultaneously retaining its link with the Commonwealth that prompted a radical reconsideration of the terms of the association of the Commonwealth.

**The 1949 London Declaration:** Addressing the issue over six days in London were heads of government from Australia, Great Britain, Ceylon (now Sri Lanka), India, New Zealand, Pakistan and South Africa plus Canada's Secretary of State for External Affairs. The final communiqué was both innovative and bold. It stated that the Crown was to be recognised as *'the symbol'* of the Commonwealth. Thus, India could remove King George VI as their head of state but recognise him as the head of the *'modern'* Commonwealth. The Declaration also emphasised the freedom and equality of its members not just in their relationship to the Head of the Commonwealth but also as a *'free association of [...] independent nations'* but also in their cooperative *'pursuit of peace, liberty and progress'*. It was also at this time that the prefix British was dropped from the title of the Commonwealth.

**Commonwealth at 70:** In the 70 years since this reformulation of the Commonwealth, the relevance and value of the relationship has been reaffirmed and consolidated. The creation of the Commonwealth Secretariat in 1965 and the ever-expanding number of professional and advocacy Commonwealth organisations reflect this relevance. Most significant is the expansion of Commonwealth membership from eight countries in 1949 to 54 countries in 2019 with over 2.4 billion people – meaning 33% of people on the planet belong to the Commonwealth, with representation on every continent.

For the Commonwealth Parliamentary Association (CPA), its membership expanded across the CPA's nine Regions and to over 180 Branches including national, state, provincial and territorial Parliaments. The Commonwealth Parliamentary Association, now in its 108th year, exists to develop, promote and support Parliamentarians and their staff to identify benchmarks of good governance and to implement the enduring values of the Commonwealth.

On the Commonwealth at 70 anniversary, the CPA Secretary-General said: *"The 70<sup>th</sup> anniversary of the modern Commonwealth provides us with the opportunity to reflect on what the Commonwealth means to us and our communities and shows us that the Commonwealth can play a vital role in ensuring a better future for all, today and for future generations."*





## 64<sup>th</sup> COMMONWEALTH PARLIAMENTARY CONFERENCE



One of the largest annual gatherings of Commonwealth Parliamentarians, the 64<sup>th</sup> Commonwealth Parliamentary Conference (CPC) in Uganda addressed key global issues and solutions. Against a backdrop of greater scrutiny of Parliamentarians, the CPA's annual conference offered the opportunity for Members to benefit from professional development, supportive learning and the sharing of best practice with colleagues from over 180 Commonwealth Parliaments together with the participation of leading international organisations.

The main conference theme for the 64<sup>th</sup> CPC was: 'Adaption, engagement, and evolution of Parliaments in a rapidly changing Commonwealth'. The conference programme included conference plenaries and ten CPC workshops for Parliamentarians, with some workshops focusing on gender, youth and the CPA's Small Branches.

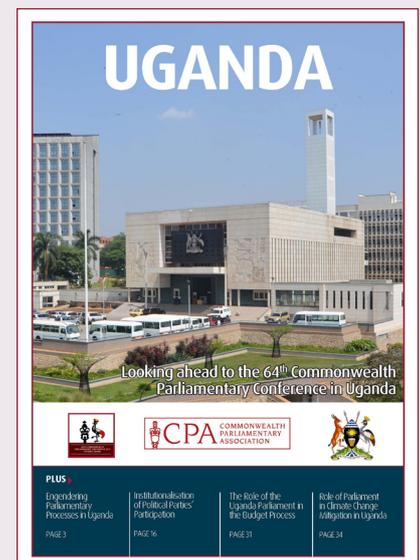
During the 64<sup>th</sup> Commonwealth Parliamentary Conference, a number of additional conferences and meetings were held

including: 37<sup>th</sup> CPA Small Branches Conference; 6<sup>th</sup> triennial Commonwealth Women Parliamentarians (CWP) Conference; 64<sup>th</sup> CPA General Assembly; meetings of the CPA Executive Committee; and the Society of Clerks at the Table (SOCATT) meetings.

The Chairperson of the CPA Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon said: *"The CPA connects, develops, promotes and supports Parliamentarians and parliamentary staff to identify benchmarks of good governance and the implementation of the enduring values of the Commonwealth. CPA activities focus on the Commonwealth's commitment to its fundamental political values."*

### 64<sup>th</sup> Commonwealth Parliamentary Conference: Key Outcomes

- 10 Conference workshop sessions delivered for over 500 delegates
- 1 CPA General Assembly with over 200 delegates from all CPA Branches
- 1 CPA Executive Committee meeting with 35 Executive Committee Members and 6 CPA Officers representing 9 CPA Regions
- 1 Commonwealth Women Parliamentarians Triennial Conference with over 100 delegates and 4 workshops sessions
- 1 Election of the new CWP Chairperson
- 1 CPA Small Branches Conference with over 50 delegates and 4 workshop sessions
- 1 Election of the new CPA Small Branches Chairperson
- 1 Commonwealth CPA Lecture on security and stability in East Africa delivered
- 1 Conference Concluding Statement published
- 2 special Conference issues of *The Parliamentarian* published
- 14 CPA press releases issued
- Extensive print, TV, radio and digital media coverage in Uganda and international media.





## NATIONAL ASSEMBLY OF THE GAMBIA RE-JOINS COMMONWEALTH PARLIAMENTARY ASSOCIATION MEMBERSHIP AT 64<sup>th</sup> CPC IN UGANDA

The National Assembly of The Gambia rejoined the membership of the Commonwealth Parliamentary Association (CPA) when delegates at the 64th CPA General Assembly, meeting in Kampala, Uganda at the 64th Commonwealth Parliamentary Conference, approved the application to reconstitute the Gambia Branch of the CPA.

The Deputy Speaker of the House of the National Assembly of The Gambia, Hon. Momodou Lamin K. Sanneh said in a statement to delegates: *"I bring warm greetings from the friendly people of The Gambia, the smiling coast of West Africa. We are indeed very grateful to be invited to the 64th Commonwealth Parliamentary Conference after five years of absence. The 2016 election ushered in a new coalition government under President Adama Barrow. Since coming to power, the new government has worked on the restoration of diplomatic ties with partners.*

*In 2018, The Gambia was readmitted to the Commonwealth. This paved the way for The Gambia to seek readmission to the various Commonwealth associations including the Commonwealth Parliamentary Association. Following the change of government in 2016, the CPA UK Branch has been instrumental in our parliamentary reforms. The CPA Gambia Branch is indeed happy to be welcomed back to the CPA. We are back to where we belong, and we are ready to contribute to the strengthening of the core values of the CPA."*

The Chairperson of the CPA Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon said: *"The return of the CPA Gambia Branch will be welcomed*



*by all of the CPA's membership as it demonstrates the CPA's commitment to good governance and parliamentary strengthening in all of its nine regions. As the CPA Chairperson, I look forward to building new links with the Branch to advance the CPA's parliamentary development goals. The return of the Gambia Branch of the CPA strengthens our network and serves as a testament to the success of the CPA as a leader in the field of parliamentary development."*

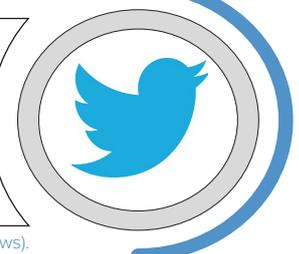


During the 64<sup>th</sup> CPC - the Uganda New Vision News reprinted the Uganda Argus from 1967 detailing first time that the Ugandan Parliament hosted the 13<sup>th</sup> Commonwealth Parliamentary Conference. This supplement was distributed to all conference delegates at the event and was widely circulated in Uganda.

The 64<sup>th</sup> CPC was covered extensively across all media channels including print, TV and radio. Uganda MP, Hon. Paul Amoru Omiat led the media campaign in Uganda and was interviewed a number of times on Uganda TV news and talk shows to speak about Commonwealth political values such as transparency, separation of powers and accountability ahead of the 64<sup>th</sup> Commonwealth Parliamentary Conference.



#64CPC - The CPA Headquarters Secretariat posted extensively on Twitter before, during and after the 64<sup>th</sup> CPC.



Total of 139,366-page impressions (views).

# CPA Times

THURSDAY, 26 SEPTEMBER 2019 | Year MMXIX | UGANDA EDITION | Price: \$ 2.50



Commonwealth Parliamentarians with the President of Uganda (centre). PHOTO: PARLIAMENT OF UGANDA

## President of Uganda urges Commonwealth Parliamentarians to uphold parliamentary democracy at 64<sup>th</sup> Commonwealth Parliamentary Conference

CPA Editor, Uganda

The President of the Republic of Uganda and Vice-Patron of the Commonwealth Parliamentary Association (CPA), His Excellency Yoweri K. Museveni urged Commonwealth Parliamentarians to uphold democratic principles and the values of the Commonwealth as he opened the 64<sup>th</sup> Commonwealth Parliamentary Conference (64<sup>th</sup> CPC) for over 500 delegates in Kampala, Uganda from 22 to 29 September 2019. The President of Uganda spoke of the Commonwealth having

great potential through its common language and opportunities for cooperation on trade, culture and governance. He also said that one of the Commonwealth's greatest achievements are its democratic institutions and that the huge population of the Commonwealth – 2.4 billion people – offers great opportunities to work together on trade, peace and democracy.

The President of Uganda read the goodwill message to the conference from Her Majesty Queen Elizabeth II, Patron of the Commonwealth Parliamentary

Association and Head of the Commonwealth. Since 1989, the Vice-Patron of the Commonwealth Parliamentary Association has traditionally been the Head of State or Government of the CPA Branch hosting the annual Commonwealth Parliamentary Conference.

The 64<sup>th</sup> CPC was hosted by the CPA President (2018-2019), Rt Hon. Rebecca Kadaga, Speaker of the Parliament of Uganda who said: “The CPA annual conference was last in Uganda in 1967 when the CPA Uganda

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*Since 1989, the Vice-Patron of the Commonwealth Parliamentary Association has traditionally been the Head of State or Government of the CPA Branch hosting the annual conference.*

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*Branch hosted the 13<sup>th</sup> Commonwealth Parliamentary Conference. The fact that it has taken 52 years to host this conference again*

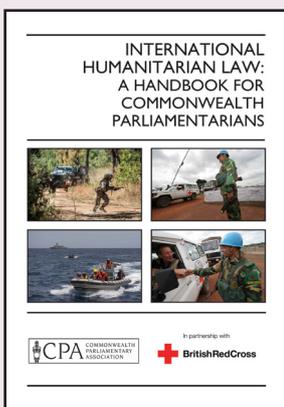
*might reflect the struggles Uganda's fledgling democracy faced in the past. But those dark days are long behind us. We have since evolved to become one of the reliable members of the Commonwealth Parliamentary Association, internationally and regionally. I want to believe this is why we have been trusted to host this landmark event again. We are delighted to be hosting the 64<sup>th</sup> Commonwealth Parliamentary Conference in 2019 and to welcome Parliamentarians from across the Commonwealth.”*



## CPA's work on the Rule of Law

- 1 The programmes delivered by the CPA aim to increase knowledge and strengthen procedures and good practice in the Parliaments and Legislatures of the Commonwealth and to support parliamentary protection and realisation of the rule of law.
- 2 The rule of law is a fundamental principle upon which the Commonwealth is built. On the international stage, it is fundamental to peace and stability. All Commonwealth countries have an obligation to abide by the Commonwealth Charter and the wider body of international law. All Commonwealth countries are expected to be subject to these laws, to apply them in their international relations, and to be equal before them.

### CPA launches new handbook with British Red Cross on International Humanitarian Law for Commonwealth Parliamentarians and Parliaments



The CPA Small Branches Chairperson launched a new online digital resource, the Handbook on International Humanitarian Law for Commonwealth Parliamentarians to complement the CPA's parliamentary strengthening work and to enhance the performance of Parliamentarians and parliamentary staff across the Commonwealth. The CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the Parliament of Malta launched the new publication in the margins of the 64<sup>th</sup> Commonwealth Parliamentary Conference (CPC) in Uganda.

The CPA Small Branches Chairperson said: *"Parliamentarians play a significant role in working with the Executive and others to promote International Humanitarian Law (IHL) and to ensure its effective implementation. This requires Parliamentarians and parliamentary staff to be well-informed. This handbook has been specifically designed by the Commonwealth Parliamentary Association (CPA) in partnership with the British Red Cross to help achieve this goal, taking into account the specific legal traditions and practices, and values, of Commonwealth countries."*

*and values, of Commonwealth countries."*

The history of IHL is intertwined with the history of the International Red Cross and Red Crescent Movement. It is a statutory responsibility of all National Red Cross and National Red Crescent Societies – as neutral humanitarian auxiliaries to their respective governments – to help disseminate knowledge of IHL and to ensure respect for its provisions. Since its establishment in 1870, the British Red Cross has worked in this capacity to support the British Government in matters related to IHL. Additionally, the British Red Cross works in partnership with other organisations, such as the CPA and the Commonwealth Secretariat, to promote IHL in other fora.

Michael Meyer, OBE, Head of International Law at the British Red Cross said: *"In 2019, it is the 70th anniversary of the four Geneva Conventions for the Protection of War Victims. All Commonwealth countries are parties to these treaties. The Geneva Conventions are the cornerstone of international humanitarian law (IHL), that is, the international law governing warfare. They can only fulfil their purpose of protecting certain persons and objects during armed conflict and of regulating the conduct of hostilities if they are implemented effectively. The British Red Cross is delighted to have worked with the Commonwealth Parliamentary Association in producing the handbook on IHL. We hope that it will be useful as a practical guide to Parliamentarians and parliamentary staff. The Geneva Conventions Anniversary is an opportune moment for all States, including those in the Commonwealth, to reaffirm their commitment to IHL and to work towards its full implementation. The handbook provides a solid and up-to-date basis to engage in such efforts together."*

The handbook was authored by Professor Sarah Williams from the UNSW Sydney (University of New South Wales, Australia) in consultation with CPA partners. To access the International Humanitarian Law Handbook for Commonwealth Parliamentarians please visit [www.cpahq.org/cpahq/IHLhandbook](http://www.cpahq.org/cpahq/IHLhandbook).



## Visits to the CPA Headquarters Secretariat

**1** The CPA Headquarters Secretariat continues to welcome visitors from CPA Branches including Members of Parliament and Parliamentary staff and from a wide range of Commonwealth and international partner organisations. These visits provide an opportunity for visitors to learn about the CPA and the various programmes available to its Member Branches as well as an opportunity for collaborations with other organisations.

**2** The CPA Headquarters Secretariat welcomed over 50 visitors during the year to its headquarters in London, UK from Branches and Regions, including Members of Parliament, current and former Executive Committee Members, Parliamentary staff and partner organisations.



## CPA Branch visits in 2019

### CPA Branch Visit – Gibraltar

From 7-8 March 2019, the CPA Secretary-General, Mr Akbar Khan met with the Speaker of Gibraltar’s Parliament, Hon. Adolfo J. Canepa, MP and the Honorary Secretary of the Gibraltar Branch, Mr Paul Martinez and Members of the CPA Gibraltar Branch. The CPA Secretary-General was speaking at a seminar in Gibraltar titled ‘*Changing times: Brexit, the Commonwealth and opportunities for Gibraltar*’ hosted by the Government of Gibraltar and led by Hon. Dr Joseph Garcia, MP, Deputy Chief Minister of Gibraltar.





### CPA Branch Visit – Tanzania

From 3-5 April 2019, the CPA Chairperson, Hon. Emilia Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon met with the Speaker of the National Assembly of Tanzania and CPA Tanzania Branch President, Rt Hon. Job Yustino Ndugai, MP and Deputy Speaker, Hon. Dr Tulia Ackson, MP. The CPA Chairperson paid a courtesy call on the Prime Minister of the United Republic of Tanzania and Patron of the CPA Tanzania Branch, Hon. Kassim Majaliwa Majaliwa, MP. The CPA Chairperson also met with Mr Stephen Kagaigai, the Clerk of the National Assembly of Tanzania and the CPA Africa Regional Secretary; met with the Executive Committee of the CPA Tanzania Branch; and met with the Tanzania Women Parliamentarians Group (TWPG) Executive Committee. The CPA Chairperson also visited the University of Dodoma (UDOM) where she met with the Vice Chancellor.



### CPA Branch Visit – Belize

From 4-9 May 2019, the CPA Secretary-General, Mr Akbar Khan met with the Speaker of the House of Representatives of Belize, Hon. Laura Tucker-Longsworth and President of the Senate, Senator Hon. Lee Mark Chang and held a series of CPA Roadshows for young people aged 11 to 18 at four schools in the capital, Belize City.



### CPA Branch Visit – Malta

From 13-16 May 2019, the CPA Chairperson, Hon. Emilia Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon met with the CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the House of Representatives of Malta who welcomed her to the Parliament of Malta.

The CPA Chairperson also met with the Deputy Speaker of the Malta House of Representatives, Hon. Claudette Buttigieg, MP and Ray Scicluna, Clerk of the House. The CPA Chairperson was received by the President of the Republic of Malta, His Excellency George Vella at The Palace, Valletta. The CPA Chairperson also met with the Maltese Minister of Foreign Affairs and Trade Promotion, Hon. Carmelo Abela, MP to discuss strategies to add value to communities through a more sustainable, prosperous, fair and safe future for the Commonwealth.





## CPA Regional Conferences in 2019



### Commonwealth Parliamentarians discuss how new technologies can facilitate democracy at 50<sup>th</sup> CPA Africa Regional Conference in Zanzibar

Commonwealth Parliamentarians from across Africa discussed the impact that new technologies and e-platforms can have on democracy and help to increase the better functioning of Parliaments at the 50<sup>th</sup> CPA Africa Regional Conference held in Zanzibar, Tanzania from 30 August to 5 September 2019. The Regional Conference was hosted by Hon. Zubeir Ali Maulid, Speaker of the



Zanzibar House of Representatives and CPA Zanzibar Branch President, who welcomed Speakers, Deputy Speakers and Members of Parliament from 18 CPA Branches across the Africa continent.

The CPA Africa Regional Conference was officially opened by the President of Zanzibar, Dr Ali Mohammed Shien who said: *“Promoting the use and application of ICT by developing e-Parliaments in our countries is a vital step towards enhancing the three core functions of Parliaments, namely, legislation, representation as well as the power to monitor and oversee various government organs, which legislators simply call ‘oversight.’”* Speeches were also given by the Chairperson of the CPA Africa Region, Rt Hon. Justin B. Muturi, MP, Speaker of the National Assembly of the Republic of Kenya; the Chairperson of the CPA International Executive Committee, Hon. Emilia Monjowa Lifaka, MP (Cameroon); and the Speaker of the National Assembly of Tanzania, Rt Hon. Job Yustino Ndugai, MP. The Regional Conference included: Meetings of the CPA Africa Regional Executive Committee; the Commonwealth Women Parliamentarians Steering Committee; and Society-of-the-Clerks-at-the-Table (SoCATT) Africa Regional Steering Committee.



### 5<sup>th</sup> CPA Asia Regional Conference highlights Parliaments’ role in envisaging a diverse and developed South Asia

The CPA Pakistan Branch hosted the 5<sup>th</sup> CPA Asia Regional Conference on the theme of *‘Envisioning Parliamentary Paths towards a Diverse and Developed South Asia’*. The Regional Conference saw delegates



from Pakistan as well as from Sri Lanka, Cameroon, Uganda, Malaysia and the United Kingdom participate from 29 July to 2 August 2019. The President of the Islamic Republic of Pakistan, Dr Arif Alvi, opened the CPA Asia Regional Conference and the Speaker of the National Assembly of Pakistan, Hon. Asad Qaiser said: *“It is indeed a matter of great honour for me to have distinguished guests and colleagues from the Commonwealth fraternity in our midst. Pakistan deeply values the common bond which binds us together – the bond of the Commonwealth - and it is with utmost conviction that I express the hope of continuing collaborative synergy between the National Legislature of Pakistan and the CPA Asia Region Branches. Pakistan strongly believes in the promise of multilateralism. States can achieve more together than they can individually. The more we cooperate the more the space for unilateral action is reduced.”*

The CPA Chairperson, Hon. Emilia Lifaka, MP, highlighted the UN SDGs as a key priority for all Commonwealth Parliamentarians at the Regional Conference. A seminar for the Commonwealth Women Parliamentarians and a youth roundtable event also took place at the CPA Asia Regional Conference.



### 44<sup>th</sup> Regional Conference of the CPA Caribbean, Americas and Atlantic Region discusses the impact of globalisation and nationalism on Commonwealth Parliaments

The CPA Trinidad and Tobago Branch hosted the 44<sup>th</sup> CPA Regional Conference of the Caribbean, Americas and Atlantic (CAA) Region on the theme of ‘Globalisation and Nationalism: Quo Vadis – Impacts on Commonwealth



Parliaments’. The CPA Regional Conference saw over 60 delegates from across the Caribbean participate from 15 to 19 July 2019 in Port of Spain. The CPA Caribbean Regional Conference also focused on the pressing issues facing the region such as de-globalisation, climate change and population growth. Senator Hon. Christine Kangaloo, President of the Senate and Hon. Bridgid Annisette-George, MP, Speaker of the House of Representatives of Trinidad and Tobago hosted the Regional Conference and they were joined at the opening ceremony by Her Excellency Paula-Mae Weekes, ORTT, President of the Republic of Trinidad and Tobago; and Hon. Dr Keith Rowley, MP, Prime Minister of Trinidad and Tobago. During their speeches, the Caribbean leaders underscored the challenges faced by developing states in the region and urged delegates to use the topics selected to take workable solutions and best practice back to their jurisdictions.

Delegates attended from: Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bermuda, the British Virgin Islands, Cayman Islands, St Kitts and Nevis, Dominica, Grenada, Guyana, Jamaica, Montserrat, St Vincent and the Grenadines, Trinidad and Tobago, St Lucia, and Turks and Caicos plus observers from Wales and Suriname. The CPA Regional Conference also included the AGM for the Regional Executive Committee, 12<sup>th</sup> Commonwealth Women Parliamentarians Caribbean Regional Conference and the 15<sup>th</sup> Caribbean Regional Youth Parliament Debate.

### Commonwealth Parliamentarians examine the impact of ‘fake news’ and media freedoms at 48<sup>th</sup> CPA British Islands and Mediterranean Regional Conference in Guernsey



Over forty Parliamentarians from more than thirteen Commonwealth countries and territories met in Guernsey to discuss the impact of ‘fake news’ and the media challenges for Parliamentarians and democracy. The 48<sup>th</sup> CPA British Islands and Mediterranean Regional Conference, was hosted by the States of Guernsey and CPA Guernsey Branch from 19 to 22 May 2019



in St Peter Port. Parliamentarians discussed the impact ‘fake news’ and digital disinformation on media freedoms in the Commonwealth and the importance of quality journalism in the reporting of Parliamentary proceedings and elections.

The regional conference was opened by the Bailiff of Guernsey and President of the CPA Guernsey Branch, Sir Richard Collas, Presiding Officer of the States Assembly and Parliamentarians were welcomed to the regional conference by Deputy Lyndon Trott, Chair of the CPA Guernsey Branch. Deputy Trott said: “We are very excited to have so many high-quality speakers with us in Guernsey and we are also pleased that as well as delegates from the CPA BIM Region, we have a large number of observers from other parts of the Commonwealth. It’s a very relevant topic and I think our Guernsey meeting will showcase what is best about the CPA.”



## CPA Regional Conferences in 2019



### Strengthening legislative practices and parliamentary procedures on the agenda at 57<sup>th</sup> CPA Canada Regional Conference in Nova Scotia

Over 60 Commonwealth Parliamentarians from across the Canada Region recommitted to increasing parliamentary strengthening at the 57<sup>th</sup> CPA Canada Regional Conference, which took place in Halifax, Nova Scotia from 15 to 19 July 2019. Delegates

were welcomed to the CPA Canada Regional Conference by Hon. Kevin Murphy, Speaker of the Nova Scotia Legislature and CPA Nova Scotia Branch President.



The CPA Canada Regional Conference was attended by Commonwealth Parliamentarians from the federal, provincial and territorial Legislatures of the region as well as Parliamentary Clerks who attended workshop sessions on a wide range of topics including: *Legislating for Children in Care; Carbon Tax and Climate Change; Forestry Practices for the 21<sup>st</sup> century and beyond; Representation: Identities, Equalities and Pluralities; the Notwithstanding Clause and Canada's Rights; Cannabis Legislation and Administration; the Impact of Negative Campaigning; and Dress Codes in Parliament.*

Ahead of the CPA Canada Regional Conference, the Commonwealth Women Parliamentarians (CWP) Canada Regional meetings took place in Halifax, Nova Scotia where Members discussed the CWP 'She Should Run' campaign for schools to encourage young women's political participation.



### 41<sup>st</sup> CPA Canadian Regional Seminar in British Columbia focuses on strengthening democratic institutions and engagement

The Speaker of the Legislative Assembly of British Columbia, Hon. Darryl Plecas, MLA hosted the Commonwealth Parliamentary Association (CPA) Canadian Region 41<sup>st</sup> Regional Seminar in Victoria, British Columbia, Canada from 17 to 20 October 2019. This annual event brought together 40 delegates from ten provincial

Assemblies and the Federal Parliament of Canada to discuss ways of building public trust, enhancing citizen engagement and enriching democratic institutions as part of the conference theme '*Strengthening Democratic Institutions and Engagement.*'



Dr Lorna Wanosts'a7 Williams, Professor Emeritus at the University of Victoria and former Canada Research Chair in Indigenous Knowledge and Learning, delivered the keynote address on indigenous languages. The address urged Commonwealth Parliamentarians to consider and discuss ways they could support indigenous languages in their institutions and communities. This topic was a timely subject given that the United Nations proclaimed 2019, the International Year of Indigenous Languages and that governments are increasingly recognising the importance of recovering and revitalizing indigenous languages to reconciliation and ensuring indigenous peoples' most basic human rights.



### Role of Commonwealth Parliaments in tackling the challenges of urbanisation is the focus for Commonwealth Parliamentarians at 38<sup>th</sup> CPA Australia and Pacific Regional Conference in South Australia

The role of Commonwealth Parliaments in tackling the challenges of urbanisation was the focus for Commonwealth Parliamentarians attending the three day 38<sup>th</sup> CPA Australia and Pacific Regional Conference in Adelaide, South Australia from 18 to 21 November 2019. The many challenges of urbanisation, transportation, infrastructure, engaging indigenous communities and rural

decline were all examined by Commonwealth Parliamentarians during the Regional Conference.

The Governor of South Australia, His Excellency Hieu Van Le spoke of the importance of parliamentary democracy in the Commonwealth, championed by the CPA, and the role of Parliamentarians in representing their communities. The Governor also recognised the progressive nature of South Australia in promoting parliamentary democracy – including the 125<sup>th</sup> anniversary of women’s suffrage in South Australia.



The CPA Vice-Chairperson, Hon. John Ajaka, MLC, President of the Legislative Council of New South Wales gave the keynote address and conveyed the greetings of the CPA Chairperson, Hon. Emilia Lifaka, MP (Cameroon). Hon. John Ajaka said: *“The CPA Regional Conference emphasises the excellent twinning programme between the Parliaments of the CPA Australia and CPA Pacific Regions which greatly benefits our regions.”* Delegates were welcomed by Hon. Vincent Tarzia, MP, Speaker of the House of Assembly at the Parliament of South Australia who said that Adelaide provided one of the best examples of the challenges of urbanisation facing so many Commonwealth jurisdictions – as approximately 75% of the population of the state of South Australia live and work in the city of Adelaide. Delegates also visited development projects in Adelaide to see local urbanisation projects. Around 40 Members of Parliament and parliamentary staff attended the Regional Conference from 20 CPA Branches across the CPA membership.

### Commonwealth Parliamentarians from CPA Pacific and Australia Regions focus on enhancing parliamentary effectiveness at 50<sup>th</sup> Presiding Officers and Clerks Conference



Over 50 Commonwealth Parliamentarians from the CPA Pacific and Australia Regions attended the 50<sup>th</sup> Presiding Officers and Clerks Conference (POCC) at the Parliament of Queensland in Brisbane, Australia from 8 to 10 July 2019. Hon. Curtis Pitt, MP, Speaker of the Queensland Legislative Assembly said: *“It was a great honour for the Queensland Parliament to host the 50<sup>th</sup> Presiding Officers and Clerks Conference. Each year, POCC is the annual peak event for Commonwealth Parliamentary Association in the CPA Australia and CPA Pacific Regions. It is an event where officers of the various Parliaments learn from each other and we strengthen the bonds between our respective Parliaments.”*

The annual conference is for Presiding Officers (Speakers) and Clerks from Parliaments from the CPA Pacific and CPA Australia Regions and is hosted by a different Parliament or Legislature each year with the Queensland Parliament taking up the honour in 2019. The conference also saw the continuation of the successful twinning programmes for Parliaments in the two Regions with meetings taking place between twinning partners. The keynote address for the conference was given by Rt Hon. Sir Lindsay Hoyle MP, at the time Deputy Speaker of the United Kingdom House of Commons. Key topics on the agenda for the delegates included the role of a Speaker in determining an Opposition; impressions of a newly elected Speaker; reviewing and enhancing parliamentary effectiveness; and the administration of Parliaments.





# CPA Governance

## Governance and Management

**The General Assembly:** The General Assembly has the ultimate constitutional authority to determine the policy and management of the Association. An annual ordinary meeting of the General Assembly is held at each plenary conference.

**Executive Committee and Trustees:** The CPA is run by an Executive Committee which acts as the board of trustees of the charity and determines its strategy and overall management. Day-to-day direction of the Association is vested in the Secretary-General, the Chief Executive Officer (CEO). The Executive Committee is responsible for the control and management of the Association's affairs. It has three Subcommittees: Planning & Review Subcommittee; Finance Subcommittee and Performance & Review Subcommittee.

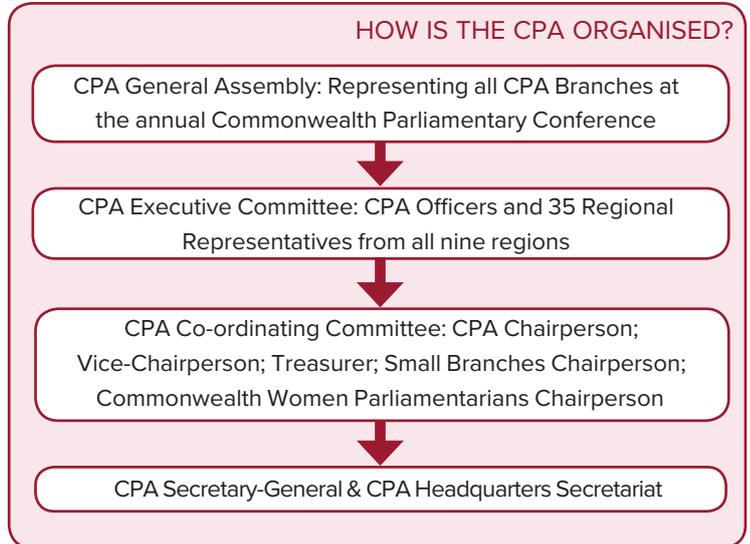
The Executive Committee is made up of 35 Members, who are also the Trustees of the Association. They are comprised of Members of all three Subcommittees. All Members of the Executive Committee serve a three-year term, with a third of the Members retiring each year. The Executive Committee normally meets twice a year and reports to the General Assembly annually. Thus, between 1 January and 31 December 2019, the Executive Committee and its Subcommittees met twice:

- 11 to 15 April 2019 in Ottawa, Canada.
- 24 to 25 September 2019 in Kampala, Uganda.

The CPA Executive Committee and Secretary-General report to the annual General Assembly. The most recent General Assembly was held on 28 September 2019 in Kampala, Uganda.

Trustees are appointed by the Executive Committee on the basis of eligibility, specialist skills and availability, and all of our Trustees give their time freely. An induction session is organised by the Secretariat for new Trustees. New Trustees are also provided with recent data on the operations of the CPA, including financial reports and minutes of immediate past meetings. At their bi-annual meetings, Trustees are kept apprised of recent charity legislation/developments by the Senior Management Team (SMT) of the CPA Headquarters Secretariat.

**Coordinating Committee:** The Coordinating Committee is constitutionally composed of the Chairperson of the Executive Committee, the Vice-Chairperson of the Executive Committee, the Treasurer, the Chairperson of the Commonwealth Women Parliamentarians (CWP) and the CPA Small Branches Chairperson. The Coordinating Committee is responsible for overseeing the implementation of practices, policies and procedures of the Executive Committee between meetings, the follow-up on Executive Committee decisions, and for dealing with urgent and critical issues as may arise between Executive Committee meetings.





## CPA Executive Committee Meetings in 2019

### Canadian Parliament hosts Commonwealth Parliamentarians for CPA Executive Committee meetings

The Parliament of Canada and CPA Canada Federal Branch hosted over 30 Commonwealth Speakers and Members of Parliament for the Mid-Year meetings of the Executive Committee of the Commonwealth Parliamentary Association (CPA) from 11 to 15 April 2019. Members of Parliament representing the nine regions of the CPA – Africa; Asia; Australia; British Islands & Mediterranean; Canada; Caribbean, Americas & Atlantic; India; Pacific; and South East Asia – attended the CPA Executive Committee, the governing body of the Association. The CPA meetings enable Commonwealth Parliamentarians to reach beyond their own Parliaments to contribute in a global setting to the development of best parliamentary practices and the most effective policies for parliamentary strengthening.



The Chairperson of the CPA Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon chaired the meetings in Ottawa, Canada and said: *“I would like, on behalf of Members of the CPA International Executive Committee, to thank the Parliament of Canada and the CPA Canada Federal Branch for hosting this meeting in Ottawa and for their unwavering support to the CPA.”* Members of the CPA Executive Committee were welcomed to the Parliament of Canada by Hon. Yasmin Ratansi, MP, Chair of the CPA Canada Federal Branch.

### CPA Executive Committee address key governance issues for the Commonwealth Parliamentary Association ahead of 64<sup>th</sup> CPC

The CPA Executive Committee met ahead of the 64<sup>th</sup> Commonwealth Parliamentary Conference in Kampala, Uganda from 24 to 25 September 2019. The Chairperson of the CPA Executive Committee said: *“The Commonwealth Parliamentary Association (CPA) provides a unique platform for inter-parliamentary dialogue to take place. The Commonwealth Parliamentary Association’s membership not only comprises national Parliaments of the Commonwealth, but also provincial and state Legislatures as well as devolved Assemblies. The diverse nature of the membership provides the Commonwealth Parliamentary Association with a unique position within the parliamentary community to offer a comprehensive perspective on how to strengthen parliamentary democracy Commonwealth-wide and discuss new and innovative approaches on how to do so.”*





## CPA ANNUAL REPORT AND PERFORMANCE REVIEW 2019

**Day-to-Day Management:** The CPA Secretary-General is supported in the day-to-day management of the CPA Headquarters Secretariat and the Association's affairs by the Director of Operations and the Finance Director. The CPA Secretary-General reports on the operations of the CPA Headquarters Secretariat directly to the CPA Chairperson and the Executive Committee, and via the Co-ordinating Committee and the three Subcommittees. Decisions on daily operational matters are made by the CPA Secretary-General, in consultation with the Directors. The CPA Secretary-General, the Director of Operations, the Finance Director, the Head of Parliamentary Development, the Head of Public Outreach, the Head of the Secretary-General's Office and IT Transformation Manager make up the Senior Management Team (SMT).

**Risk Management:** The Trustees are responsible for risk management. Risks identified by the Senior Management Team are reviewed, assessed and appropriate action incorporated as part of operational delivery. During 2019, the main risks and uncertainties facing the Association were:

- restricted opportunities to grow or diversify income.
- significant reliance on membership fees, and the timely payment of subscriptions.
- the challenge of ensuring that membership remains a worthwhile proposition for the CPA's Branches.
- investment in the infra-structure that helps ensure the CPA Headquarters Secretariat is run efficiently and is pro-active in communications with its membership.
- new or unexpected pressures on the CPA Headquarters Secretariat or Programme costs.
- governance, given the CPA's status as a UK Charity with both UK and international Trustees.

Appropriate systems and/or actions have been developed or undertaken to identify and mitigate risk. These systems or actions include:

- expanding the Association's revenue streams by reviewing its membership categories.
- maximising the Association's investment returns within an agreed risk appetite framework.
- actively seeking hosts for the Association's events to achieve a reduced cost burden on reserves.
- financial governance-related policies (i.e. use of credit cards, funding policy to support branch programme delivery, cash handling, etc).
- a programme of internal audit of the Association's governance, risks, controls and performance management arrangements.
- Audit Subcommittee oversight.
- staff handbook detailing HR policies, practices and procedures.
- business and financial risk management plan (risk register) which details the nature of risk (i.e. external, fraud, governance, operational, liquidity and security) likelihood of occurrence, controls in place and the risk holder.
- appropriate insurance cover (management liability: Trustees' liability, employment practices liability and legal liability; office cover: employer's liability, public liability, business interruption, and office contents; health and life).
- establishment of an expert group to consider options for longer term organisational status.

The Trustees consider risk management as a top priority matter. The internal audit cycle in 2019 reviewed the effectiveness of the Association's risk management processes and key controls. Following the review, steps will be taken to update/develop relevant policies and systems.

**CPA Strategic and Business Plan 2018-2021:** The previous CPA Strategic Plan for the Association was completed in 2017 and in March 2018, the CPA Executive Committee agreed a new CPA Strategic and Business Plan for the Association that will be in place for the next three years. The CPA Secretary General and the CPA Headquarters Secretariat prepared the new CPA Strategic and Business Plan 2018-2021 with assistance from Cass Business School's Centre for Charity Effectiveness. The plan was developed with the full consultation and cooperation with all senior CPA staff and contributions from Members of the Executive Committee.

The new plan covers the issues facing CPA; CPA's strategy developed in 2016 and its implementation to date; the challenges facing the organisation; an overall objective and more detailed objectives for the next three years; and key actions to be undertaken to fulfil those objectives. Substantial progress has been made during the past two years, both in the programmes CPA delivers and in the development of the organisation itself. In addition to building on the progress made, the organisation needs to address some key challenges in order to ensure its continued and growing success in future. The new plan identifies objectives and actions that will



build on and consolidate the developments of the past two years and enable the organisation to continue to increase its effectiveness and efficiency and so deliver more for its Members and in support of parliamentary democracy.

**Compliance with UK Charity Commission Governance Code:** The CPA Headquarters Secretariat recognised that a new Governance Code was introduced by the UK Charity Commission in July 2017 and has implemented and complied with this new code.

## Corporate Effectiveness and Efficiency

### Provision of Facilities for Member Branches

The Trustees continued to make the CPA both accessible and welcoming to all Commonwealth countries who wish to enhance parliamentary democracy. In particular, we are committed to assisting Commonwealth countries that are less developed both financially and democratically. Our annual membership fee is structured to provide assistance to all Branches by providing funding to assist their Parliamentarians to attend the CPA's events.

### CPA Staff & Secretariat Matters in 2019

In 2019, the staff at the CPA Headquarters Secretariat continued in their commitment to support the work of Parliamentarians and parliamentary staff in the Branches and Regions of the Association.

CPA Headquarters Secretariat have continued to benefit from Learning and Development (L&D) opportunities and training during the year. To that end, CPA Headquarters Secretariat staff members attended, amongst others:

- the Prince2 Foundation Training
- a BOND course on Monitoring and Evaluation
- a BOND course on Budget Management
- a Senior Leadership and Management course
- a course on the Work and Role of Select Committees of the UK Parliament; and
- a course on People, Processes and Public Participation of the UK Parliament.

*The detailed list of CPA Headquarters Secretariat staff during 2019 is given below:*

- Mr Akbar Khan, Secretary-General (*until September 2019*)
- Mr Jarvis Matiya, Acting Secretary-General (*from September 2019*) and Director of Operations
- Mr Paul Townley, Director of Finance
- Mr Matthew Salik, Head of Parliamentary Development
- Ms Emily Davies, Head of the Secretary-General's Office
- Mr Chinonso Orekie, Head of IT Transformation
- Mr Tuck Choo, Financial Accountant
- Mr Jeffrey Hyland, Editor, *The Parliamentarian* and Communications Manager
- Ms Anna Schuesterl, Programmes Manager
- Mr James Pinnell, Programmes Manager
- Ms Benite Dibateza, Programmes Assistant
- Mr Jack Hardcastle, Programmes Assistant
- Ms Aqsa Latif, Programmes Administrator
- Mr Mohammed Aden, Programmes Administrator
- Mr Clive Barker, Executive Assistant to the Secretary-General
- Ms Colette Blair-Buchanan, Finance Assistant
- Ms Sharon Moses, Human Resources

Former CPA staff during 2019:

- Mr Ian Grattidge, Director of Finance
- Mr Gary Klaukka, Head of Public Outreach
- Ms Lucy Armstrong, Programmes Manager

Consultants:

- Ms Meenakshi Dhar, Project Consultant (CPA Benchmarks)
- Mr Anthony Staddon, Project Consultant (CPA Benchmarks)



## Appendix 1: Patrons, Officers, Executive Committee Members and Associated Organisations

### Patron and Vice-Patron

Patron	H.M. Queen Elizabeth II, Head of the Commonwealth
Vice-Patron	Vacant, 2019-2020



### Executive Committee Members (Officers of the Association)

The names of the Members serving on the CPA Executive Committee during the year (as at 31 December 2019) were as follows:

#### Officers:

President	Hon. Anthony Rota, MP, Speaker of the House of Commons, Canada Federal, 2019 - to date
Vice-President	Rt Hon. Aaron Mike Oquaye, MP, Speaker of the Parliament of Ghana, 2019 - to date.
Chairperson	Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the Parliament of Cameroon, 2017 – to date
Vice-Chairperson	Hon. John Ajaka, MLC, President of the Legislative Council, New South Wales, 2019 – to date <i>Also Regional Representative for the CPA Australia Region, 2016 - to date*</i>
Treasurer	Hon. Datuk Shamsul Iskander Md. Akin, MP, Federal Parliament of Malaysia, 2019 – to date
CWP Chairperson	Commonwealth Women Parliamentarians (CWP) Chairperson: Hon. Shandana Gulzar Khan, MNA, National Assembly of Pakistan, 2019 – to date
CPA Small Branches Chairperson	Hon. Niki Rattle, Speaker of the Parliament of the Cook Islands, 2019 – to date

### Executive Committee Members (Regional Representatives)

CPA Africa Region	Hon. Bernard Songa Sibalatani, MP, Vice-Chairperson of National Council, Namibia, 2016 – to date*
	Hon. Lazarous C. Chungu Bwalya, MP, Zambia, 2016 – to date*
	Hon. Dr Makali Mulu, MP, Kenya, 2017 – to date
	Rt Hon. Sephiri Enoch Motanyane, MP, Speaker of National Assembly of Lesotho, 2017 – to date
	Hon. Mensah Bonsu, MP, Ghana, 2019 - to date
	Rt Hon. Dr Abass Bundu, MP, Speaker of the Parliament of Sierra Leone, 2019 - to date



<b>CPA Asia Region</b>	<p>Hon. Dr Fehmida Mirza, MP, Pakistan, 2016 – to date*</p> <p>Hon. Dr Lal Chand Ukrani, MPA, Sindh, 2017 – to date</p> <p>Hon. Karu Jayasuriya, MP, Speaker of the Parliament of Sri Lanka, 2019 - to date</p>
<b>CPA Australia Region</b>	<p>Hon. John Ajaka, MLC, President of the Legislative Council, New South Wales, 2016 – to date* <i>Also Vice-Chairperson of the CPA Executive Committee, 2019 - to date</i></p> <p>Hon. Bruce Atkinson, MLC, President of the Legislative Council, Victoria, 2017 – to date</p> <p>Senator Hon. Scott Ryan, President of the Senate of Australia, 2019 - to date</p>
<b>CPA British Islands and Mediterranean Region</b>	<p>Hon. Stuart McMillan MSP, Scotland (stand-in Branch for Northern Ireland), 2016 – to date*</p> <p>Hon. Leona Roberts MLA, Falkland Islands, 2017 – to date</p> <p>Hon. Ian Liddell-Grainger, MP, United Kingdom, 2019 - to date</p>
<b>CPA Canada Region</b>	<p>Hon. François Paradis, MNA, Quebec (stand-in Branch for Northwest Territories), 2016 – to date*</p> <p>Hon. Kevin Murphy, MLA, Speaker of the House of Assembly, Nova Scotia, 2017 – to date</p> <p>Hon. Yasmin Ratansi, MP, Canada Federal, 2019 - to date</p>
<b>CPA Caribbean, Americas and the Atlantic Region</b>	<p>Hon. Bridgid Annisette-George, MP, Speaker of the House of Representatives Trinidad &amp; Tobago, 2017 – to date</p> <p>Hon. Andy Glenn Daniel, MP, Speaker of the House of Assembly of St Lucia, 2019 - to date</p> <p>Hon. Dwayne Taylor, MHA, Speaker of the House of Assembly, Turks and Caicos, 2019 - to date</p>
<b>CPA India Region</b>	<p>Shri Premchand Aggarwal, MLA, Speaker of the Assembly of Uttarakhand (Stand-in Branch for Jammu and Kashmir), 2016 – to date*</p> <p>Shri Hitendra Goswami, MLA, Speaker of the Legislative Assembly of Assam, 2017 – to date</p> <p>Shri Anurag Sharma, MP, Lok Sabha, India Union, 2019 - to date</p>
<b>CPA Pacific Region</b>	<p>Hon. Clayton Mitchell, MP, New Zealand, 2016 – to date*</p> <p>Hon. Francesca Semoso, MHR, Deputy Speaker of House of Representatives, Bougainville, 2017 - to date</p> <p>Rt Hon. Ratu Epeli Nailatikau, MP, Speaker of the Parliament, Fiji, 2019 - to date</p>
<b>CPA South-East Asia Region</b>	<p>Hon. Suhaizan Kayat, MLA, Speaker of the Johor State Legislative Assembly (Stand-in Branch for Malacca), 2016 – to date</p> <p>Hon. Mr Zainal Sapari, MP, Singapore, 2017 – to date</p> <p>Hon. Datuk Wira Dr Mohd Hatta Md Ramli, MP, Malaysia, 2019 - to date</p>

\*Term extended to 2019 as no General Assembly held in 2018.



## Former Officers and Members of the Executive Committee (Regional Representatives) during 2019

The following includes those who served during the year, but their term had ended when the Annual Report was approved:

- **Vice-Patron (2018-2019)** His Excellency Yoweri K. Museveni, President of the Republic of Uganda.
- **President (2017-2019)** Rt Hon. Rebecca A. Kadaga, MP, Speaker of the Parliament of Uganda
- **Vice-Chairperson of the Executive Committee (2017-2019)** Hon. Alexandra Mendès, MP, Canada Federal (Also Regional Representative for the Canada Region 2015-2019)
- **Treasurer (2016-2019)** Mrs Vicki Dunne, MLA, Deputy Speaker of the Legislative Assembly of the Australian Capital Territory
- **Commonwealth Women Parliamentarians Chairperson (2016-2019)** Hon. Dr Dato' Noraini Ahmad, MP, Malaysia
- **CPA Small Branches Chairperson (2016-2019)** Hon. Angelo Farrugia, MP, Speaker of the House of Representatives, Malta

### CPA Africa Region

- Hon. Senator Eno Emma Veryelle, MP, Cameroon (2015-2019)

### CPA Asia Region

- Hon. Imran Ahmad, MP, Bangladesh (2015-2019)

### CPA Australia Region

- Hon. Russell Paul Wortley, MLC, President of the Legislative Council of South Australia (2015-2019)

### CPA British Islands and Mediterranean Region

- Dr Roberta Blackman-Woods, MP, United Kingdom (2015-2019)

### CPA Canada Region

- Hon. Alexandra Mendès, MP, Canada Federal (2015-2019)
- Hon. Jackson Lafferty, MLA, Speaker of Legislative Assembly of Northwest Territories (2016-2019)

### CPA Caribbean, Americas and Atlantic Region

- Hon. Anthony Michael Perkins, MP, Speaker of the National Assembly, St Kitts and Nevis (2015-2019)
- Hon. Leroy C. Rogers, MLA, Speaker of the House of Assembly of Anguilla (2016-2018)
- Hon. Terry Harrigan, MP, Speaker of the House of Assembly of Anguilla (2018-2019)

### CPA India Region

- Shri Feroze Varun Gandhi MP, Lok Sabha, India Union (2015-2019)
- Shri Kavinder Gupta, MLA, Former Speaker of the Legislative Assembly, Jammu and Kashmir (2016-2018)

### CPA Pacific Region

- Mr Nafaitoa Talaimanu Ketu, MP, Deputy Speaker of the Legislative Assembly of Samoa (2015-2019)
- Hon. Simon Pentanu, MP, Speaker of the House of Representatives, Bougainville (2017-2019)

### CPA South-East Asia Region

- Hon. Datuk Seri Dr Ronald Kiandee, MP, Deputy Speaker of the House, Malaysia (2015-2019)
- Hon. Datuk Wira Haji Othman Muhamad, MP, Speaker, State Legislative Assembly, Malacca (2016-2019)
- Hon. Shamsul Iskandar MD Akin, MP, Malaysia - representing Malacca (2018 – September 2019)

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## Trustees of CPA Trust Funds. During 2019.

Mrs Vicki Dunne, MLA  
Deputy Speaker,  
Legislative Assembly  
of Australian Capital  
Territory  
CPA Treasurer  
(until September 2019)

Hon. Datuk Shamsul  
Iskander Md. Akin, MP,  
Federal Parliament of  
Malaysia  
CPA Treasurer  
(from September 2019)

Mr Robin Swann MLA  
Northern Ireland  
Trustee (until  
September 2019)

Mr Akbar Khan  
CPA Secretary-General  
(until September 2019)

Mr Jarvis Matiya  
Acting CPA Secretary-  
General (from  
September 2019)

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## CPA Small Branches Steering Committee

As at 31 December 2019

### CPA Small Branches Chairperson

Hon. Niki Rattle, Speaker of the Parliament of the Cook Islands, 2019 – to date

### Africa Region

Hon. Gervais Henrie, MNA  
Seychelles, 2019 - to date

### Australia Region

Hon. Joy Burch, MLA, Speaker of the Legislative Assembly,  
Australian Capital Territory, 2019 - to date)

### British Islands and Mediterranean Region

Deputy Lyndon Trott, Guernsey  
2019 - to date

### Canada Region

Hon. Nils Clarke, MLA, Speaker of the Legislative Assembly,  
Yukon, 2019 - to date

### Caribbean, Americas and Atlantic Region

Hon. W. McKeeva Bush, OBE, JP, Speaker of the Legislative  
Assembly, Cayman Islands, 2019 - to date.  
*Also Vice-Chairperson of the CPA Small Branches*

### Pacific Region

Hon. Tofa Nafaitoa Talaimanu Ketu, MP, Samoa, 2019 - to date

### South-East Asia Region

Hon. Dato'Haji Hamdan bin Bahari  
Perlis, 2019 - to date

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## Commonwealth Women Parliamentarians (CWP) Steering Committee

As at 31 December 2019

### CWP President

Vacant, Canada Federal,  
2019 - to date

### CWP Chairperson

Hon. Shandana Gulzar Khan, MNA  
Pakistan, 2019 – to date

### Africa Region

Hon. Zainab Gimba, MP, Nigeria,  
2019 - to date. *Also CWP Vice-  
Chairperson, 2019-2020.*

### Asia Region

Ms. Munaza Hassan, MNA,  
Pakistan, 2018 - to date

### Australia Region

Ms Michelle O'Byrne, MP  
Tasmania, *Acting CWP Rep*  
2019 – to date

### British Islands and Mediterranean Region

Hon. Margaret Mitchell, MSP  
Scotland, *Acting CWP Rep*  
2019 - to date

### Canada Region

Ms Laura Ross, MLA  
Saskatchewan, 2017 – to date

### Caribbean, Americas and Atlantic Region

Senator Hon. Jeannine Giraudy-McIntyre,  
President of the Senate, St Lucia, 2018 – to  
date

### India Region

Smt. Kirron Anupam Kher, MP  
Lok Sabha, India, 2017 – to date

### Pacific Region

Ms Anahila Kanongata'a-Suisuiki, MP  
New Zealand, 2017 - to date

### South-East Asia Region

Hon. Alice Lau Kiong Yieng, MP  
Malaysia, 2019 – to date

## Former Members of the Commonwealth Women Parliamentarians Steering Committee during 2019

The following includes those who served during the year, but their term had ended when the Annual Report was approved:

**Commonwealth Women Parliamentarians Chairperson (2016-2019)** Hon. Dr Dato' Noraini Ahmad, MP, Malaysia

### CPA Australia Region

- Ms Michelle O'Byrne, MP, Tasmania (2016-2019)

### CPA Africa Region

- Hon. Angela Thoko Didiza, MP, South Africa (2016-2019)

### CPA British Islands and Mediterranean Region

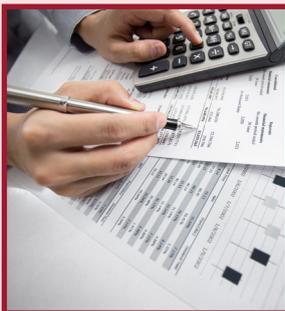
- Ms Joyce Watson, AM, Wales (2015-2019)
- Dr Roberta Blackman-Woods, MP, United Kingdom (2019)



## Professional Advisers

- **External Auditors** - Buzzacott LLP, 130 Wood Street, London, EC2V 6DL, United Kingdom E: enquiries@buzzacott.co.uk
- **Internal Auditors** - Crowe Clark Whitehill LLP, St. Bride's House, 10 Salisbury Square, London EC4Y 8EH, United Kingdom
- **Bank** - National Westminster Bank plc, Westminster Branch, 57 Victoria Street, London SW1H 0HN, United Kingdom
- **Investment Managers** - Close Brothers Asset Management, 10 Exchange Square, Primrose Street, London, EC2AR 2BY, United Kingdom
- **Legal Advisers** - Bates Wells & Braithwaite London LLP, 10 Queen Street Place, London, EC4R 1BE, United Kingdom

## Appendix 2: Financial Statements 2019



The Financial Statements show how the Commonwealth Parliamentary Association (CPA) revenues were generated and expended during 2019.

## FINANCIAL STATEMENTS AND REVIEW

**Governing Document:** The CPA has its own constitution ‘*Constitution of the Commonwealth Parliamentary Association*’ as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993 and amended by the General Assembly of the Association from time-to-time.

**Statement of Trustees Responsibilities:** Trustees, working through the Executive Committee, are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the income and expenditure of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Observe the methods and principles in Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable United Kingdom accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with the *Charities Act 2011*, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity’s Constitution and Trust Deeds. They are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Website:** The Trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity’s website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Recruitment and Appointment of new Trustees:** Members of the Executive Committee act as the Trustees of the Charity. The General Assembly elects new Trustees on the advice of the Regions of the CPA. All Trustees are unpaid.

**Induction and Training of new Trustees:** The CPA Headquarters Secretariat organises induction sessions for new Trustees. New Trustees also receive recent data on the operations of the CPA, including financial reports and minutes of immediate past meetings. The CPA Headquarters Secretariat updates Trustees on recent Charity legislation/developments at their bi-annual meetings.

**Organisational Structure:** The CPA Secretary-General is responsible for the day-to-day management of the CPA. During 2019, he and latterly the Acting CPA Secretary-General were supported by two Directors: Finance Director and Director of Operations. The CPA Secretary-General makes decisions on operational matters, in consultation with the SMT.

The CPA Secretary-General reports to the Executive Committee, and annually to the General Assembly on the operations of the CPA Headquarters Secretariat. The Executive Committee meets twice a year, and reports to the General Assembly. Certain aspects of the work of the Executive Committee are undertaken between meetings by the Co-ordinating Committee. The Sub-Committees of the Executive Committee meet on the margins during its meetings. These are the Audit Committee, Planning and Review Sub-Committee, and Finance Sub-Committee.

**CPA Branches:** The CPA is composed of Branches that have been admitted as Members to the Association. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association’s International Headquarters. The Commonwealth Parliamentary Association Headquarters Secretariat is the International Headquarters for the Association. It has close links with the approx. 180 member Branches on a day-to-day working level. Income raised by the Association’s Headquarters Secretariat is used to pay for the CPA’s programmes of work and for the meetings and conferences of its members. The annual subscription is determined at meetings of the General Assembly.

**Risk Management:** The Trustees are responsible for risk management. Risks identified by the Senior Management Team (SMT) are reviewed, assessed and appropriate action incorporated as part of operational delivery. During 2019, the main risks and uncertainties facing the Association were:

- restricted opportunities to grow or diversify income.
- significant reliance on membership fees, and the timely payment of subscriptions.
- the challenge of ensuring that membership remains a worthwhile proposition for the CPA’s Branches.
- investment in the infra-structure that helps ensure the CPA Headquarters Secretariat is run efficiently and is pro-active in communications with its membership.
- new or unexpected pressures on the CPA Headquarters Secretariat or Programme costs.
- governance, given the CPA’s status as a UK Charity with both UK and international Trustees.

Appropriate systems and /or actions have been developed/taken to identify and mitigate risk. These systems or actions include:

- expanding the Association’s revenue streams by reviewing its membership categories.
- maximising the Association’s investment returns within an agreed risk appetite framework.
- actively seeking hosts for the Association’s events to achieve a reduced cost burden on reserves.
- financial governance-related policies (i.e. use of credit cards, funding policy to support Branch programme delivery, cash handling, etc).
- a programme of internal audit of the Association’s governance, risks, controls and performance management arrangements.
- Audit Subcommittee oversight.
- staff handbook detailing HR policies, practices and procedures.
- business and financial risk management plan (risk register) which details the nature of risk (i.e. external, fraud, governance, operational, liquidity and security) likelihood of occurrence, controls in place and the risk holder.
- appropriate insurance cover (management liability: Trustees’ liability, employment practices liability and legal liability; office cover: employer’s liability, public liability, business interruption, and office contents; health and life).
- establishment of an expert group to consider options for longer term organisational status.

**Pay-Setting Policy for Key Management Personnel:** The Trustees have an established pay-setting policy for the charity’s key management personnel and other staff. It is based on an approved pay band. Progression from one spine point to another within a given band is on the basis of satisfactory performance. The Trustees adopted the pay band on the recommendation of independent pay review consultants.

## FINANCIAL REVIEW

The total revenue for the financial year under review was £2,835,653 (2017: £2,680,040). Of this, the Association’s core funding streams were from Branch Membership fees (86%) and financial investments (9%) with the balance coming from other sources such as subscriptions for *The Parliamentarian* and partnership income.

The Plenary Conference held in Kampala, Uganda, along with the additional cost incurred in human resource planning had a significant impact on 2019, reflected a deficit of £746,818 which is now being reported. This compares to 2018 where, the decision not to hold a Plenary Conference in 2018 shows a surplus of £330,585.

Total revenue increased by £155,613 when compared to the year ended 31 December 2018. Membership income increased by £2,166, whilst income from Investments increased by £42,544. CPA also received £137,196 in income from the Westminster Foundation for Democracy to fund Commonwealth Partnership for Democracy (CP4D) programmes.

Total operating costs during the reporting period were £3,582,471 (2018: £2,349,455), made up of the costs of raising

funds, totalling £51,670 (1%), and direct charitable activities totalling £3,530,801 (99%). In 2018, these were £48,711 (2%) and £2,300,744 (98%) respectively. The increase in total operating costs reported is as a result of the CPA plenary conference held in Kampala, Uganda during the year, as well as additional legal, governance and human resources cost. No CPA plenary conference was held in 2018.

At the end of the Financial Year the Association’s unrestricted reserves amounted to £1,398,851 (2018: £2,003,078) which is in excess of the target in the reserves policy.

In addition to the General Reserves, both the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £7,699,997 (2018: £6,999,553). Income from each Trust Fund is used for the benefit of the members in support of the wider objectives of the Association.

**Financial Strategy:** The Trustees agreed on the CPA financial strategy in South Africa in August 2013. The issues addressed included reserve levels, income generation, and financial and administrative control policies for the Association. Trustees have kept the strategy under review and in particular to ensure that it meets the wider strategic objectives of the CPA. The revised Strategic Plan covering the period 2018 – 2021 has further reinforced and informed the existing Financial Strategy.

**Reserves Policy:** During 2018, the Reserves Policy of the Association was reviewed and the Trustees agreed a change in policy to one that better addresses the likely risks and financial pressures faced by the CPA in the medium to long-term. Trustees have accordingly agreed a policy to retain all unrestricted reserves at between 3 to 6 months planned operating expenditure.

As at December 2019, the Association held unrestricted reserves of £1,398,851. The Trustees note that this is significantly in excess of the required amount in the reserves policy. This figure will be kept under review and the Trustees will consider the scope for releasing funds from these reserves to meet the strategic priorities of the CPA. As a result of CPA’s plans agreed by the Trustees for 2019, it is anticipated that unrestricted reserves should begin to fall back to within the range implied by the Reserves policy.

**Investment Policy:** The CPA has investments in two trust funds under the guidance and supervision of the funds’ Trustees. Under the trust deeds, the funds’ Trustees are mandated as the CPA Secretary-General, the Association’s Treasurer and another member of the CPA, who is not a member of the Executive Committee. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arrange study group meetings, seminars and conferences, and provide facilities for the exchange of visits between members of branches of the CPA.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious-to-moderate risk investment strategy aimed at maximising income and capital growth. Within this strategy, the Trustees

have set a target of exceeding the average market performance for a similar fund, based on the market value of the portfolio.

The Trustees have a formal Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Establishes a clear understanding of the investment goals and objectives of Fund(s) assets.
- Offers guidance and limitations to investment advisors and/or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent, ethical and environmental considerations, the Trust Deeds of the Fund(s), and the *Trustee Act 2000*.

Close Brothers Asset Management have been appointed to manage the trust funds. The Trustees met three times in 2019 to review the funds' performance.

**Investment Performance:** The value of the Association's listed investments increased by £826,751 (13%) from £6,541,185 at 31 December 2018 to £7,367,936 as at the end of the reporting period. The Charity holds no unlisted funds.

The target total return on the Trustees' portfolio of investments, within an agreed level of risk appetite, is 6% from 1 January 2019. This is equally apportioned between annual investment income (3%) and long-term capital appreciation (3%).

As a result of the COVID-19 pandemic stock markets have experienced significant volatility and falls since the balance sheet date followed by a recent recovery. It is estimated that the market value of investments has reduced by £23,333 (or 0.3%) as at the 10 August 2020 but future major fluctuations remain a distinct possibility. The Trustees will continue to monitor the performance of the investments.

**Fundraising:** Following the implementation of the *Charities (Protection and Social Investment) Act 2016*, the Trustees have reviewed its fundraising activities and confirms that it complies with the regulation. There were no fundraising activities and the Association did not make use of any external fundraisers.

**Plans for Future Periods:** The current Strategic Plan, covering the period from 2018 – 2021, was agreed by Trustees in the first quarter of 2018. In the next two years, the CPA will continue to pursue its key aims of holding conferences and seminars; disseminating information on Parliamentarians and political issues; organising international exchanges among Members and officials of Parliaments and Legislatures; and assisting newly emerging Commonwealth democracies.

Following the outbreak of the COVID-19 pandemic all activities of the CPA have been examined and activities have continued remotely with staff working from home with the appropriate support and guidance. Operational plans, related budgets and forecasts have all been reviewed and updated for the years 2020 - 2022.

The CPA Headquarters Secretariat continuously strives to ensure that it can serve its membership to the highest possible standards as well as remaining a relevant and valuable service. To that effect, the Secretariat is reviewing its programme,

communications and outreach activities and delivery methodology to ensure it can continue to provide a full-spectrum service whilst the COVID-19 global pandemic remains in place.

With the WHO's recent reporting that COVID-19 could potentially be infecting persons across the world for the next five-years, the CPA Headquarters Secretariat will be considering in-depth its performance and outputs over the next six-months, one year and up to five years. As part of that process, the CPA will be reviewing if it is doing everything possible within the conditions and resources of the Association to provide support to its Members and Branches. For example, moving to providing long-term online services, the development of remote resources and platforms as well as harnessing technology for maximum impact.

The impact on revenue, which relates predominantly to Membership fees, is not expected to be significant overall as the CPA will ensure members continue to receive a full range of services and support, which, in the current climate may well be even more valuable than in the past. However, it is likely some Branches may take longer to pay their fees than in the past as a result of restricted working arrangements currently in place as a result of COVID-19.

Operational costs may well reduce compared to historic figures as a result of a reduction in overseas travel in the short to medium term.

Following the above review, and despite future plans still being, to a degree, uncertain as a result of COVID-19, the Trustees consider that the Association's assets, and in particular, liquid funds are adequate to meet its annual obligations in the next two years.

**Auditors:** Buzacott LLP, Registered Auditors, have indicated their willingness to continue in office and it is proposed that they be re-appointed auditors for the ensuing year.

The CPA Executive Committee approved this report on 21 August 2020. Signed on behalf of the CPA Executive Committee:

- Hon. Emilia Monjowa Lifaka, MP, Chairperson of the CPA Executive Committee
- Stephen Twigg, Secretary-General

#### [Independent Auditor's Report to the Trustees of Commonwealth Parliamentary Association](#)

**Opinion:** We have audited the financial statements of Commonwealth Parliamentary Association for the year ended 31 December 2019 which comprise the Statement of Financial Activities (SOFA), the Balance Sheet, the Statement of Cash Flows and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice). In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 December 2019 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the *Charities Act 2011*.

**Basis for opinion:** We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern:** We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information:** The Trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report and financial statements other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Matters on which we are required to report by exception:**

We have nothing to report in respect of the following matters

in relation to which the *Charities Act 2011* requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the Charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of Trustees:** As explained more fully in the Statement of Trustees' responsibilities, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements:** Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report:** This report is made solely to the Charity's Trustees, as a body, in accordance with section 144 of the *Charities Act 2011* and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's Trustees as a body for our audit work, for this report, or for the opinions we have formed.

Statutory Auditor: Buzzacott LLP, 130 Wood Street, London, EC2V 6DL.

*Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.*

## Commonwealth Parliamentary Association Statement of Financial Activities for the year ending 31 December 2019

		Unrestricted funds £	Restricted funds £	Total 2019 £	Restated Total 2018 £
<b>Income from:</b>					
Investments	2	26,854	217,474	244,328	201,784
<i>Charitable activities</i>					
- Branch membership fees		2,449,221	-	2,449,221	2,447,055
- Subscriptions for <i>The Parliamentarian</i>		4,665	-	4,665	4,167
- Partnership income	3	-	137,196	137,196	23,878
Other income		243	-	243	3,156
<b>Total income</b>		<b><u>2,480,983</u></b>	<b><u>354,670</u></b>	<b><u>2,835,653</u></b>	<b><u>2,680,040</u></b>
<b>Expenditure on:</b>					
<i>Raising funds</i>					
- Investment Management Costs		-	51,670	51,670	48,711
<i>Charitable activities</i>					
- Parliamentary Benchmarking and Development		2,398,776	445,591	2,844,367	1,861,623
- Public Outreach		342,463	-	342,463	186,726
- Communications and Publishing		343,971	-	343,971	252,395
<b>Total expenditure</b>	6	<b><u>3,085,210</u></b>	<b><u>497,261</u></b>	<b><u>3,582,471</u></b>	<b><u>2,349,455</u></b>
Net (expenditure)/income before gains/(losses) on investments		(604,227)	(142,591)	(746,818)	330,585
Net gains/(losses) on investments	12	-	843,035	843,035	(373,034)
<b>Net movement in funds</b>		<b>(604,227)</b>	<b>700,444</b>	<b>96,217</b>	<b>(42,449)</b>
Reconciliation of funds					
Balance brought forward on 1 January 2019	17	<u>2,003,078</u>	<u>6,999,553</u>	<u>9,002,631</u>	<u>9,045,080</u>
Balance carried forward on 31 December 2019	17	<u>1,398,851</u>	<u>7,699,997</u>	<u>9,098,848</u>	<u>9,002,631</u>

All recognised gains and losses have been included in the Statement of Financial Activities. All activities are continuing.

## Commonwealth Parliamentary Association Balance sheet as at 31 December 2019

	Note	2019 £	2019 £	2018 £	2018 £
<b>Fixed asset</b>					
Tangible assets	11		62,039		397
Investments	12		7,367,936		6,541,185
<i>Totals</i>			<u>7,429,975</u>		<u>6,541,582</u>
<b>Current assets</b>					
Debtors	13	115,377		574,179	
Short term deposit	14	2,262,623		2,356,801	
Cash at bank and in hand		637,070		154,170	
<i>Totals</i>		<u>3,015,070</u>		<u>3,085,150</u>	
Creditors: amounts falling due within one year	15	(1,346,197)		(624,101)	
Net current assets			<u>1,668,873</u>		<u>2,461,049</u>
Net assets			<u>9,098,848</u>		<u>9,002,631</u>
<b>Funds</b>					
<i>Unrestricted</i>					
General fund	17		1,398,851		2,003,078
<i>Restricted</i>					
Conference assistance fund	17		4,961,528		4,548,272
Working capital fund	17		2,738,469		2,451,281
<i>Totals</i>			<u>9,098,848</u>		<u>9,002,631</u>

The Financial Statements were approved, and authorised for distribution, by the CPA Executive Committee on 21 August 2020 and signed on its behalf by:

Hon. Emilia Monjowa Lifaka, MP  
Chairperson of the CPA  
Executive Committee

Stephen Twigg  
CPA Secretary-General

## Commonwealth Parliamentary Association

### Cash flow statement for the year ending 31 December 2019

	2019 £	2018 £
Cash flows from operating activities	<u>212,249</u>	<u>(564,237)</u>
Cash flows from investing activities		
- Interest and dividends	244,328	201,784
- Purchase of property, plant and equipment	(84,139)	-
- Purchase of investments	(2,163,556)	(861,635)
- Proceeds from the sale of investments	2,028,190	1,078,579
- Movement in investment cash account	151,650	(183,117)
Net cash provided by investing activities	<u>176,473</u>	<u>235,611</u>
Change in cash and cash equivalents in the reporting period	388,722	(328,626)
Cash and cash equivalents at the beginning of the reporting period	<u>2,510,971</u>	<u>2,839,597</u>
Cash and cash equivalents at the end of the reporting period	<u>2,899,693</u>	<u>2,510,971</u>

Notes to the cash flow statement	2019 £	2018 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
- Net movement in funds	96,217	(42,449)
- Depreciation charges	22,497	900
- Decrease/(Increase) in debtors	458,802	(302,405)
- Increase/(Decrease) in creditors	722,096	(391,533)
- Interest and Dividends	(244,328)	(201,784)
- (Gains)/Losses on investments	(843,035)	373,034
Net cash provided by operating activities	<u>212,249</u>	<u>(564,237)</u>

Analysis of Cash and Cash Equivalents	2019 £	2018 £
Cash at bank and in hand	637,070	154,170
Short term deposits	2,262,623	2,356,801
Totals	<u>2,899,693</u>	<u>2,510,971</u>

## Notes to the financial statements for the year ending 31 December 2019

### 1. Summary of Accounting Policies

#### (a) Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognized at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements. The financial statements have been prepared in accordance with the *Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102)*, Charities SORP (FRS102) and the *Charities Act 2011*. The financial statements are presented in sterling and are rounded to the nearest pound. The charity constitutes a public benefit entity as defined by FRS 102.

#### (b) Income recognition

All membership fee income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. In the event of Branch suspension, we stop recognising its income. Interest on funds held on deposit is included when receivable and the amount can be measured reliably when notification is received of the interest paid or payable by the bank. Dividends are recognised when notification is received of the dividend due.

#### (c) Expenditure recognition

Liabilities are recognised as expenditure when there is a legal or constructive commitment, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. The 2018 expenditure has been reallocated to more closely align with the three strategic pillars of the CPA Strategic Plan. They are Parliamentary Benchmarking and Development, Public Outreach and Communications and Publishing.

#### (d) Allocation of support and governance costs

Support costs are allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

#### (e) Pension costs

The CPA Secretariat operates a defined contribution pension scheme for the benefit of its employees. The net assets of the fund are held separately from those of the charity. Contributions payable are charged to the SOFA in the year in which they are incurred.

#### (f) Employee benefits

- *Short term benefits*: Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.
- *Employee termination benefits*: Termination benefits are accrued in line with FRS 102.

#### (g) Fund accounting

*Unrestricted funds* are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity. *Restricted funds* are funds which are to be used in accordance with specific restrictions imposed by the charity's funding partners. *Note 17* sets out the aim and use of each restricted fund.

#### (h) Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the SOFA in the year in which they fall due.

#### (i) Subventions to Branches

Branches' outstanding travel claims are accrued at the end of the financial year. If after one year from the date of accrual such claims have not been made, the accrued amounts are written back.

#### (j) Foreign exchange

Balances denominated in foreign currencies are translated into pounds sterling at the rate of exchange prevailing at the balance sheet date. Financial transactions are translated at the rate of exchange prevailing on the date the transaction is processed.

#### (k) Fixed asset investments

Investments are a form of basic financial instrument and are recognised initially at their transaction value and measured subsequently at their fair value as at the balance sheet date using the closing quoted market price. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

#### (l) Tangible fixed assets and depreciation

All assets costing more than £350 are capitalised and valued at historical cost. Depreciation is charged on IT and other equipment on a straight-line basis over their estimated useful life of three years from the year of acquisition.

#### (m) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

#### (n) Stocks

Stocks are not included in the balance sheet and costs are written off as incurred.

## Notes to the financial statements for the year ending 31 December 2019 (*continued*)

### (o) Debtors

Branch fees and other debtors are recognised at the settlement amount due, less any provision for bad or doubtful amount. Such provisions are specific and applied in a consistent manner based on a debts aging and other factors affecting potential recoverability such as the status of the branch. Prepayments are valued at the amount prepaid net of any trade discounts due.

### (p) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that probably will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount after allowing for any trade discounts due.

### (q) Cash and cash equivalents

Cash and cash equivalents in the cash flow statement comprise cash in hand, balances with banks, investments in money market instruments representing short-term, highly liquid investments that are readily convertible to known amounts of cash.

### (r) Going concern and COVID-19 pandemic

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. With respect to the next reporting period, the most significant areas of uncertainty that affect the charity's assets relates to the COVID-19 pandemic and the level of investment return and the performance of the investment markets (see the investment policy and the risk management sections of the Trustees' annual report for more information).

Following the outbreak of the COVID-19 pandemic, all activities of the CPA have been examined and activities have continued remotely with staff working from home with the appropriate support and guidance. Operational plans, related budgets and forecasts have all been reviewed and updated for the years 2020- 2022.

Following the above review, and despite future plans still being, to a degree, uncertain as a result of COVID-19, the Trustees consider that the Association's assets, and

in particular, liquid funds are adequate to meet its annual obligations in the next two years.

Whilst changes to and timing of activities have had to take place the financial impact on the CPA has been limited. The impact on revenue, which relates predominantly to Membership fees, is not expected to be significant overall as the CPA will ensure members continue to receive a full range of services and support, which, in the current climate may well be even more valuable than in the past. However, it is likely some Branches may take longer to pay their fees than in the past as a result of restricted working arrangements currently in place as a result of COVID-19. Operational costs may well reduce compared to historic figures as a result of a reduction in overseas travel in the short to medium term.

As a result of the above review of the charity's financial position, reserves levels and future plans, the Trustees are of the view that the charity remains a going concern in respect to a period of one year from the date of approval of these financial statements, notwithstanding the uncertainties outlined above.

### (s) Judgements and estimates

Judgements made by the Trustees, in the application of these accounting policies that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next reporting period are deemed to be in relation to the valuation of investments and the provision for doubtful debts. The CPA Headquarters Secretariat is currently hosted by the UK Parliament on the Parliamentary Estate. The Trustees do not believe that the value of this benefit, although a Gift in Kind, can be measured with sufficient accuracy.

In addition to the above, the full impact following the recent emergence of the global coronavirus pandemic is still unknown. It is therefore not currently possible to evaluate all the potential implications for the CPA's activities, members, suppliers and the wider economy. Estimates used in the financial statements, are subject to a greater degree of uncertainty and volatility.

As set out in these accounting policies under 'going concern and COVID-19 pandemic', the Trustees have considered the impact of the pandemic on the charity and have concluded that it is appropriate for the CPA to continue to prepare its financial statements on the going concern basis.

2. Investment Income	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
Dividends – equities	-	176,659	176,659	-	163,430	163,430
Interest – fixed interest securities	-	37,130	37,130	-	32,290	32,290
Interest on cash and money market deposits	26,854	3,685	30,539	5,858	206	6,064
	<u>26,854</u>	<u>217,474</u>	<u>244,328</u>	<u>5,858</u>	<u>195,926</u>	<u>201,784</u>

Investment income consists of dividend & interest received from investments, bank interest and interest earned on term deposits.

3. Partnership Income	Total 2019 £	Total 2018 £
Westminster Foundation for Democracy – Commonwealth Partnership for Democracy (CP4D) Project	137,196	23,878
	<u>137,196</u>	<u>23,878</u>

4. Staff Costs	Note	Total 2019 £	Restated Total 2018 £
Salaries and wages		734,678	773,277
Redundancy costs		115,751	-
Social security costs		77,590	71,755
Pension costs	5	57,821	64,457
<b>Totals</b>		<u><b>985,840</b></u>	<u><b>909,489</b></u>

The Benefits-in-kind payments of £15,502 (2018: £27,588) cover qualifying employees' relocation, home leave, health & travel insurance and death-in-service expenses to the Association. These payments are covered by a PAYE Settlement Agreement with HM Customs and Excise.

<i>The average number of staff employed during the year was</i>	2019 No.	2018 No.
Management	3	3
Charitable activities	14	14
<b>Totals</b>	<u><b>17</b></u>	<u><b>17</b></u>

Key management personnel	2019 £	2018 £
Secretary-General	168,927	146,143
Acting Secretary-General/Director of Operations	91,384	76,072
Finance Director	51,461	33,080
<b>Totals</b>	<u><b>311,772</b></u>	<u><b>255,295</b></u>

The key management personnel comprised members of the Senior Management Team (SMT). The SMT is made up of the Secretary-General, Director of Operations and Finance Director.

The total employee benefits, including employer's pension contributions and employer's national insurance, of the key management personnel of the charity were £335,299 (2018: £277,683).

Staff receiving emoluments in excess of £60,000 (exclusive of pension contributions paid by the CPA Secretariat) during the year were as follows:

	Total 2019 No.	Total 2018 No.
£60,000 - £70,000	1	1
£70,000 - £80,000	1	-
£110,000 - £120,000	-	1
£130,000 - £140,000	1	-
<b>Totals</b>	<u><b>3</b></u>	<u><b>2</b></u>

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £26,702 (2018: £22,388) for these employees.

A total of £308,048 was reimbursed to 38 Parliaments of Members of the CPA Executive Committee for their travel to Executive Committee meetings (2018: £223,686 to 34 Parliaments of Members of the CPA Executive Committee). None of the CPA Executive Committee Members received remuneration or benefits from employment with the CPA (2018: none).

## Notes to the financial statements for the year ending 31 December 2019 (*continued*)

### 5. Pension scheme

The CPA Secretariat's Personal Pension Scheme ("Scheme") for employees is with Scottish Widows, which commenced on 1<sup>st</sup> August 2010 (previously with Clerical Medical). The Scheme is funded by contributions from Scheme members and the CPA Secretariat.

The Scheme is operated on a Personal Pension Scheme basis and is not a defined benefits final salaries arrangement. Contributions are invested with Scottish Widows under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15% of annual salary. The CPA Secretariat pays 16%.

In 2017, in response to the UK Pension Act 2008, CPA Secretariat registered for automatic enrolment. From April 2017 staff members can contribute towards the cost of their benefits at rates of 3% of annual salary. CPA Secretariat pays 5%.

	Total 2019 £	Total 2018 £
Total Premiums paid	71,496	77,043
Less: Contributions from employees	(13,675)	(11,300)
<b>Employer Contributions</b>	<b><u>57,821</u></b>	<b><u>65,743</u></b>

	Note	Direct costs 2019 £	Support costs 2019 £	Total 2019 £	Direct costs 2018 £	Support costs 2018 £	Total 2018 £
<b>6. Total Expenditure</b>							
<i>Cost of generating funds</i>							
Investment management costs		51,670	-	51,670	48,711	-	48,711
<i>Cost of charitable activities</i>							
- Parliamentary Benchmarking and Development	8	1,629,352	1,215,015	2,844,367	1,133,906	727,717	1,861,623
- Public Outreach	9	120,730	221,733	342,463	74,481	112,245	186,726
- Communications and Publishing	10	167,764	176,207	343,971	160,723	91,672	252,395
<b>Totals</b>		<b><u>1,969,516</u></b>	<b><u>1,612,955</u></b> <i>(Note 6a)</i>	<b><u>3,582,471</u></b>	<b><u>1,417,821</u></b>	<b><u>931,634</u></b> <i>(Note 6a)</i>	<b><u>2,349,455</u></b>

6a. Allocation of Support Costs (2019)	Staff costs £ <i>(Note 4)</i>	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2019 £
<i>Cost of charitable activities</i>							
- Parliamentary Benchmarking and Development	362,801	116,804	40,252	204,376	16,947	473,835	1,215,015
- Public Outreach	66,209	21,316	7,346	37,297	3,093	86,472	221,733
- Communications and Publishing	52,616	16,939	5,838	29,640	2,457	68,717	176,207
<b>Totals</b>	<b><u>481,626</u></b>	<b><u>155,059</u></b>	<b><u>53,436</u></b>	<b><u>271,313</u></b>	<b><u>22,497</u></b>	<b><u>629,024</u></b>	<b><u>1,612,955</u></b>

Support costs are allocated between activities based on the proportion of direct expenditure attributable to each activity.

6a. Allocation of Support Costs (2018 Restated)	Staff costs £ (Note 4)	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2018 £
<i>Cost of charitable activities</i>							
- Parliamentary Benchmarking and Development	310,559	42,039	35,244	186,190	703	152,982	727,717
- Public Outreach	47,902	6,484	5,436	28,719	108	23,596	112,245
- Communications and Publishing	39,122	5,296	4,440	23,455	89	19,270	91,672
<b>Totals</b>	<b><u>397,583</u></b>	<b><u>53,819</u></b>	<b><u>45,120</u></b>	<b><u>238,364</u></b>	<b><u>900</u></b>	<b><u>195,848</u></b>	<b><u>931,634</u></b>

Support costs are allocated between activities based on the proportion of direct expenditure attributable to each activity.

## 7. Governance

Costs classified as governance relate to the general running of the charity and included operations of the Board of Trustees and those addressing constitutional, audit and other statutory matters, and are made up of the following:

	2019 £	Restated 2018 £
- External Auditor's remuneration		
- Statutory audit	15,600	14,286
- Other services	2,520	-
- Expert Committee on CPA status	-	26,768
- Working group for programmes review	36,952	-
- Co-ordinating Committee meetings	39,272	-
- Legal & professional fees	394,588	38,109
- Consultants' fees	89,750	78,987
- Officers travel	17,598	21,122
- Overseas travel	32,744	16,576
<b>Totals</b>	<b><u>629,024</u></b>	<b><u>195,848</u></b>

## 8. Parliamentary Benchmarking and Development

	2019 £	Restated 2018 £
- CPA Post-Election Seminars	(1,283)	58,766
- CPA Technical Assistance Programmes	(50,839)	138,030
- Commonwealth Women Parliamentarians (CWP)	52,387	78,545
- Commonwealth Initiative for Freedom of Religion and Belief	-	2,500
- CPA Small Branches Network (inc workshops)	33,957	28,071
- Commonwealth Parliamentarians with Disabilities (CPwD) Network	13,696	4,124
- Clearing House for Exchange Visits	-	2,500
- Commonwealth Heads of Governments Meetings (CHOGM)	-	12,514
- CPA Parliamentary Fundamentals Course	230,838	199,775
- CPA Masterclasses	(950)	3,789
- International Humanitarian Law Handbook for Commonwealth Parliamentarians	-	6,400
- Commonwealth Partnership for Democracy (CP4D)	137,196	23,878
- CPA Regional Conferences	48,015	28,403
- CPA Annual Parliamentary Conference and Mid-year Executive Committee	786,518	146,752
- Direct staff costs	379,817	399,859
<b>Totals</b>	<b><u>1,629,352</u></b>	<b><u>1,133,906</u></b>

Notes to the financial statements for the year ending 31 December 2019 (*continued*)

9. Public Outreach	2019 £	Restated 2018 £
- Commonwealth Day	14,653	9,828
- Commonwealth Youth Parliament	36,531	-
- CPA Roadshows for Schools and Universities	232	2,977
- Direct staff costs	69,314	61,676
<b>Totals</b>	<b><u>120,730</u></b>	<b><u>74,481</u></b>

10. Communications and Publishing	2019 £	Restated 2018 £
<i>The Parliamentarian</i>		
Printing	46,169	42,013
Distribution	53,245	52,936
Fees to contributors	2,400	2,775
<b>Subtotals</b>	<b><u>101,814</u></b>	<b><u>97,724</u></b>
- Annual Report	3,000	3,000
- CPA website	7,867	8,692
- Books, periodicals and information	-	936
- Direct staff costs	55,083	50,371
<b>Totals</b>	<b><u>167,764</u></b>	<b><u>160,723</u></b>

11. Tangible Assets	2019 £	2018 £
Tangible fixed assets comprise of computer and office equipment.		
<b>Cost</b>		
- At 1 January	14,323	14,323
- Additions	84,139	-
- Eliminated on disposal	(13,325)	-
<i>At 31 December</i>	<b><u>85,137</u></b>	<b><u>14,323</u></b>
<b>Depreciation</b>		
- At 1 January	13,926	13,026
- Charge for the year	22,497	900
- Eliminated on disposal	(13,325)	-
<i>At 31 December</i>	<b><u>23,098</u></b>	<b><u>13,926</u></b>
<i>Net book value at 31 December</i>	<b><u>62,039</u></b>	<b><u>397</u></b>

12. Investments	2019 £	2018 £
- Market value at 1 January	6,541,185	6,948,046
- Additions	2,163,556	861,635
- Disposal Proceeds	(2,028,190)	(1,078,579)
- Investment cash account movement	(151,650)	183,117
- Realised gains	(91,217)	59,984
- Unrealised (losses)/gains	934,252	(433,018)
<i>Market value at 31 December</i>	<u>7,367,936</u>	<u>6,541,185</u>
<i>Historic cost value at 31 December</i>	<u>6,475,129</u>	<u>6,582,434</u>

The total unrealised gains at 31 December 2019 constitute movements on the revaluation and are as follows:

	2019 £	2018 £
<i>Unrealised (losses)/gains included above:</i>		
On investments	892,807	(41,249)
<b>Total unrealised (losses)/gains at 31 December</b>	<u>892,807</u>	<u>(41,249)</u>
<i>Reconciliation of movements in unrealised (losses)/gains:</i>		
Unrealised gains at 1 January	(41,249)	388,117
(Less)/Add: in respect to disposal in the year	(196)	3,652
Add/(Less): net gains/(losses) arising on revaluation in the year	934,252	(433,018)
<b>Total unrealised (losses)/gains at 31 December</b>	<u>892,807</u>	<u>(41,249)</u>

Analysis of investment assets	Fixed interest securities £	Equities £	Cash £	Total £
2019	1,382,781	5,808,625	176,530	<u>7,367,936</u>
2018	1,412,036	4,800,969	328,180	<u>6,541,185</u>

The underlying assets contained within the various funds invested in by the charity are recognised on a listed stock exchange.

13. Debtors	2019 £	2018 £
- Branch fees	804,015	1,172,860
Less: Provision for doubtful debts	(768,554)	(684,226)
<b>Net branch fees</b>	<u>35,461</u>	<u>488,634</u>
- Staff advances	4,320	2,460
- Other debtors and prepayments	75,596	83,085
<b>Totals</b>	<u>115,377</u>	<u>574,179</u>

Notes to the financial statements for the year ending 31 December 2019 (*continued*)

14. Short term deposit investment	2019 £	2018 £
Close Brothers business notice account and term deposit	2,262,623	-
Coutts 90 Day Notice Accounts	-	2,356,801
Totals	<u>2,262,623</u>	<u>2,356,801</u>

15. Creditors: Amounts Falling Due Within One Year	Note	2019 £	2018 £
- Trade creditors		142,791	261,082
- General accruals		381,664	21,683
- Parliamentary Benchmarking and Development accruals		159,712	263,789
- Tax and social security		90,288	14,582
- Deferred income	16	571,742	62,965
Totals		<u>1,346,197</u>	<u>624,101</u>

16. Deferred income	At 1 Jan 2019 £	Released to income £	Deferred in the year £	At 31 Dec 2019 £
Branch fees - 2019	62,965	(62,965)	571,742	571,742
Totals for 2019	<u>62,965</u>	<u>(62,965)</u>	<u>571,742</u>	<u>571,742</u>

	At 1 Jan 2018 £	Released to income £	Deferred in the year £	At 31 Dec 2018 £
Branch fees - 2018	147,260	(147,260)	62,965	62,965
Totals for 2018	<u>147,260</u>	<u>(147,260)</u>	<u>62,965</u>	<u>62,965</u>

This primarily represents 2020 memberships received in 2019. They are treated as deferred income, and will be released as income in 2020 in line with the membership period.

17. Movement in funds	At 1 Jan 2019 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2019 £
<i>Unrestricted funds</i>					
- General reserve	2,003,078	2,480,983	(3,085,210)	-	1,398,851
<i>Restricted Funds</i>					
- Westminster Foundation for Democracy	-	137,196	(137,196)	-	-
- Conference Assistance Fund (CAF)	4,548,272	141,149	(272,124)	544,231	4,961,528
- Working Capital Fund (WCF)	2,451,281	76,325	(87,941)	298,804	2,738,469
<b>Total restricted funds</b>	<b><u>6,999,553</u></b>	<b><u>354,670</u></b>	<b><u>(497,261)</u></b>	<b><u>843,035</u></b>	<b><u>7,699,997</u></b>
<b>Total funds</b>	<b><u>9,002,631</u></b>	<b><u>2,835,653</u></b>	<b><u>(3,582,471)</u></b>	<b><u>843,035</u></b>	<b><u>9,098,848</u></b>

	At 1 Jan 2018 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2018 £
<i>Unrestricted funds</i>					
- General reserve	754,444	2,460,236	(2,211,602)	1,000,000	2,003,078
- Contingency reserve	1,000,000	-	-	(1,000,000)	-
<b>Total unrestricted funds</b>	<b><u>1,754,444</u></b>	<b><u>2,460,236</u></b>	<b><u>(2,211,602)</u></b>	<b><u>-</u></b>	<b><u>2,003,078</u></b>
<i>Restricted Funds</i>					
- Westminster Foundation for Democracy	-	23,878	(23,878)	-	-
- Conference Assistance Fund (CAF)	3,063,989	86,975	(24,959)	1,422,267	4,548,272
- Working Capital Fund (WCF)	4,226,647	108,951	(89,016)	(1,795,301)	2,451,281
<b>Total restricted funds</b>	<b><u>7,290,636</u></b>	<b><u>219,804</u></b>	<b><u>(137,853)</u></b>	<b><u>(373,034)</u></b>	<b><u>6,999,553</u></b>
<b>Total funds</b>	<b><u>9,045,080</u></b>	<b><u>2,680,040</u></b>	<b><u>(2,349,455)</u></b>	<b><u>(373,034)</u></b>	<b><u>9,002,631</u></b>

## Notes to the financial statements for the year ending 31 December 2019 (continued)

### Unrestricted funds

- The general reserve represents the accumulated surplus which is available for spending on CPA's objectives.
- The contingency reserve of £1m, which has been created to meet any unforeseen liabilities, was made up of two separate funds.

The 1993 General Assembly in Cyprus decided that a fund should be created to deal with unforeseen liabilities: a sudden increase in the cost of airfares to the annual conference, a need to find a new venue for a conference or other liabilities which arise due to circumstances which are beyond the control of the Association. The CPA Executive Committee decided in Singapore in May 1999 that the fund should be built up to a maximum level of £500,000 and that when this has been achieved, the interest earned on it should be applied to meet CPA Headquarters Secretariat operating expenses.

In addition to the unforeseen liabilities fund, the Trustees decided in April 2008 in Malaysia to create an additional unrestricted reserve of £500,000 to cover three months of the Association's other annual operating costs, excluding annual conference airfares. This fund is to be used to maintain the range of services for the Association's members should there be a sudden and unexpected loss in its revenue.

During 2018 the Trustees agreed a change in policy to one that better addresses the likely risks and financial pressures faced by the CPA in the medium to long-term. Trustees have accordingly agreed a policy to retain all unrestricted reserves at between 3 to 6 months planned operating expenditure and the contingency reserve was transferred to the general reserve.

### Restricted funds

- **Westminster Foundation for Democracy (WFD):** The object of the fund is to work with Parliaments in Commonwealth Member States across Sub-Saharan Africa and Asia to improve representation of women, young people with disabilities and the LGBT+ community in the democratic process.
- **Conference Assistance Fund (CAF):** The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid and assistance to assist Branches to organise, constitute and hold plenary conferences and to assist Branches to facilitate the attendance of Regional Representative(s) and/or delegates at plenary conferences. Expenditure is restricted to fulfilling these aims.
- **Working Capital Fund (WCF):** The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid to host Branches and Parliamentary officials to organise educational seminars in accordance with the objects of the Association on parliamentary practice and procedure. Expenditure is restricted to fulfilling these aims.

18. Analysis of net assets between funds	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £
Tangible fixed assets	62,039	-	62,039	397	-	397
Fixed asset investment	-	7,367,936	7,367,936	-	6,541,185	6,541,185
Current assets	2,617,302	397,768	3,015,070	2,568,330	516,820	3,085,150
Current liabilities	(1,280,490)	(65,707)	(1,346,197)	(565,649)	(58,452)	(624,101)
<b>Totals</b>	<b><u>1,398,851</u></b>	<b><u>7,699,997</u></b>	<b><u>9,098,848</u></b>	<b><u>2,003,078</u></b>	<b><u>6,999,553</u></b>	<b><u>9,002,631</u></b>

### 19. Related parties' transaction

Other than transactions with key management personnel as disclosed in note 4, there have been no related party transactions in the reporting period that require disclosure.

20. Comparative Statement of Financial Activities  
Year ending 31 December 2018

		Unrestricted funds £	Restricted funds £	Total 2018 £
<b>Income from:</b>				
Investments	2	5,858	195,926	201,784
<i>Charitable activities</i>				
Branch membership fees		2,447,055	-	2,447,055
Subscriptions for <i>The Parliamentarian</i>		4,167	-	4,167
Partnership income		-	23,878	23,878
Other income		3,156	-	3,156
<b>Total income</b>		<b><u>2,460,236</u></b>	<b><u>219,804</u></b>	<b><u>2,680,040</u></b>
<b>Expenditure on:</b>				
<i>Raising funds</i>				
Investment Management Costs		-	48,711	48,711
<i>Charitable activities</i>				
Parliamentary Benchmarking and Development		1,772,481	89,142	1,861,623
Public Outreach		186,726	-	186,726
Communications and Publishing		252,395	-	252,395
<b>Total expenditure</b>	6	<b><u>2,211,602</u></b>	<b><u>137,853</u></b>	<b><u>2,349,455</u></b>
Net income before losses on investments		248,634	81,951	330,585
Net losses on investments	12	-	(373,034)	(373,034)
Net movement in funds		248,634	(291,083)	(42,449)
<b><u>Reconciliation of funds</u></b>				
Balance brought forward on 1 January 2018		<u>1,754,444</u>	<u>7,290,636</u>	<u>9,045,080</u>
Balance carried forward on 31 December 2018	18	<u>2,003,078</u>	<u>6,999,553</u>	<u>9,002,631</u>

21. Post balance sheet events

As a result of the COVID-19 pandemic, stock markets have experienced significant volatility and falls since the balance sheet date followed by a recent recovery. It is estimated that the market value of investments has reduced by £23,333 (or 0.3%) as at the 10 August 2020 but future major fluctuations remain a distinct possibility.



# CPA ANNUAL REPORT AND PERFORMANCE REVIEW 2019

Published by the Commonwealth Parliamentary Association (CPA).  
Registered Charity Number 263147.

Editor: [editor@cpahq.org](mailto:editor@cpahq.org)

Main photography by CPA Headquarters Secretariat

Additional images provided by CPA Branches and partner organisations  
including the Commonwealth Secretariat.

Published October 2020

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# COMMONWEALTH PARLIAMENTARY ASSOCIATION ANNUAL REPORT AND PERFORMANCE REVIEW 2019



Members of the CPA Executive Committee in September 2019 at their meeting held in the margins of the 64<sup>th</sup> Commonwealth Parliamentary Conference in Kampala, Uganda.

Commonwealth Parliamentary Association (CPA).  
Registered Charity Number 263147.

CPA Annual Report published in October 2020.

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