



CPA COMMONWEALTH
PARLIAMENTARY
ASSOCIATION

COMMONWEALTH PARLIAMENTARY ASSOCIATION



ANNUAL REPORT AND PERFORMANCE REVIEW 2017

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 53 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

Front cover images representing the Parliaments and Legislatures of the nine regions of the CPA: (top row left to right) Parliament of Bangladesh (Asia Region); Parliament of Cameroon (Africa Region); Parliament of Malaysia (South East Asia Region); (middle row left to right) Parliament of Gibraltar (British Islands and Mediterranean Region); Nova Scotia House of Assembly, Canada (Canada Region); Parliament of Western Australia (Australia Region); (bottom row left to right) Parliament of Kiribati (Pacific Region); Parliament of India (India Region); Legislative Assembly of the Cayman Islands (Caribbean, Americas and Atlantic Region).

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 53 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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12 MONTHS IN REVIEW: January to December 2017

Annual Conference and Governance

63rd Commonwealth Parliamentary Conference (CPC)

1 annual conference
Over 500 Commonwealth Parliamentarians
1 new CPA Chairperson elected
15 conference workshops and sessions
1 Rohingya refugees statement agreed
Over 50 Bangladeshi and international media
Over 120,000 views on CPA's social media

CPA Executive Committee Mid-Year Meeting

35 Executive Committee Members attending
9 CPA Regions represented

CPA Networks

CPA Small Branches

2 Webinars with 6 Members
1 new quarterly column in *The Parliamentarian* from CPA Small Branches Chairperson
1 strategic planning workshop with 7 CPA Regions represented
1 CPA Small Branches Conference at 63rd CPC with 3 workshop sessions for Small Branches Members

Commonwealth Women Parliamentarians (CWP)

1 strategy session with 19 Members from 9 CPA Regions and 4 external partners
3 Regional Strengthening Funds activated
1 International Women's Day video message
3 CWP workshop sessions at 63rd CPC
2 CWP Steering Committee meetings during the year
1 CWP Strategic Plan and 1 CWP annual newsletter published in print and online
1 new CWP Facebook page launched

Public Outreach

CPA Roadshows for Young People

18 CPA Roadshows in 2017
1,118 students
50:50 male: female students
45 MPs attended from 12 Branches
7 CPA Regions reached
26 schools and universities reached
1 Teachers' Resource Pack launched to schools online
Over 57,000 views on CPA's social media

Commonwealth Day at CPA Headquarters

31 participants at CPA Headquarters event in London
13 Branches represented
6 CPA Regions
11 MPs attended

CPA Regional 'Hot Topic' Forums

2 Regional Hot Topic Forums
3 CPA Regions (Caribbean, Americas and Atlantic; Australia and Pacific)
Over 4,500 views on CPA social media

Commonwealth Day in Branches

11 Branches participating
7 CPA Regions represented
11 bursaries awarded by CPA Headquarters

International Day of Democracy

1 video message from CPA Chairperson
1 feature article from IPU Secretary-General published in *The Parliamentarian*
16,000 views on CPA social media

Commonwealth CPA Lecture Series

4 CPA Lectures delivered
4 CPA Region (Pacific; Caribbean, Americas and Atlantic; Africa; Asia)
500+ attendees
Over 8,000 views on CPA social media

Parliamentary Benchmarking and Development

CPA Parliamentary Fundamentals Programme (CPA Small Branches with McGill University, Canada)

Online course: 23 Members from 15 Branches
Face-to-face course: 20 Members

CPA Parliamentary Fundamentals Programme (All CPA Branches with WITS University, South Africa)

Online course: 23 Members from 18 CPA Branches
Face-to-face course: 20 Members

CPA Parliamentary Staff Development (All Branches with McGill University, Canada)

Online course: 13 parliamentary staff funded from 13 CPA Branches
Face-to-face course: 10 parliamentary staff

CPA Technical Assistance Programmes (TAP)

2 Programmes in 2 Branches (Fiji and Mauritius) in 2 CPA Regions
1 feature article about the TAP for *The Parliamentarian*

CPA Masterclasses

12 CPA Masterclasses recorded
5 Members from 4 CPA Regions
5 external organisations or CPA partners contributing

CPRS (Research Service)

2 research requests received from Branches
34 responses received from Branches in 6 CPA Regions

CPA Post-Election Seminars

Turks and Caicos: 14 Members attended. 3 Resource Persons: Montserrat, Trinidad & Tobago and Ontario, Canada
Cayman Islands: 7 Members attended. 3 Resource Persons: Trinidad & Tobago, Jamaica and Bermuda

Public Accounts Committees

1 CPA study group delivered
5 CPA Members attended
4 external partners

Parliamentarians with Disabilities

30 Commonwealth Parliamentarians with Disabilities from 8 CPA Regions
7 feature articles about the topic in *The Parliamentarian*

Communications and Publishing

Communications

36 CPA press releases issued in 2017
54 CPA news stories on website
305 digital and print news articles/mentions
51,000 users and over 165,000 CPA website page impressions (views) in 2017
Over 2,000 Followers on CPA Facebook page with 63% increase in Facebook 'likes' in 2017
1 CWP Facebook page launched
Over 2,250 Followers on CPA Twitter page with 95% increase in Twitter followers in 2017
Over half a million (512,000) views on Twitter in 2017

Publishing

4 issues of *The Parliamentarian*
1 supplement published about Bangladesh
4 CPA Update e-newsletters
3 CPC e-newsletters during 63rd CPC
1 CPA Annual Report published in print and online
1 CWP Strategic Plan 2017-2019 and 1 CWP annual newsletter published in print and online
1 Teachers' Resource Pack published for Commonwealth schools online



Testimonials from our Members and Partners

"The CPA is indeed a wonderful organization which continues to expose Parliamentarians to best practices across the globe. The experience was fantastic. Thanks for the exposure, the cultural exchange, the intellectual and practical solutions discussed as Parliamentarians. We will certainly be better-off having attended. A tremendous thanks once more - LONG LIVE THE CPA!" - Hon. Michael Stewart, MP (Jamaica), CPA Fundamentals Programme 2017



"I have come away from this seminar with a broader view of Parliament and its running. After over twenty years in politics, I have learnt more about Parliament in the two days of the CPA seminar than I ever knew previously." - Mr David Wight, MLA, Cayman Islands Legislative Assembly, CPA Post-Election Seminar and CPA Roadshow for young people in Cayman Islands



"The Commonwealth Parliamentary Association is a unique platform of national as well as state legislatures consisting of 181 member Parliaments across nine regions of the Commonwealth. The CPA plays an instrumental role in bringing the voices of the people of the Commonwealth, 2.4 billion, to the centre of discourse, of democracy and development." - Hon. Dr Shirin Sharmin Chaudhury, MP, CPA Chairperson 2014-2017 and Speaker of the Bangladesh Parliament



"The learning has been two ways. As a resource person, I have also learnt new procedures and practices throughout this seminar through the sharing of knowledge and best practices." - Hon. Bridgid Annisette-George, MP, Speaker of the House of Representatives of Trinidad and Tobago, CPA Post-Election Seminar and CPA Roadshow for young people in Cayman Islands



"As a young new Member of the House, I wish to express my appreciation of what I have learnt over the past two days. I have been given a wider view of what is expected of me as far as good governance and parliamentary standards are concerned." - Hon. Temard Butterfield, MHA, Turks and Caicos House of Assembly, CPA Post-Election Seminar in Turks and Caicos



"The School of Governance at the University of the Witwatersrand, Johannesburg, is very excited to be part of the CPA Fundamentals Programme. We believe that the course can offer both theory and practice, in a vibrant context that will speak to many, challenge many, and interrogate some inherited orthodoxies that perhaps fit an emerging democracy less well than planned." - Professor David Everatt, University of Witwatersrand, South Africa, CPA Fundamentals Programme Partner



"As a first time Parliamentarian, I have learnt so much at this CPA seminar that will allow me to make a more positive contribution in the House and on Committees. As a women Parliamentarian, I will also encourage more women colleagues to stand for election." - Acting Minister, Mrs Barbara Conolly, MLA, Cayman Islands Legislative Assembly, CPA Post-Election Seminar and CPA Roadshow for young people in Cayman Islands



"We were deeply honoured to be part of the CPA Roadshow in Malaysia. Thank you to the CPA for a very insightful presentation on Commonwealth values and their significance for the future of the Commonwealth community. Our students found the presentation very inspiring and fascinating, particularly on the importance of gender equality." - Prof. Dr Posiah Mohd Isa, Dean, Universiti Teknologi Mara, Malaysia, CPA Roadshow Partner School



Executive Summary

The Commonwealth Parliamentary Association (CPA) Annual Report and Performance Review for January to December 2017 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 2017, the CPA Headquarters Secretariat continued to roll out the Revised Programme Strands, with particular focus on the new flagship Parliamentary Fundamentals Course on Practice and Procedure, Lecture Series, Regional Hot Topic Forums and CPA Roadshows programmes together with existing programmes such as the CPA Post-Election Seminars and CPA Technical Assistance Programmes. The overall performance of these programme areas in this period are reviewed in this report.

The report outlines CPA activity in the three strategic pillars of the CPA Strategic Plan – **Parliamentary Benchmarking and Development** (which includes two core areas of CPA work – **Commonwealth Women Parliamentarians** and **CPA Small Branches**); **Public Outreach**; and **Communications and Publishing** – to highlight each programme’s activities and outcomes. Further CPA activity is covered under the areas of CPA Branch Visits, CPA Regional Conferences and working with partner organisations.

The CPA’s Annual Report and Performance Review 2017 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 for the period 2013 – 2017.

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.

Strategic Pillars	Parliamentary Benchmarking and Development	Public Outreach	Communications and Publishing
Strategic Outcome	Strong democratic legislatures that adhere to principles of good governance	CPA recognised as a global resource centre for advice and information on parliamentary practices	Greater awareness of the Commonwealth, its values and parliamentary democracy
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 of the role and value of parliamentary democracy and the role of Parliaments in promoting these values	Improved visibility and profile of CPA
	Increased awareness, understanding and ownership of CPA Benchmarks	Parliamentarians are informed, included and better equipped to engage in international discussions on trends and issues that have an impact on parliamentary democracy	Increased sharing of knowledge and best practices on good governance and rule of law among CPA membership
	Technical assistance responds flexibly to needs and priorities of member legislatures and ‘Special Interest Groups’	Parliaments more responsive to CPA outreach activities	CPA is a partner of choice in parliamentary strengthening
Progress on Cross-Cutting Issues – Gender and Rule of Law			



Chairperson’s Foreword

I am pleased to present to you the CPA Annual Report for 2017. It is a pleasure for me to share the effort of my fellow Parliamentarians in strengthening the role of the Commonwealth Parliamentary Association across the Commonwealth through its programmes, events and activities and the work of the CPA Headquarters Secretariat in furthering these goals. The year 2017 was once again a very busy time for the Commonwealth Parliamentary Association (CPA).

The CPA has launched its revised programmes strategy which has enhanced the number and quality of the CPA’s programmes and has undertaken new initiatives to reach out to both CPA Members and beyond the Association. Initiatives have been undertaken to improve the effectiveness of communication between the CPA Headquarters Secretariat and CPA Branches and to ensure there is more opportunity for Branches to contribute to and attend CPA programmes. It is a pleasure for me to look back on the goals achieved in 2017.

As Chairperson 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 strength of the CPA. It is important to allow all Members, large and small, to express views and raise concerns with equal voices in a participatory, democratic manner, thus ensuring greater inclusiveness. Member countries have common roots and histories; while they face common 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 crucial 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 63rd Commonwealth Parliamentary Conference (CPC) was successfully hosted by the outgoing CPA Chairperson, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh in Dhaka in November 2017 and earlier in the year, the CPA Executive Committee Meeting was held in Darwin, Northern Territory, Australia in April 2017 where many important agendas were addressed and resolved.

In 2017, there were significant developments in relation to the CPA’s Small Branches with the development of the first CPA Small Branches strategy by the CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the Parliament of Malta. This will bring a strengthened and renewed focus to assisting Small Branches and their Parliaments and Legislatures in addressing their unique common challenges and strengths. The 36th CPA Small Branches Conference held as part of the 63rd Commonwealth Parliamentary Conference in Dhaka, Bangladesh saw Members of Parliaments and Legislatures from CPA Small Branches attending.

The CPA continued the successful Commonwealth Parliamentary Association Lecture Series in 2017 with lectures in

the Caribbean, Americas and Atlantic; Africa and Asia Regions. The CPA Lecture Series offers Members a unique opportunity to hear from distinguished Parliamentarians and experts who have made an outstanding contribution to their nation’s parliamentary democracy. Collectively, this series of lectures will contribute not only to the CPA’s continuing dialogue within its membership, but also to reach out beyond to other stakeholders such as members of the international community, the diplomatic corps, civil society and the wider public and I look forward to further lectures being held in each CPA Region.

Within the pages of this Annual Report you will find descriptions of the CPA regional conferences held in 2017, and also the parliamentary seminars, post-election seminars, professional development programmes and Commonwealth Women Parliamentarians (CWP) events in the regions of Commonwealth. As the incoming Chairperson of the CPA, I look forward to attending and taking part in many of the future CPA and Commonwealth events. It is essential 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 Roadshows for Schools and Universities in different regions across the Commonwealth.

The CPA works not only with national parliaments 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 celebrates diversity – the strength and beauty of the Commonwealth. It allows all members an equal voice in a participatory and democratic manner ensuring greater inclusiveness.

CPA is a unique platform of Parliamentarians of Commonwealth countries and has great potential to effectuate innovative changes in addressing the common concern for ensuring the welfare of the people. It is imperative to pin point with objective precision and utmost clarity as to what CPA wants to achieve and lay down a foundation for the years beyond. It is for the 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 Secretary-General of the CPA, Mr Akbar Khan and the CPA Headquarters Secretariat staff for their work in achieving these goals.

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 and the CPA is grateful to the Members, Clerks and officials that carry out such a wide variety of work on behalf of the CPA across the Commonwealth.

I would like to express my sincere gratitude to all Members for their kind support extended to me as the new CPA Chairperson and to the team at the CPA Headquarters Secretariat for their support of me in my role.

As Chairperson of the CPA Executive Committee, I recommend this 2017 Annual Report to colleagues.

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



Secretary-General's Foreword

2017 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 end of 2017 marked the conclusion of my second year as the 7th Secretary-General of the CPA. It has been and continues to be a tremendous personal and professional privilege to be part of the senior leadership of this distinguished Commonwealth parliamentary network. A network that has been nurturing democratic governance across our Commonwealth for over 107 years. I feel honoured to continue this valuable work alongside you to further realise our Commonwealth political values for the benefit of all Commonwealth citizens through the strengthening of our membership. In this context, I am delighted to recognise and warmly welcome the return to the CPA family in 2017 of the Federal Parliament of the Commonwealth of Australia and very much look forward to their valuable participation across our networks.

2017 marked the transition to the stewardship of our newly elected CPA Chairperson, Hon. Emilia Monjowa Lifaka, MP and Deputy Speaker of the National Assembly of Cameroon. I would also like to express on behalf of the CPA, our immense gratitude to the former CPA Chairperson, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh, for the positive legacy of her tenure and for hosting a spectacular 63rd Commonwealth Parliamentary Conference in Dhaka in November 2017 which we will always remember as celebration of her achievements. I would also like to thank the Honourable Members of the Coordinating Committee and the Executive Committee for all their support during 2017.

In 2017, together we continued the journey of rolling out our revised Programme Strategy complemented by a restructure of the CPA Headquarters Secretariat to ensure the renewal and reinvigoration of the CPA so that it is fit for purpose in the 21st century. The restructure has led to a better allocation of our limited financial resources between support functions and programmatic work together with a net increase of skilled staff. Importantly, the anticipated significant savings arising from the restructure will in time be redirected to developing and delivering more parliamentary programmes which is the *raison d'être* of our existence.

This CPA Annual Report and Performance Review for 2017 is the first complete year to be measured against the new Monitoring and Evaluation Framework and includes measured intermediate outcomes against many of the activities undertaken during the year.

2017 also saw the CPA family launch a number of exciting and innovative programmes, in particular the CPA's flagship 'Parliamentary Fundamentals' course, focusing on Parliamentary Practice and Procedure for newly elected and returning Parliamentarians; a new series of online CPA Parliamentary Masterclasses, the first of their kind developed by the CPA and filmed in conjunction with the World Trade Organisation and the Parliament of Trinidad and Tobago and other key partners providing bite sized modules of knowledge to increase understanding of key issues facing Parliamentarians today.

The CPA also launched the CPA Lecture Series delivered by eminent persons in the Commonwealth; and the CPA Regional 'Hot Topics' Forums which saw a successful Asia Regional Forum in Pakistan in 2016 followed by Regional Forums in Australia/Pacific and the Caribbean in 2017. The CPA also continued its pioneering work by hosting with the Nova Scotia Branch, the first CPA Conference for Commonwealth Parliamentarians with disabilities which attracted the highest number of 'hits' for a single CPA event in 2017 on the CPA Twitter and Facebook pages.

We have received a high number of requests for Technical Assistance Programme (TAP) work related to self-assessments conducted by Branches based on the CPA Benchmarks for Democratic Legislatures. This seminal body of work launched in 2006 is now being updated by a joint study group led by the CPA to meet the challenges posed by UN Sustainable Development Goal 16 (SDG's) which identifies Parliaments as effective public institutions to help deliver all the SDGs. We anticipate completing this revised body of work later in 2018.

Other strong areas of performance in 2017 included CPA work in supporting greater political participation of women in Parliament led by the Commonwealth Women Parliamentarians (CWP). With female political participation in 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. However, there are some bright spots, especially in the Pacific Region which is seeing a greater number of women being elected. To support its work, the CWP Chairperson and CWP Steering Committee have developed a three-year CWP Strategic Plan 2017-2019, which will underpin and guide future CWP activities.

Our work in 2017 also highlighted the importance of youth engagement, which is most visible in the success of our CPA Roadshows for Schools and Universities and the launch of a CPA Teachers' Resource Pack prepared in partnership with the British Council and the Commonwealth Secretariat to support schools in their teaching about the role and nature of the Commonwealth. With over 60% of the Commonwealth's 2.4 billion citizens



currently under the age of 30, the importance of engaging young people cannot be overstated. The response to connecting Commonwealth Parliamentarians with young people in local schools and universities to promote Commonwealth values has been overwhelmingly positive. We have reached over 15,000 young people across the Commonwealth in just under two years and this figure is growing. This is a great example of a very cost-effective outreach programme with tremendous success due to the active participation of our Members and Branches.

As part of our partnership orientated approach, in December 2017, the CPA signed a Memorandum of Understanding (MoU) with the United Nations Environment Programme aimed at providing cutting-edge training on climate change for Commonwealth Parliamentarians. I am sure you will agree with me that the right partnerships can help the CPA to amplify our work and visibility, burden share and maximise our impact.

I anticipate that 2018 will be another exciting and busy year for CPA! We have already started to develop the next CPA Headquarters strategic plan for 2018-2021 aimed at setting the strategic direction of the CPA for the next three years. This will include, amongst other key deliverables, the opening of important discussions with the UK Government

to take forward the decision of the 2017 General Assembly to reconstitute the CPA from its current charitable status in the UK to a more appropriate non-charitable status reflecting the CPA's international character and vocation.

The new three-year strategic plan will put the CPA on a much firmer footing to fully realise the vision we have set for ourselves of a strong, resilient and outward looking CPA, strengthening Commonwealth democratic governance in the 21st century. The need for the CPA to continue to strengthen its core programmatic work and to translate the practical benefits of democratic governance to the peoples of the Commonwealth has never been greater.

Through this 2017 CPA Annual Report and Performance Review, 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.

Mr Akbar Khan
Secretary-General
Commonwealth Parliamentary Association (CPA)

CPA Secretary-General highlights renewed focus on global security at UK conference

The CPA Secretary-General, Mr Akbar Khan has highlighted the need for international cooperation beyond national boundaries at the International Parliamentary Conference (IPC) on National Security and Cybersecurity in London, United Kingdom in March 2017. The CPA Secretary-General emphasised the importance of international networks, including the Commonwealth Parliamentary Association, in addressing national security issues. The conference organised the UK Branch of the Commonwealth Parliamentary Association (CPA UK) brings together Parliamentarians from around the world.

The International Parliamentary Conference was formally opened with an address from the United Kingdom's Secretary of State for Defence, Rt. Hon. Sir Michael Fallon MP who began with reference to last week's attack on Westminster and underlined the international nature of the victims, who included citizens from France, the United States, Romania and South Korea as well as the United Kingdom. On a global level, Sir Michael emphasised the importance of international networks, including the Commonwealth, in addressing national security issues. The shared history of the Commonwealth, as well as its Charter which sets out a commitment to human rights, peace and stability, means the network of 52 nations can play an important role on the global stage. Sir Michael also advocated democracy as the greatest weapon against aggression, terrorism and threats to national security.



CPA ACTIVITIES IN 2017

63rd Commonwealth Parliamentary Conference and Executive Committee Meetings

Bangladesh Prime Minister urges Commonwealth Parliamentarians to uphold democratic principles at the 63rd Commonwealth Parliamentary Conference in Bangladesh

The Prime Minister of Bangladesh, H.E. Sheikh Hasina, MP, Vice-Patron of the Commonwealth Parliamentary Association urged Commonwealth Parliamentarians to uphold democratic principles as she opened the 63rd Commonwealth Parliamentary Conference (CPC) in Dhaka, Bangladesh, held from 1 to 8 November 2017. The Bangladesh Prime Minister said: “We, Parliamentarians, being the people’s representatives have the first and foremost obligations to preserve and maintain the faith of the people in democracy and Parliamentary institutions.”

One of the largest annual gatherings of Commonwealth Parliamentarians, the conference addressed key global issues and solutions. Against a backdrop of greater scrutiny of Parliamentarians and the overall public trust deficit in Parliaments, 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 overall main conference theme for the 63rd CPC was ‘Continuing to enhance the high standards of performance of Parliamentarians’. The conference was hosted by the CPA President and outgoing Chairperson of the CPA International Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh. The conference also included the 36th Small Branches Conference and meetings of the Commonwealth Women Parliamentarians (CWP) and Society of Clerks at the Table (SOCATT).

The CPA President and Chairperson of the CPA International Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh said: “The Commonwealth Parliamentary Association (CPA) provides a forum for change-makers from around the world to come together to discuss solutions to the global challenges that we face. 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.” The CPA President read to delegates at the conference the goodwill message for the 63rd CPC from Her Majesty Queen Elizabeth II, Patron of the CPA and Head of the Commonwealth.

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan welcomed Commonwealth Parliamentarians and delegates to the conference and said: “The Commonwealth Parliamentary Conference strengthens our networks and nurtures our shared Commonwealth democratic values. The fact that the Commonwealth Parliamentary Association embodies diversity yet shares values of democracy, rule of law and human rights, only serves to strengthen and deepen our unity. The need for the CPA to continue to strengthen its core programmatic work and to translate the practical benefits of democratic governance to the peoples of the Commonwealth has never been greater.”

The Commonwealth Secretary-General, Rt Hon. Patricia Scotland QC in a video message to delegates said: “Shared understanding of democratic values, with honest and accountable administration, and respect for the separation of powers, are fundamental to our Commonwealth approaches to development. The CPA conference and the work of the Commonwealth Parliamentary Association are fine examples of how forums and mechanisms for exchange of ideas and expertise enable us to leverage the advantages our shared inheritances offer.”

The vote of thanks on behalf of Members of Parliament was given by Hon. Vicki Dunne, MLA, CPA Treasurer and Deputy Speaker of the Australian Capital Territory Legislative Assembly.

Workshops and debates were held during the conference on a wide range of topics including *the role of Parliament in addressing the challenges of democracy; the role of trade in building stronger ties within the Commonwealth; Climate Change in the Commonwealth context; and giving a voice to the youth of the Commonwealth.* The Conference Concluding Statement for the 63rd Commonwealth Parliamentary Conference (CPC) containing the main outcomes of the conference; a summary of the workshop discussions, and the recommendations that were either endorsed or noted by the Members in attendance is available at the following link: www.cpahq.org/cpahq/cpc2017concludingstatement.

The 63rd CPC took place ahead of the 2018 Commonwealth Heads of Government Meeting, the ‘Commonwealth Summit’ in London, UK. The outcomes of the Conference, as well as a unique parliamentary perspective, were able to be fed directly into the Summit, which is themed ‘Towards a Common Future’.

Commonwealth Parliamentarians attending the 63rd Commonwealth Parliamentary Conference were given a briefing by His Excellency Abul Hassan Mahmood Ali, MP, Foreign Minister of the People’s Republic of Bangladesh on the Rohingya humanitarian crisis in Bangladesh. Following the briefing, Commonwealth Parliamentarians called for urgent action from the international

Left: The Prime Minister of Bangladesh, H.E. Sheikh Hasina, MP, Vice-Patron of the Commonwealth Parliamentary Association opens the 63rd Commonwealth Parliamentary Conference in Bangladesh.



Above: Parliamentarians from across the Commonwealth attend the 63rd Commonwealth Parliamentary Conference in Dhaka, Bangladesh in November 2017.

community to resolve the ongoing humanitarian crisis facing the Rohingya community in Bangladesh. The adoption of a statement on the crisis was proposed by the CPA Malta Branch and a CPA statement on the Rohingya crisis was adopted by consensus by the Commonwealth Parliamentarians attending the 63rd General Assembly of the Commonwealth Parliamentary Association (CPA) held in Dhaka, Bangladesh on Tuesday 7 November 2017. The CPA statement on the Rohingya crisis “affirms the collective will of the membership of the Commonwealth Parliamentary Association to call for urgent action from the international community to resolve the ongoing humanitarian crisis facing the Rohingyas ethnic minority.” The full CPA statement on the Rohingya is available at: www.cpahq.org/cpahq/rohingya.

Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon was elected as the new Chairperson of the Commonwealth Parliamentary Association (CPA) International Executive Committee at the 63rd CPA General Assembly. The new Chairperson of the Commonwealth Parliamentary Association (CPA) International Executive Committee was elected for a three-year term at the General Assembly that took place in Dhaka, Bangladesh as part of the wider 63rd Commonwealth Parliamentary Conference. The new Chairperson succeeds the outgoing CPA President and Chairperson of the CPA International Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh.

The 63rd CPA General Assembly approved the application from the Federal Parliament of Australia to reconstitute the Commonwealth of Australia Branch of the CPA from 1 January 2018. The Federal Parliament of Australia submitted a valid application together with a resolution to the CPA Headquarters Secretariat to re-join the CPA Membership.

The first Commonwealth Parliamentary Association Lecture for the CPA Asia Region was held at the 63rd Commonwealth

Parliamentary Conference with Professor Dr Gowher Rizvi, International Affairs Advisor to the Prime Minister of Bangladesh who spoke of the Commonwealth’s enduring political values that bring challenges and opportunities for Commonwealth Parliamentarians.

A youth roundtable event was hosted by the CPA Bangladesh Branch with discussions between Commonwealth Parliamentarians and young people from a range of youth groups in Bangladesh. The inaugural youth roundtable was chaired by the CPA President and Chairperson of the CPA International Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh and the topic for the discussions was ‘The importance of participatory governance to peaceful, democratic societies’.

Eighteen Law Faculty students from Dhaka University and two of the young people who had attended the 8th CPA Commonwealth Youth Parliament in British Columbia, Canada exchanged views with Commonwealth Parliamentarians representing all nine CPA Regions. Following a lively session debating the democratic importance of parliaments engaging with young people to ensure that the views of the youth contributed to policy making decisions by governments, the workshop divided into two groups to agree a series of recommendations to be presented to conference delegates attending the 63rd CPC Workshop G - Giving voice to the youth: mechanisms for ensuring effective participation of youth in the governance process.

The newly constituted Executive Committee of the Commonwealth Parliamentary Association met at the conclusion of the 63rd Commonwealth Parliamentary Conference in Dhaka, Bangladesh and elected the new Vice-Chairperson of the CPA Executive Committee. The CPA Executive Committee represents the nine

Left: The CPA President and Chairperson of the CPA International Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP hosted the inaugural youth roundtable at the 63rd CPC with discussions between Commonwealth Parliamentarians and young people from a range of youth groups.





Above: The new Chairperson of the CPA International Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon is congratulated by the outgoing CPA President and Chairperson of the CPA International Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh.

regions of the CPA – Africa; Asia; Australia; British Islands and Mediterranean; Canada; Caribbean, Americas and Atlantic; India; Pacific; and South East Asia. The meeting was chaired by the new Chairperson of the CPA Executive Committee, Hon. Emilia



Lifaka (Cameroon) and during the meeting, Hon. Alexandra Mendes, MP (Canada Federal) was confirmed as the new Vice-Chairperson of the CPA Executive Committee.

Monitoring and Evaluation: 63rd CPC

A daily bulletin was produced at the 63rd CPC and distributed to all delegates and available online – to access copies of the 63rd CPC daily bulletins produced

during the conference visit: www.cpahq.org/cpahq/cpc2017dailybulletin. 63rd CPC conference news is also available on the CPA website at: www.cpahq.org/cpahq/cpc2017news and Twitter at hashtag #63CPC.



A full round up of all of the conference news and workshop reports from the 63rd Commonwealth Parliamentary Conference (CPC) were published in *The Parliamentarian*: Conference Issue in December 2017.

Media Coverage: The 63rd CPC was covered extensively by Bangladeshi and regional South Asia media outlets – print, TV, radio and digital. This resulted in widespread media coverage in Bangladesh and international media including many front pages. Between 4 April and 8 November 2017, 48 news articles (online and print) were featured on the 63rd CPC. Key publications included: Bangladesh Daily Star; Bangladesh Daily Sun; and Asian Age.

The CPA Chairperson, the CPA Secretary-General, Members of the Executive Committee, Parliamentarians and CPA Secretariat staff briefed the media and held press conferences at the 63rd CPC to ensure the media were fully involved in the conference and ensuring global media coverage.

The CPA Secretary-General wrote an article titled 'Towards a Common Future' that was published on 4th November 2017 in the Bangladesh Daily Star on the eve of the 63rd CPC.

Social Media Coverage: The CPA Headquarters Secretariat posted extensively on social media before, during and after the 63rd CPC on its official Twitter and Facebook page. Between 1 October and 30 November 2017, 34 separate posts on Twitter reached a total of 94,906 page impressions (views). On Facebook, 17 social media posts reached 25,126 page impressions (views).



International delegation of Commonwealth Parliamentarians hosted by Legislative Assembly of Northern Territory in Darwin, Australia

The Legislative Assembly of Northern Territory in Australia has 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 25 to 27 April 2017.

The platform that the CPA provides for both national legislatures and also sub-national, provincial, state and territorial legislatures to network, share good practice and innovative work to strengthen the role of parliament as an institution, is essential in an age of greater scrutiny of parliament's work. 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.

For the Legislative Assembly of Northern Territory, one of the CPA's Small and most active Branches, stepping up to host a large-scale international meeting like this demonstrates the commitment to parliamentary democracy and the work of the CPA. The hosting of this meeting is a major contribution to the CPA and an excellent opportunity to showcase the Northern Territory to Parliamentarians from across the Commonwealth.

The Northern Territory is one of the Commonwealth's strongest jurisdictions with regards to gender equality, with 48% of women representatives and over 50% in its Cabinet. This excellent example of a progressive, modern and genuinely representative parliament is a beacon of hope in the CPA's membership. During the CPA Mid-Year Executive Committee meetings, the Speaker of the Legislative Assembly of the Northern Territory and CPA Northern Territory Branch President, Hon. Kezia Purick MLA and Hon. Dato' Dr Noraini Ahmad MP (Malaysia), Chairperson of the Commonwealth Women Parliamentarians (CWP) hosted a special dinner for all female delegates in recognition of the Northern Territory's achievements in gender equality. The CPA Executive Committee approved an exciting, results driven and impactful strategy to develop the work of the Commonwealth Women Parliamentarians in the future.

The CPA Executive Committee also demonstrated its commitment to Small Branches (jurisdictions with a population of 500,000 or less like the Northern Territory) by paving the way for the development of a focused work programme under the leadership of the newly elected CPA Small Branches Chairperson, Hon. Anglu Farrugia MP, Speaker of the House of Representatives of the Parliament of Malta.

The Speaker of the Legislative Assembly of the Northern Territory, Hon. Kezia Purick MLA said: "I am delighted to welcome, on behalf of the Legislative Assembly of Northern Territory, the Speakers and Members of Parliament, parliamentary staff and international delegations from over 30 Commonwealth Parliaments to the Commonwealth Parliamentary Association (CPA) Mid-year Executive Committee Meeting at Parliament House this week. By hosting this meeting, the Legislative Assembly of Northern Territory is making a major contribution to the CPA and it gives us an excellent opportunity to promote the Northern Territory to Parliamentarians from all around the Commonwealth."

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 Executive Committee and a series of events aimed at furthering the governance of the Association. The CPA Executive Committee meetings were opened with a formal ceremony at Parliament House with a traditional aboriginal performance by the Red Flag dance troupe from Numbulwar.

The Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh chaired the meetings in Darwin, Australia. The CPA Chairperson said: "The Commonwealth Parliamentary Association Executive Committee is delighted to visit the Legislative Assembly of Northern Territory in Darwin, Australia as hosts of the CPA Mid-Year Executive Committee and are encouraged by their commitment to the Commonwealth Parliamentary Association. Their achievements this week show that all CPA Branches, big and small, can play an active role in the CPA to further our shared goals of parliamentary strengthening and sharing best practice. The Northern Territory Branch stands proud as part of the CPA, able to demonstrate remarkable innovations which creates a great source of learning for other parliaments in the CPA."

The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan welcomed the Members of the Executive Committee to the Mid-Year Meeting. Executive Committee Members attended various meetings over several days including the Coordinating Committee, Finance Subcommittee and Planning and Review Subcommittee to review the CPA's Annual Reports, Audited Accounts and Budget Planning and the work of the CPA.

During the CPA delegation's visit to the Northern Territory of Australia, Executive Committee Members also attended a reception at Government House Darwin hosted by His Honour Hon. Mr John Hardy AO, Administrator of the Northern Territory; and a reception at the Royal Flying Doctor Service facility at Stokes Hill Wharf hosted by Hon. Mr Michael Gunner MLA, Chief Minister of the Northern Territory.

The CPA Secretariat delegation also held a CPA Roadshow for Schools and Universities at Taminmin College in Darwin with local Parliamentarians.

Monitoring and Evaluation: CPA Mid-Year Executive Committee

Social Media coverage: The CPA Headquarters Secretariat posted online about the CPA Mid-Year Executive Committee on both its official Twitter and Facebook page, reaching a total of 14,279 page impressions (views) on Twitter and 1,094 impressions on Facebook. The highest reaching Tweet was posted on 28 April 2017 gaining 5,950 page impressions (views).

Below: The CPA International Executive Committee meet in Darwin, Northern Territory, Australia.



CPA PROGRAMMES - PROGRESS AND KEY OUTPUTS AGAINST INTERMEDIATE OUTCOMES

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'

FLAGSHIP PROGRAMME: CPA Parliamentary Fundamentals Course on Practice and Procedure

The CPA Parliamentary Fundamentals Course on Parliamentary Practice and Procedure provides 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 to two reputable Commonwealth universities to ensure quality, consistency and reputation of training: McGill University, Canada and the University of Witwatersrand, South Africa.

The online and face-to-face components took place at both WITS University and McGill University in the first half of 2017.

A total of 46 participants were nominated by their respective Parliaments to participate in the CPA Fundamentals programme. This was made up of 23 Commonwealth Parliamentarians for the Fundamentals programme for Small Branches at McGill University, Canada and a further 23 participants at the Fundamentals programme at University of the Witwatersrand, South Africa.

Of the 22 Commonwealth Parliamentarians who participated in the online component of the CPA Fundamentals for Small Branches at McGill University, 20 went on to attend the residential component from 24 to 29 April 2017 in Montreal, Canada. At the University of the Witwatersrand, 23 Commonwealth Parliamentarians participated in the online component of the course and 20 went on to attend the residential component from 22 to 26 May 2017 in Johannesburg, South Africa.



Monitoring and Evaluation – CPA Fundamentals Course

CPA Members feedback: In accordance with the CPA Monitoring and Evaluation Framework, participants nominated for the programme were asked the following four questions as part of the application process:

1. Please tell us, what is your key motivation for attending the Parliamentary Fundamentals Course?
2. What are your expectations from this course?
3. How do you plan to use the learnings from this course in your work?
4. What are your future career plans?

One Member said: *"I had not previously done an online course. I felt that the time commitment expected of that part of the course was unrealistic. We are very busy people. To give priority to demanding coursework over our jobs as MPs is unrealistic. I also found that the teaching was much better face to face than watching the online video. That may just reflect how I like to learn. I thought some of the teaching methods face to face were very good but the online videos were boring and the reading materials far too extensive in terms of the time required"*.

Hon. Michael Stewart, MP, Parliament of Jamaica, CPA Fundamentals Programme 2017 said: *"The CPA is indeed a wonderful organization which continues to expose Parliamentarians to best practices across the globe. The experience was fantastic. Thanks for the exposure, the cultural exchange, the intellectual and practical solutions discussed as Parliamentarians. We will certainly be better-off having attended. A tremendous thank you once more...LONG LIVE THE CPA...LONG LIVE!"*

When asked to share a testimonial of the course, one Member commented: *"Excellent organisation and interactive discussions with colleagues invaluable."*

Left: The CPA Headquarters Secretariat funded the first group of Commonwealth Parliamentarians to study on the inaugural CPA Fundamentals Programme on parliamentary practice and procedure delivered by the University of the Witwatersrand in South Africa.

Another Member commented the following: *"All new parliamentarians from any democratic Parliament face similar problems. This course puts things into perspective and gives the tools to be an effective Member."*

Another Member's testimonial read: *"There was a tremendous amount of effort, experience and skills disseminated by faculty and presenters. It entailed excellent content but there can be modifications as to the clarity for various assignments. However, it is quite understandable for a course involving such parliamentary diversity and I can only wish continued success as I envisage efficiency in structural development going forward."*

Both Universities have also provided feedback to the CPA Headquarters Secretariat, and this has included the following:

- The requirement to have a first degree has proven a challenge so 2018 will focus on experience as opposed to an academic qualification;
- In terms of the delivery dates for the programme, participants asked that the CPA explore the possibility of delivering the programmes during recess periods although the CPA Secretariat has investigated this and reports that this is a challenge as there is little consistency between Parliaments in terms of recess or early knowledge of when these dates will occur.
- It is necessary to communicate with participants directly and not through Branch Secretaries or other parliamentary support staff.
- Both Universities require names and details of participants as early as possible to prepare for course delivery.
- It is important for participants on the programme to have greater commitment to completing the full programme. The Secretariat must ensure that Branches as well as Members are aware that in order to successfully complete the programme they must complete all components.

Social Media Coverage: The CPA Headquarters Secretariat posted online about the CPA Fundamentals Course 6 times on both its official Twitter and Facebook page, reaching a total of 3,335 page impressions (views) on Twitter, and 1,292 impressions on Facebook (4,627 total impressions). The highest reaching Tweet was posted on 19 June 2017 gaining 1,706 page impressions (views).

International Parliamentary Staff Development Programme

The International Parliamentary Staff Development Programme is aimed at giving mid-level parliamentary staff a better understanding of the roles and responsibilities of Parliament's worldwide and greater insights into the workings of their own Parliaments. 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 21st 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.*

A total of 13 nominations were received for the International Staff Development Programme from 13 CPA Branches. A total of 10 parliamentary staff attended the face-to-face programme which took place from 15-19 May 2017. (This was increased from



Above: 23 Commonwealth Parliamentarians funded by the Commonwealth Parliamentary Association Headquarters on the inaugural CPA Fundamentals Programme for Small Branches with McGill University in Canada.

the original figure of nine due to the overwhelming number of sponsored applicants). This session was followed by five web-based courses running from September 2017 through to June 2018. Evaluation of this programme will be completed at the conclusion of the course.

Commonwealth Parliamentary Research Service (CPRS)

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 Branches and invites input from all Branches. In this reporting period, CPA Headquarters Secretariat received 2 CPRS queries.

CPRS query - No Confidence Motion (February 2017):

- Query: 1. What is the power of the Speaker to rule out motions on the grounds of lack of factual basis?; 2. The requirements for a no confidence motion in senior members of the government and/or Officers of Parliament e.g. the Deputy Speaker?; 3. Circumstances when a vote in Parliament can be in secret?
- Responses: 20 Branches from 6 CPA Regions

CPRS query – Ethics and Disciplinary (April 2017):

- Query: Please provide instances over recent years of where there have been infringements of Laws, Standing Orders or Codes of Conduct (where this applies) related to ethics and Members' behaviour/conduct and share what sanctions were available to address the behaviour and identify what remedy was eventually effected' (links to Court data, Hansards or Parliamentary reports to provide further information would be most helpful).
- Responses: 14 Branches from 5 CPA Regions.



CPA Post-Election Seminars (PES)

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. 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. In 2017, the following CPA Post-Election Seminars took place:

CPA Post-Election Seminar, Turks and Caicos

6 to 9 June 2017 (a CPA Roadshow was also held in conjunction with the PES):

- 14 Members of the House of Assembly of Turks and Caicos attended the PES.
- Resource persons attended from 3 CPA Branches: Hon. Shirley Osborne, MLA, Speaker of the Montserrat Legislative Assembly; Hon. Dave Levac, MPP, Speaker of the Ontario Legislative Assembly; and Mrs Jacqui Sampson-Miguel, Clerk of the House of Representatives, Parliament of Trinidad and Tobago.

Monitoring and Evaluation: CPA Post-Election Seminar, Turks and Caicos

Feedback from Members: 40% of Members attending the PES completed the feedback and evaluation forms at the conclusion of the seminar. A sample of responses from CPA Members is provided below:

- When asked as to whether the seminar had helped Members acquire good practices at an operational level that will have an impact to their performance as a Parliamentarian, Members provided the following responses:
 1. "Yes, the seminars provided the opportunity to share different opinions, especially from our visiting guests on how their parliaments work."
 2. "Yes. I have learned about the importance of including the opposition in the consultation practice following the example of Trinidad and Tobago."
- When asked what the two key take-away messages were from the seminar that will have an impact on Members' conduct and performance, one Member responded: "The work of the CPA towards youth involvement; and the use of the CPA as a constituency/available resource as a member of a PAC and chair of Expenditure."

News Coverage: 1 CPA press release and 3 news articles.

Social Media Coverage: The CPA Headquarters Secretariat posted online about the Turks and Caicos CPA Post-Election Seminar a total of 6 times on both its Twitter and Facebook page, reaching a total of 9,576 page impressions (views) on Twitter, and 12,061 impressions on Facebook (21,637 total impressions). The highest reaching post was posted on the CPA Facebook page on 7 June 2017 gaining 2,609 page impressions (views).



Above: The CPA Post-Election Seminar in Turks and Caicos.

CPA Post-Election Seminar, Cayman Islands

2 to 5 August 2017 (a CPA Roadshow was also held in conjunction with the Post-Election Seminar)

- Presided over by the Speaker of the Cayman Islands Legislative Assembly, Hon. W. McKeeva Bush, OBE, JP, the seminar was attended by seven MLAs, three of whom are newly elected for the first time. There was a high level of participation from the Members attending the event involving a very good level of debate throughout each session.
- The Resource team provided excellent insight and examples from both the Cayman Islands and other jurisdictions that enhanced the programme. The seminar was delivered by the CPA using a team of three overseas experts as the Resource team: Hon. Senator Bridgid Annette-George, MP, Speaker of the House of Representatives of Trinidad and Tobago; Hon. K. H. Randolph Horton, MP, former Speaker of the House of Assembly of Bermuda; and Mrs Heather E. Cooke, Clerk to the Houses of Parliament of Jamaica and CPA Caribbean Regional Secretary; as well as two local resource persons: Hon. Mary Lawrence, former Speaker of the Cayman Islands Legislature and Mr Rolston Anglin, former Minister of Education, Training and Employment.

Below: The CPA Post-Election Seminar in the Cayman Islands.



● Hon. Senator Bridgid Annette-George, MP, Speaker of the House of Representatives of Trinidad and Tobago: "The learning has been two ways. As a resource person, I have also learnt new procedures and practices throughout this seminar through the sharing of knowledge and best practices."

Monitoring and Evaluation: CPA Post-Election Seminar, Cayman Islands

Feedback from Members: Example feedback from Members as follows:

- Acting Minister, Mrs Barbara Conolly, MLA: "As a first time Parliamentarian, I have learnt so much at this CPA seminar that will allow me to make a more positive contribution in the House and on Committees. As a women Parliamentarian, I will also encourage more women colleagues to stand for election."
- Mr David Wight, MLA: "I have come away from this seminar with a broader view of Parliament and its running." "After over twenty years in politics, I have learnt more about Parliament in the two days of the CPA seminar than I ever knew previously."

There was also feedback from the CPA Resource Team:

News Coverage: The CPA Secretary-General held a press conference with Cayman Islands local media (TV, print and radio) at the opening of the seminar resulting in extensive local news coverage (3 TV stories, 2 print, 8 digital and 1 radio). The CPA Post-Election Seminar and subsequent CPA Roadshow were featured on CPA social media channels.

Social Media Coverage: The CPA Secretariat posted online about the Cayman Islands Post-Election Seminar six times, reaching a total of 12,035 page impressions (views) on Twitter and 2,797 impressions on Facebook. The highest reaching post on Twitter on 3 August 2017 gained 2,478 page impressions (views).

CPA Technical Assistance Programmes (TAP)

This CPA 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 Recommended Benchmarks for Democratic Legislatures. In 2017, the CPA has continued to support two 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 for the National Assembly of Mauritius

In 2017, the following activity took place as part of the Technical Assistance Programme for the National Assembly of Mauritius.

- **Media Training:** In-house media training was provided to Members of the Mauritius National Assembly in January 2017, with the assistance of Hon. Glen Elmes, MP from the CPA Queensland Branch. Hon. Elmes submitted a report to the CPA Secretariat which was adapted and published in *The Parliamentarian* 2017: Issue Two.
- **Gender Caucus:** The CPA Secretary-General visited Mauritius in March 2017 to attend the launch of the Gender Caucus at the National Assembly.
- **Gender Audit:** The CPA Headquarters Secretariat is working with the Branch to identify a gender consultant to carry out a gender audit within the National Assembly. This will be informed by the UNDP gender expert appointed in September 2017.
- **Self-Assessment Document:** The CPA Headquarters Secretariat awaits the Mauritius Branch Self-Assessment document.

Monitoring and Evaluation – CPA TAP (Mauritius)

News Coverage: 1 CPA press release and 2 news articles.

Social Media Coverage: The CPA tweeted about the launch of the Gender Caucus in the National Assembly of Mauritius on 23 March 2017 gaining 1,131 page impressions (views).



CPA Technical Assistance Programme for the Parliament of Fiji

In 2017, the following activity took place as part of the Technical Assistance Programme for the Parliament of Fiji.

- **Self-Assessment Document:** The CPA Secretariat received the Fiji Branch Self-Assessment against the CPA's Recommended Benchmarks for Democratic Legislatures in February 2017.
- **Branch Visit:** The CPA Secretary-General made a Branch visit to Fiji in May 2017 and discussed the detailed elements of the Fiji TAP.
- **Project Proposal Writing:** The CPA collaborating with the UNDP Pacific delivered this element in the second half of 2017.
- **Speech Writing:** The CPA collaborating with the UNDP Pacific delivered this element in the second half of 2017.

Monitoring and Evaluation – CPA TAP (Fiji)

Social Media Coverage: The CPA Secretariat posted on Twitter about the Fiji Technical Assistance Programme on 22 May 2017 gaining 1,301 page impressions (views). A report on the CPA Technical Assistance Programme for the Parliament of Fiji is due to be published in *The Parliamentarian* in 2018.

Public Accounts Committees

Focus on Parliament's oversight of responses to national crises through Public Accounts Committees

A global study group on Public Accounts Committees (PACs) and their oversight of responses to national crises organised by the Commonwealth Parliamentary Association (CPA) and hosted by the Legislative Assembly of British Columbia has taken place in Victoria, Canada from 13 to 14 July 2017. The study group is working on recommendations for action and heard from global experts in the field. One of the conclusions of the study group was that PACs should access expertise offered by organisations such as the Red Cross when considering their oversight of responses to national crises.

Hon. Toomata Aki Tuipea, MP, Member of the Finance and Expenditure Committee from the Parliament of Samoa attending the study group said: "While these International mechanisms set clear directions on the global scale, a crucial message remains that nations must not be complacent in their own isolated parts of the world but must continue to implement high level commitments through domestic actions to protect the most vulnerable communities; particularly those who are constantly threatened by adverse effects such as sea level rise, the loss of land, drought, extreme weather events, and impacts on community food supplies."

The CPA has prioritised the strengthening of PACs to improve public financial management and this programme is part of its longstanding commitment to strengthening Parliaments, especially in developing parliamentary capacity for effective financial scrutiny and improving Parliaments' audit performance. The Secretary-General of the CPA, Mr Akbar Khan said: "In today's modern democracies, it is very important to have well-resourced Public Accounts Committees in our Commonwealth Parliaments who understand their role in disaster management. The CPA is delighted to progress the important work through this study group."



Above: The study group on Public Accounts Committees (PACs) and responses to national crises took place in British Columbia, Canada.

Members of Parliament attended the study group from CPA Branches including Grenada, Samoa, Sierra Leone, British Columbia and Sri Lanka and included Members of PACs, parliamentary staff, representatives from the Canadian Red Cross and International Federation of the Red Cross as well as a representative from the Auditor-General's Office of British Columbia.

Monitoring and Evaluation – PAC Study Group

Social Media Coverage: The CPA Headquarters Secretariat posted on Twitter about the PAC Study Group in July 2017 gaining 3,232 page impressions (views).

CPA Parliamentary Seminars

14th CPA Canadian Parliamentary Seminar focuses on strengthening democracy and role of Parliamentarians

Commonwealth Parliamentarians from across the CPA membership have looked at the challenges and solutions to strengthening democracy at the 14th CPA Canadian Parliamentary Seminar held in Ottawa, Canada from 15 to 21 October 2017. The annual seminar, organised by the CPA Canada Federal Branch, saw the participation of over twenty-five delegates from eight of the nine regions of the Commonwealth Parliamentary Association (CPA).

Delegates were welcomed by Hon. Yasmin Ratansi, MP, Chair of the CPA Canada Federal Branch and Canada Federal Member of Parliament



Participants in the 14th CPA Canadian Parliamentary Seminar in Ottawa. *Many of you have travelled great distances to be here and we are grateful for your participation. It is a privilege to gather with our friends from across the Commonwealth in order to promote democratic*

governance and to support greater understanding of parliamentary systems. For 14 years, the annual CPA Canadian Parliamentary Seminar has proven to be a forum that encourages collaboration. In working together to build an informed parliamentary community, we are, at the same time, building goodwill among our countries."

The 14th CPA Canadian Parliamentary Seminar is an opportunity to share good practice with Members on key issues such as the importance of the CPA Codes of Conduct as a tool to help address the trust deficit in Parliaments; the importance of gender equality in parliament; and the essential role that an effective Committee can play. The CPA Headquarters Secretariat assisted in the funding of the seminar.

The CPA Branches attending the 14th CPA Canadian Parliamentary Seminar were: Zambia; Northern Territory; South Australia; New South Wales; Scotland; Wales; Newfoundland and Labrador; New Brunswick; Canada Federal; Tamil Nadu; India Union (Lok Sabha); Gujarat; Guyana; Jamaica; Saint-Lucia; Trinidad and Tobago; Singapore; Sri Lanka; Pakistan; Balochistan. The CPA Roadshows for young people were also launched for the CPA Canada Region during the seminar.

Monitoring and Evaluation – CPA Canadian Parliamentary Seminar

Social Media Coverage: The CPA Headquarters Secretariat posted online about the CPA Canadian Parliamentary Seminar with 1,544 page impressions (views) on the CPA's Twitter channel and 1,345 page impressions (views) on the CPA's Facebook page.

CPA Masterclasses

CPA Masterclasses www.cpahq.org/cpahq/cpamasterclasses provide concise video briefings for Members of Parliament, 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 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.

Monitoring and Evaluation – CPA Masterclasses

The CPA Masterclasses programme was launched in early 2018. Reporting and evaluation will be included in the 2018 CPA Annual Report and Performance Review. This reporting will include data analytics of CPA Masterclasses and Member feedback.

Above right: Hon. Poto Williams, MP from New Zealand films a CPA Masterclass on gender and parliament.



Social Media Coverage – CPA Masterclasses: The CPA Secretariat posted on social media about the CPA Masterclasses, reaching a total of 6,722 page impressions (views) on Twitter, and 1,892 impressions on Facebook (8,614 total impressions). The highest reaching Tweet was posted on the CPA Twitter page on 27 February 2017 gaining 6,722 page impressions (views).

CPA Masterclasses filmed in 2017		
Presenter	Topic	CPA Region/Organisation
Disaster Risk Reduction		
Hon. Tonio Fenech, Former Finance Minister, Republic of Malta	How Malta tackled the Libya Crisis	CPA British Islands and Mediterranean Region
Professors from University of Reading	Disaster Risk Reduction	University of Reading
Gender and Parliament		
Hon. Yasmin Ratansi, MP (Canada Federal)	Gender budgeting and gender analysis	CPA Canada Region
Hon. Poto Williams, MP (New Zealand)	How to set up a mentoring programme for female Parliamentarians	CPA Pacific Region
Hon. Lechesa Tsenoli, MP (South Africa)	The role of male MPs as Agents of Change	CPA Africa Region
Hon. Brenda Hood, former Senator (Grenada)	Women's and Gender Caucusing	CPA Caribbean, Americas and Atlantic Region
Corporate Leadership		
Mr Ian Lawson and Ms Maggie Smith, Towards Outstanding Leadership Programme (TOLP)	Corporate Leadership for Parliamentarians	TOLP
Parliamentarians and Local Government		
Dr Carl Wright, Secretary-General Emeritus and Ex-officio Board Member of the Commonwealth Local Government Forum (CLGF)	Why cooperation matters and how to achieve results?	Commonwealth Local Government Forum
Separation of Powers in Relation to Parliament		
Hon. Michael Kirby AC CMG, UN Special Envoy to North Korea, Eminent Person on the Commonwealth Reform Panel, former Justice of the High Court of Australia	The Separation of Powers and the Distinction between State and Government - Why does it matter?	CPA Australia Region
Trade and the role of Parliamentarians		
Mr Bernard Kuiten, Head of External Relations of the World Trade Organisation (WTO)	The 10 th WTO Ministerial Conference: outcomes, processes, next steps	WTO
Ms Ankai Xu, Information Officer of the World Trade Organisation	The World Trade Organisation (WTO) Dispute Settlement System	WTO
Dr Chantal Ononaiwu, Office of Trade Negotiations, The Caribbean Community (CARICOM) Secretariat	The Participation of CARICOM Countries in the World Trade Organisation Dispute Settlement System	CARICOM

CPA Small Branches

Recognising the need to offer special support to Small Branches, the CPA has over the years identified specific programmes for these jurisdictions. It is in this same vein of strengthening the Small Branches of the CPA that in 2016, the first Chairperson for Small Branches was elected, Hon. Angelo Farrugia, Speaker of the House of Representatives of Malta.

In 2017, the CPA Headquarters Secretariat worked closely with the Small Branches Chairperson to support and develop the Small Branches network.

Monitoring and Evaluation – CPA Small Branches

News coverage: The Chairperson of the Small Branches published the first of his quarterly articles for *The Parliamentarian* (2017: Issue Two) which set out his vision for the CPA Small Branches strategy.



CPA Small Branches Webinars

Two webinars were hosted by the CPA Headquarters Secretariat with the aim of connecting the Small Branches Chairperson with Small Branches Members, offering the opportunity to discuss priorities and challenges. The webinars also provided the opportunity for the Chairperson to communicate his vision for Small Branches and allow Members to provide recommendations to be input into the Strategic Plan. The webinars set the foreground for the Small Branches Strategy Meeting which took place in the second half of 2017.

- 7 March 2017: 2 Members from CPA Small Branches participated from the CPA Gibraltar Branch and CPA Yukon Branch with the Chairperson of Small Branches.
- 11 April 2017: 2 Members from CPA Small Branches participated from the CPA Northern Territory Branch and CPA Guernsey Branch with the Chairperson of Small Branches.

New CPA Small Branches Strategy to focus on unique challenges facing the smallest Parliaments and Legislatures in the Commonwealth

For the first time in its 106 year history, the Commonwealth Parliamentary Association (CPA) will seek to meet the unique developmental needs of its smallest legislatures through a newly devised 'CPA Small Branches Strategy'. 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; they recognise the central role of parliament in meeting the challenges of combatting corruption; and the threats in the face of climate change to some of the Commonwealth's most vulnerable.

The new strategy will focus on key thematic areas and development activities with measurable outcomes; this will build parliamentary capacity for CPA Small Branches and create greater opportunities for the sharing of knowledge, parliamentary strengthening and cooperation across the network. Of the over 180 Branches of the CPA, 43 Branches are classified as 'Small Branches' which are defined as jurisdictions having a population below 500,000 people.

The new strategic plan is being led by the new CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the House of Representatives of the Parliament of Malta who hosted a strategy consultation meeting in Malta with representatives of each CPA Region where there are Small Branches (seven of the nine CPA Regions) to facilitate discussion and develop the plan. The CPA Small Branches Chairperson said: "We have a pressing need for the small parliaments and legislatures within the Commonwealth Parliamentary Association to come together, within their smallness, to address the common difficulties and strengths and the shared experiences of their assemblies to enhance good governance and parliamentary democracy for our citizens. All CPA Small Branches need to learn to appreciate their strengths as a small legislature; being flexible enough to be able to work with other parliaments, yet being influential within their regions. The new CPA Small Branches Strategic Plan will focus on the key areas of work to achieve these objectives and will strengthen and promote the CPA Small Branches network for the benefit of its Members."

The strategic planning meeting, which took place at the Parliament of Malta, was attended by: Africa Region: Hon. Ahmed Afif, MP and Hon. Churchill Gill, MP (Seychelles); Australia Region: Mrs Joy Burch, MLA, Speaker of the Australian Capital Territory Legislative Assembly; British Islands and Mediterranean (BIM) Region: Hon. Samantha Sacramento, MP, Minister for Housing and Equality (Gibraltar); Caribbean, Americas and Atlantic (CAA) Region: Hon. Michael Carrington, MP, Speaker of the Barbados House of Assembly; South-East Asia Region: Hon. Hamdan Bahari, MP, Speaker of the Legislative Assembly of The State of Perlis, Malaysia; Pacific Region: Hon. Simon Pentanu, Speaker of the House of Representatives of Bougainville, Papua New Guinea.

Monitoring and Evaluation

Social Media Coverage: Online posts on Twitter about the Small Branches Strategy Session gained 2,578 page impressions (views) and on Facebook with 583 page impressions (views).

Below: Commonwealth Parliamentarians from CPA Small Branches at the Parliament of Malta for the strategic planning session.



Parliamentarians from CPA Small Branches focus on the unique challenges affecting small parliaments and legislatures across the Commonwealth at 36th annual conference

With the increased logistical, financial and infrastructure demands facing small jurisdictions in the Commonwealth, Parliamentarians meet to examine the unique challenges they face. The 36th Commonwealth Parliamentary Association (CPA) Small Branches Conference has been held in Dhaka, Bangladesh with Members of Parliaments and Legislatures from CPA Small Branches attending the conference. The conference discussed a new CPA Small Branches Strategy which for the first time in the CPA's 106 year history will seek to meet the unique developmental needs of its smallest legislatures through key thematic areas 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 CPA President and Chairperson of the CPA International Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh said at the opening of the Small Branches Conference: "I am honoured to be here today. 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 CPA President also sent her thoughts to the CPA Small Branches in the Caribbean, Americas and Atlantic Region affected by recent hurricanes who were not able to attend the conference.

The CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the House of Representatives of the Parliament of Malta said: "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."

The CPA Secretary-General, Mr Akbar Khan said: "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; they recognise the central role of parliament in meeting the challenges of combatting corruption; and the threats in the face of climate change to some of the Commonwealth's most vulnerable."

The conference included four plenary sessions exploring key themes proposed by the Membership: Logistics



Above: Delegates at the 36th CPA Small Branches Conference held in Dhaka, Bangladesh, ahead of the 63rd CPC.

and Infrastructure challenges facing small jurisdictions; Parliamentary innovations in small jurisdictions in the face of financial and human resource challenges; The role of Parliament in Combating Corruption; The role of Parliament in meeting the challenges of protecting territorial waters. 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. The CPA Headquarters Secretariat works closely with Small Branches in all Regions of the CPA to identify their unique needs and requirements in parliamentary strengthening, development and cooperation.

The 36th CPA Small Branches Conference took place as part of the wider 63rd Commonwealth Parliamentary Conference in Dhaka, Bangladesh from 1 to 8 November 2017. Monitoring and evaluation took place as part of the wider 63rd CPC.



Commonwealth Women Parliamentarians (CWP)

The Commonwealth Women Parliamentarians (CWP) seek to work for the better 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. A Steering Committee of 11 Members plans the activities of the CWP which includes one representative from each of the nine CPA Regions plus the CWP President and CWP Chairperson. The Chairperson serves a term of three years and the President serves for one year.

In 2017, the CWP made fundamental progress against its intermediate outcomes.

Commonwealth Women Parliamentarians Strategy Session sets new three-year agenda

Over 20 Commonwealth Women Parliamentarians from 16 countries met from 24 to 27 February 2017 to discuss the gender priorities for 2017 and beyond at a working group and strategy session held at Wilton Park in the United Kingdom. The two-day retreat provided the CWP participants with an opportunity to take stock of gender representation in Commonwealth legislatures and re-commit to energising the CWP to take action to better support women in Parliament. As well as looking at formal and informal quota systems, the women Parliamentarians talked through strategies to engage men in the gender agenda. Agreeing on the importance of gender budgeting, leveraging social media as a tool to engage and educate society about the importance of gender equality, and seeking out partnerships to strengthen the work of the network, the two-day retreat offered an opportunity for CWP to focus on its mission and define its ambitions moving forward. The Commonwealth Women Parliamentarians will also focus on three gender policy areas: women in leadership; economic empowerment; and violence against women.

The CWP Working Group was led by the newly elected Chairperson of the Commonwealth Women Parliamentarians (CWP), Hon. Dr Dato' Noraini Ahmad, MP (Malaysia) who has pledged to renew the effort to increase women's political

participation across the Commonwealth during her three year term. Hon. Noraini Ahmad MP said: "I am determined that my tenure should be marked by promoting an active, dynamic and vibrant network of Commonwealth Women Parliamentarians (CWP) that better assists us to meet our aspirations to increase the number of women Parliamentarians; supports us in championing issues that are important to women; and reinforces the important Commonwealth values, including gender equality, that we hold dear. As a result of the CWP Working Group and the valuable contributions from Commonwealth Women Parliamentarians from across our regions, we can now identify our future aspirations, goals and priorities for a responsive, supportive and impactful CWP during my term as Chairperson."

The CWP Working Group included participants from all nine regions of the CPA: Africa Region (South Africa and Mauritius); Asia Region (Sri Lanka and Pakistan); Australia Region (Tasmania and New South Wales); British Islands and Mediterranean Region (Wales and Scotland); Caribbean, Atlantic and Americas Region (Montserrat and Guyana); Canada Region (Saskatchewan and Canada Federal); India Region (Lok Sabha); Pacific Region (New Zealand and Samoa); South-East Asia Region (Malaysia).

The CWP Working Group also heard from a number of leading experts in the field of gender equality including: Hon. Lechesa Tsenoli, MP, Deputy Speaker of the Parliament of South Africa and male champion of gender equality; Hon. Hanna Birna Kristjánsdóttir, Chair of the Women in Parliament Global Forum Executive Board and former Member of Parliament in Iceland; Ms Begoña Lasagabaster, Chief of Leadership and Governance at UN Women and former MP from Spain; Ms Amelia Kinahoi Siamomua, Head of the Gender Section, Commonwealth Secretariat; and Dr David Donat-Cattin, Secretary-General of Parliamentarians for Global Action.

Monitoring and Evaluation – CWP Strategy Session

Social Media Coverage: The CPA Headquarters Secretariat posted on Twitter about the CWP Strategy Session in February 2017 gaining 18,131 page impressions (views) and on Facebook with 2,665 page impressions (views).



Left: Commonwealth Women Parliamentarians from 16 countries at the CWP strategy session and working group at Wilton Park in the United Kingdom in February 2017.

Commonwealth Women Parliamentarians celebrate International Women's Day 2017

With the theme for International Women's Day 2017, calling for both women and men to 'Be Bold for Change', Commonwealth Women Parliamentarians marked the occasion by highlighting gender equality and increasing women's representation in Parliaments. The CWP Chairperson, Hon. Dr Dato' Noraini Ahmad, MP (Malaysia), spoke on behalf of the CWP by releasing a video message which was shared on the CPA website and social media channels. In her message, the CWP Chairperson stressed the importance of reaching the Commonwealth target of 30% female representation in Commonwealth legislatures and the vital role of networks such as the CWP in achieving change. Specifically, the CWP Chairperson emphasised that "the under representation or marginalisation of women, or indeed other social groups, including minorities, is not only unjust and unequal but it also undermines the legitimacy of our democratic institutions."

The CWP International Steering Committee was represented by United Kingdom Parliamentarian, Baroness Elizabeth Berridge at a high-level panel discussion hosted by the Commonwealth Secretariat at Marlborough House in London, United Kingdom. Baroness Berridge reaffirmed the CPA's and CWP's commitment to gender equality and inclusiveness in political processes, whilst also highlighting political violence against women and the direct impact of political violence on democracy. Baroness Berridge also spoke about how the CWP network has raised awareness of these issues, setting out the recommendations made by CWP as to how Parliamentarians, the Commonwealth and wider society can tackle these problems. Recommendations included the domestication of internal obligations and UN Declarations on preventing political violence against women into national legislation.

During the International Women's Day 2017 event, the Commonwealth Secretary-General, Rt Hon. Patricia Scotland QC launched Peace in the Home: Ending domestic violence together, an initiative aimed at reducing rates of domestic violence in the Commonwealth. Established together with public agencies, human rights institutions and civil society, the initiative represents part of the 'Peace-building Commonwealth' – the 2017 theme for the Commonwealth, and includes special measures and toolkits to

Below: As part of International Women's Day 2017, the CWP Canadian Region continued their commitment to the *Daughters of the Vote* initiative, where young women take Members' seats in Parliament for the sitting.



Above: The CWP Chairperson's IWD 2017 video message on the CPA's YouTube channel www.cpahq.org/cpahq/youtube.

help Commonwealth members build capacity for a multi-sectoral approach to domestic violence. "This stubborn stain on our communities is no respecter of gender, location or social or economic status. When we understand that 38% of women murdered globally were killed by an intimate partner, this should shock us all into action. This is why I will remain steadfast in my commitment to address this issue," said Commonwealth Secretary-General, Patricia Scotland at the launch.

The majority of chapters in the CWP Africa Region celebrated International Women's Day in 2017. As part of the celebrations, the CWP South Africa Branch partnered with the Presiding Executive Authority and the Speakers Forum to reflect on the theme of the 2017 International Women's Day 'Women in the Changing World of Work: Planet 50:50 by 2030'.

In the Australia Region, the CWP New South Wales Branch Chair, Hon. Jenny Aitchison, MP, opened a new exhibition titled 'Our women in Parliament - a fit place for women' at Parliament House in New South Wales, Australia on International Women's Day 2017. Hon. Aitchison highlighted that "despite all the things that can divide us in this profession that we've chosen, and as countries and cultures, when we work together we can achieve great things and great change."

Commonwealth Women Parliamentarians from the Australia Region also participated in a morning session organised and hosted by the YWCA Canberra at the Australian Capital Territory (ACT) Legislative Assembly, during which leaders from various sectors discussed women in leadership to mark International Women's Day. As part of the session the Australian Capital Territory Representative to CWP, Nicole Lawder, MLA took part in a panel discussion together with the Deputy Chief Minister, Yvette Berry, MLA and Caroline Le Couteur, MLA to discuss their personal leadership journeys and how they could lead the fight for change in the ACT. Attendees at the event totalled over 90 women leaders, including MLAs, YWCA board members, and community and business leaders.

As part of the International Women's Day celebrations in 2017, the CWP Canadian Region continued their commitment to the *Daughters of the Vote* initiative, where young women from every federal riding in Canada are invited to the Canadian Federal Parliament and provincial legislatures to discuss their visions for the future of Canada.

CWP representatives from across Canada also met to discuss the role of mentoring and collaboration in encouraging more female candidates to stand for political office. Among those present at the discussions were; Monique Leblanc, MLA (New Brunswick);



Patricia Arab, MLA (Nova Scotia); Caroline Simard, MNA (Quebec); Kathleen Casey, MLA (Prince Edward Island); Lisa Dempster, MHA (Newfoundland and Labrador); Debbie Jabbour, MLA (Alberta); Lisa Thompson, MPP (Ontario); Colleen Mayer, MLA (Manitoba); and Laura Ross, MLA (Saskatchewan).

Monitoring and Evaluation – International Women’s Day 2017

News Coverage including 1 CPA press release and CWP Chairperson’s video message on YouTube.

Social Media Coverage: The CPA Headquarters Secretariat posted on Twitter about the International Women’s Day 2017 gaining 4,051 page impressions (views) and on Facebook with 917 page impressions (views).

Equal representation for women in Parliaments and gender empowerment is the focus for Commonwealth Women Parliamentarians at 63rd Commonwealth Parliamentary Conference

The Commonwealth Women Parliamentarians (CWP) network met at the 63rd Commonwealth Parliamentary Conference in Dhaka, Bangladesh in November 2017 to focus on the equal representation of women in Parliaments and gender empowerment. The annual CPA Conference hosted the meeting of the 21st CWP Steering Committee chaired by the CWP Chairperson, Hon. Dr Dato’ Noraini Ahmad, MP (Malaysia) and attended by the CWP President, Hon. Sagufta Yasmin, MP (Bangladesh) and CWP representatives from the nine CPA Regions.

At the 26th CWP Business Meeting, attended by nearly 100 women Parliamentarians from across the Commonwealth, the CWP Chairperson presented the CWP Strategic Plan 2017-2019, outlined the work of CWP aimed towards achieving the goals, and took questions and comments from delegates on how the CWP network could contribute towards the success of the strategy.

Following the CWP Business Meeting, the Conference hosted a CWP gender workshop session on the topic of: *‘If we want genuine positive change in the world, we need more women leaders. How can we persuade the world that the future is dependent on gender equality?’* The session discussed how a society with a greater equality of opportunity is a more economically dynamic society. It was noted that this needs to be more widely known, with more data collection and sharing support for this assertion.

Delegates attending the session referred to young men as those who might benefit most from engagement on this topic. It was also highlighted that women and girls would benefit greatly from the support of effective mentors.



Finally, the session discussed how successful female legislators usually have a responsibility to be visible and make themselves



Above: Commonwealth Women Parliamentarians representing the nine Regions at the 21st CWP Steering Committee in Bangladesh.

available to those who would benefit from their experience.

The workshop session was moderated by the CWP Chairperson and the discussion leaders were: Hon. Sagufta Yasmin, MP (CWP President), Hon. Kezia Purick, MLA (Speaker of the Northern Territory Legislative Assembly), Hon. Meenakshi Lekhi, MP (CWP Steering Committee Member for the CPA India Region) and Ms Shoko Ishikawa (UN Women).

In a first for the CWP at the Commonwealth Parliamentary Conference in Dhaka, a further workshop session was held on the role of male Parliamentarians in championing gender equality which was attended by both male and female Parliamentarians attending the Conference. The discussions covered a wide range of views and perspectives from the contributors. The male champions of gender session was moderated by Hon. Mutimura Zeno, MP (Rwanda) and the discussion leaders were Mr James Dornan, MSP (Scotland) and Hon. Mataisi Akauola Niumataivalu, MP (Fiji).

In addition, a gender-related workshop was held as part of the main conference on the subject of: *‘Sustainable Development Goals (SDGs): How can CPA Members work with their own governments in ensuring that the SDG goals have a proper gender lens to ensure success in the areas of alleviating poverty and women’s empowerment?’*

Delegates at this workshop considered how all Parliamentarians could work with their respective governments to ensure that the implementation of the SDGs had a proper gender lens. The workshop was moderated by Hon. Sagufta Yasmin, MP, Commonwealth Women Parliamentarians President (Bangladesh) and the discussion leaders were: Hon. Yasmin Ratansi, MP (Canada Federal); Hon. Dr Jiko Luveni, Speaker of Parliament (Fiji); Hon. Dr Nafisa Shah, MNA (Pakistan); and Ms Shoko Ishikawa (UN Women).

The recommendations from the CWP gender workshop sessions and the discussion on male champions of gender equality were included in the overall Conference Concluding Statement for the 63rd CPC www.cpahq.org/cpahq/cpc2017concludingstatement

and full reports of all of the conference workshops appeared in *The Parliamentarian* 2017: Issue Four. Monitoring and evaluation took place as part of the wider 63rd CPC.



CWP Regional Activities: Regional Strengthening Funds

CWP Africa Region

8th Commonwealth Women Parliamentarians (CWP) Africa Regional Conference hosted by the House of Assembly of Imo State, Nigeria Held from 23 to 25 October 2017, the 48th CPA Africa Regional Conference also hosted the CWP Africa Regional Conference in Owerri, Imo State, Nigeria during which the CWP Regional Business Meeting was held. All delegations attending the Regional Conference maintained a gender balance amongst their participating Members.

The Regional CWP Conference had also decided that an inclusive gender mapping exercise be carried out to monitor the implementation of agreed instruments and commitments contained in the SDGs across the region. Discussion at the regional conference also centred on gender-based violence and the impact of traditional and religious norms on the attitudes to gender equality, as well as the positive influence of traditional leaders on increasing the number of women in Parliament in some jurisdictions in the region.

The CWP Africa Region also decided to target countries with upcoming elections in 2018 and 2019 to receive a small team of Members to meet with political leaders, women candidates and presiding officers in the run up to elections to discuss retention strategies to maintain the levels of women’s representation in Parliaments.

CWP Australia Region

2nd Commonwealth Women Parliamentarians (CWP) Australia Regional Conference hosted by the Parliament of Victoria

The 2nd CWP Australia Regional Conference was hosted by the Victorian Parliament in Melbourne, Australia from 28 to 30 August 2017, and was attended by 60 delegates from the Parliaments of Tasmania, South Australia, Western Australia, Queensland, Victoria, New South Wales, the Australian Capital Territory and, as observers, the Federal Parliament of Australia. Members from the Parliaments of Samoa, Tonga, Niue, Cook Islands and Nauru also attended with support from the Australian Federal Government’s Pacific Women’s Parliamentary Partnerships programme.

The themes for the CWP regional conference were: eliminating political violence against women; empowering women in leadership and political participation; and the need for balancing work and life through the implementation of family friendly policies and practices in Parliament. The CWP regional conference provided an opportunity to explore, discuss and analyse these themes via a series of presentations, panel discussions, professional development courses, and networking opportunities.

Two professional development courses were delivered by Melbourne-based university RMIT and focused on the topics of social media and public speaking, speech writing and media performance. These topics were selected based on a survey of potential attendees conducted earlier in the year. Hon. Michelle O’Byrne, MP, Chair, CWP Australia Region said: *‘Overall, the conference provided a valuable opportunity for women Members of Parliament to get together and undertake professional development and networking opportunities, and I thank all those who attend and participated.’* The CWP Australia Region applied for 2017 CWP Regional Strengthening Funds to assist with this activity.



Above: The CWP Australia Region Chairperson, Hon. Michelle O’Byrne, MP with Commonwealth Women Parliamentarians in Melbourne, Australia for the Regional Conference hosted by the Parliament of Victoria and CPA Victoria Branch.

CWP British Islands and Mediterranean (BIM) Region

Commonwealth Women Parliamentarians BIM Regional Conference held at the Welsh Assembly to discuss ‘Women and Economic Empowerment’

The Commonwealth Women Parliamentarians (CWP) British Islands and Mediterranean (BIM) Regional Conference took place with women Members of Parliament from across the region at the Welsh Assembly in Cardiff, United Kingdom from 6 to 8 April 2017. Joyce Watson AM, CWP International Steering Committee Member for the BIM Region, hosted the event on the theme of Women and the Economy, specifically looking at how economic empowerment can help to promote gender equality.

Through their involvement, Members were asked to collaborate in identifying those barriers which serve to prevent women from fulfilling their potential, identifying gaps in policy and sharing instances of good practice from their home jurisdictions. Proceedings began with a visit to GE Aviation’s factory site, where women Members of Parliament met young women apprentices and heard about the work being done to address the science, technology, engineering and mathematics (STEM) gender gap by 2020 and to encourage more women to join the sector.

Delegates took part in three plenary sessions looking at Women

Below: The Commonwealth Women Parliamentarians (CWP) British Islands and Mediterranean (BIM) Regional Conference at the Welsh Assembly in Cardiff,





Left: In addition to the regional conference, the CWP BIM Regional Steering Committee also met at the Parliament of the United Kingdom in October 2017.

in the Welsh Economy, The Role of Government in Promoting Women in the Economy and The Diversity of Women in the Economy. The CPA Wales Branch also arranged two workshop sessions on Supporting Business to Help Women Achieve and Prosper and Women in Construction. All of the sessions highlighted a number of priorities for increasing the participation of women in the economy, including; the promotion of female role models within the economy, the provision of flexible and diverse workplaces, and the implementation of support mechanisms for women entrepreneurs.

The CWP BIM Region applied for the full 2017 allocation of Regional Strengthening Funds to assist with its CWP activities. This allocation part-funded the above conference and two additional activities for BIM Region:

- Attendance at the CWP International Working Group, Wilton Park, UK, February 2017
- CWP Meeting at the BIM Regional Conference, Gibraltar, 21-24 May 2017

CWP Canada Region

CWP Canada Regional Meeting takes place during 55th CPA Canada Regional Conference in Winnipeg, Manitoba

The CWP Canada Regional Steering Committee Meeting took place on 17 July 2017 during the 55th CPA Canada Regional Conference, hosted by Hon. Myrna Driedger, MLA, Speaker of the Manitoba Legislature and former CWP Canada Regional Chair. The meeting provided Members with the opportunity hear about activities over the previous year, and to think about priorities for the upcoming year.

Hon. Linda Reid, MLA (British Columbia) gave her report in her then-position as the CWP Canada Chair, emphasising the importance of the Steering Committee continuing their efforts to create a CWP

Above: Commonwealth Women Parliamentarians gather for the CWP Canada Regional Conference in front of the monument featuring Nellie McClung and the 'Famous Five' in the grounds of the Manitoba Legislature in Winnipeg.



regional website and to promote CWP in Canada on a variety of platforms, including social media. The importance of continuing to build ties with other groups who promote the role of women in legislative assemblies was also emphasised. Parliamentarians who participated in conferences, such as the CWP Working Group and Outreach in Saskatchewan, also gave their reports.

Those in attendance had the opportunity to hear Hon. Amna Ally, MP (Guyana) and Hon. Karen E. Malcolm, MLA (Turks and Caicos). Both women spoke about the situation of women Parliamentarians in their respective countries and were able to participate in the meeting as a result of the regional strengthening funds provided by the CPA Headquarters Secretariat.

Thereafter, presentations were given on three themes: the *Daughters of the Vote Initiative*; interacting with the media; and the Dancing Backwards project, which provides a free school programme celebrating Canadian women in political leadership and promoting gender parity in governance.

The Canada Region applied for part of the 2017 allocation of Regional Strengthening Funds to assist with its CWP Activities. This allocation assisted funding of one event and two ongoing activities for the Canada Region in the current reporting period, and will contribute towards one activity in the next reporting period:

- *Daughters of the Vote* Event, Ottawa, Canada, March 2017
- Creation of a bilingual CWP Canada website
- Devoted branding exercise for CWP Canada
- Attendance of two delegates at the CPA Canada Regional Conference, Winnipeg, Manitoba, July 2017.

CWP Caribbean, Americas and Atlantic Region

11th Caribbean Regional Conference of Commonwealth Women Parliamentarians hosted in Basseterre, St Kitts

The 11th Conference of Commonwealth Women Parliamentarians (CWP) of the Caribbean, Americas and Atlantic (CAA) Region was scheduled in three sessions from 16 to 18 June 2017 in St Kitts and Nevis in the margins of the main CPA regional conference. The CWP Conference was hosted on the theme of finding 'Next steps in Strategising for Women's Leadership in the Caribbean Political Space', and was chaired by Hon. Shirley Osborne, MLA, Speaker of the Legislative Assembly of Montserrat and Chair of the Regional CWP.

Delegates attended from Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Bermuda, the British Virgin Islands, the Cayman Island, Dominica, Guyana, Jamaica, Montserrat, Nevis Island, St Kitts and Nevis, Trinidad and Tobago, and Turks and Caicos. The CWP regional meeting included significant discussion on the need for closer communication and more frequent meeting of members, raising the profile of CWP in the CPA, seeking formal and informal partnerships with both regional and international organisations, online meetings and training, and the inclusion of young people and the support of youth Parliamentarians.

Attending Members also reported on the activities within their Branches over the past year, as well as the difficulties faced in carrying out these undertakings. Furthermore, Members highlighted several thematic priorities for CWP in the Region which require immediate attention. These priorities included: good governance; sexism and sexist norms in the region and within Parliaments; people trafficking and the exploitation of young girls; the separation of church and state; and women's health in the Caribbean.



Above: Delegates at the 10th Caribbean, Americas and Atlantic Regional Conference of Commonwealth Women Parliamentarians (CWP) which took place in St Kitts.

CWP Pacific Region

Commonwealth Women Parliamentarians Pacific Regional Mentoring Programme held in New Zealand

The New Zealand Parliament hosted members from the CWP Pacific Region at a mentoring programme for women Parliamentarians, involving Members from Fiji, Niue and Tonga which took place from 5 to 6 December 2017. The mentoring programme was designed to build technical capacity and social capital in the Pacific Region by establishing long-term meaningful relationships between participants and New Zealand's women Parliamentarians, while giving the participants practical strategies and skills they can take back to their own Parliaments.

Participants were given an opportunity to connect with others in the same position, establish a mentor relationship, and undertake workshops aimed at strengthening their confidence and abilities in their new representative roles. The overarching goal for the programme was to provide the attending women Parliamentarians with a safe space to ask questions, share concerns, and build up the confidence and skills to effectively advocate for women in an often male-dominated environment.

The programme schedule included the opportunity for conference delegates to meet with the newly elected Prime Minister of New Zealand, Rt Hon. Jacinda Ardern, MP, and the Speaker of the New Zealand House of Representatives, Rt Hon. Trevor Mallard, MP. A series of workshops were also held on a number of topics, including how to manage an office budget, how to use the media in a strategic manner, and how to handle abuse, criticism and setbacks.

Below: Commonwealth Women Parliamentarians from the CWP Pacific Region met the Speaker of the New Zealand House of Representatives, Rt Hon. Trevor Mallard, MP as part of a mentoring programme in New Zealand.



Gender equality programmes for Parliaments held across the CWP Pacific Region

A number of programmes aimed at highlighting gender equality in Parliaments were held across the CWP Pacific Region in 2017. In July 2017, the Fiji Parliament convened a one-day seminar on the 'Analysis of Legislation from a Gender Perspective for Committee Chairs, their Deputies and Whips' in association with the United Nations Development Programme (UNDP) Pacific Region. The CPA Pacific Regional Secretariat had been working with the Fiji Parliament to assist their inter-parliamentary team, including tracking resolutions to enhance gender equality.

The Seminar coincided with the first gender-based analysis of the national budget of Fiji, as part of the Fiji Parliament's wider gender-mainstreaming initiative, which also saw the launch of a toolkit for MPs titled *Scrutinising Legislation from a Gender Perspective: A Practical Toolkit*. Also in July 2017, the Solomon Islands Parliament held a two-day workshop on gender equality on the theme of 'The Outrigger Navigating Gender Equality through Pacific Parliaments', in association with the Pacific Women's Parliamentary Partnerships. In June 2017, women MPs from the Cook Islands met with New Zealand women MPs and women who aspire to be candidates for the next Cook Islands general election in 2018, with the opportunity to discuss matters and issues around encouraging more women to stand for future elections.

In the same month, a women in leadership breakfast was convened in Tonga with visiting women MPs from New Zealand, including the former Vice-Chairperson of CWP, Hon. Munokoa Poto Williams, MP. Additionally, the CWP New Zealand Branch submitted their work on ending under-aged and forced marriage to the Justice and Electoral Committee focussing on the Family and Whanau Violence Bill.

CWP South-East Asia Region

Closing the gender gap and promoting equality in social, economic and political issues is the renewed focus for Commonwealth Women Parliamentarians in South East Asia

During the Commonwealth Women Parliamentarians South-East Asia Regional Seminar held on 7 April 2017 at the Parliament of Malaysia, Commonwealth Women Parliamentarians (CWP) from the South-East Asia Region highlighted a number of key issues on the theme of 'Women and Development: Bridging the Gap'.

The CWP regional seminar provided a platform of engagement

Below: CWP Vice-Chairperson and CWP Steering Committee Member for the Pacific Region, Hon. Poto Williams, MP with women leaders in the Pacific Region.





Above: The Commonwealth Women Parliamentarians South-East Asia Regional Seminar was held in April 2017 at the Parliament of Malaysia.

to identify strategies to close the gender gap and promote gender equality across social, economic and political forums in the South-East Asia Region of the CPA. Members of Parliament from across the region emphasised the crucial role that the CWP plays in supporting women Parliamentarians to

raise the profile of these key issues in their work.

The CWP regional seminar was hosted by the CWP Chairperson, Hon. Dr Dato' Noraini Ahmad MP and the CWP South-East Asia Steering Committee Member, Hon. YB Datuk Hajah Norah binti Ahmad MP, and covered a number of topics including promoting sustainable economic growth through the digital economy; encouraging gender equality in politics; and addressing sexism, harassment and domestic violence against women and children.

The seminar was opened by Hon. Tan Sri Datuk Seri Panglima Pandikar Amin bin Haji Mulia, Speaker of the Parliament of Malaysia who also gave the keynote address to Members of Parliament from across the South-East Asia Region and representatives of international organisations who were in attendance at the seminar.

Former Commonwealth Parliamentary Association International Executive Committee Members, Hon. Dr Ronald Kiandee MP, Deputy Speaker of the Dewan Rakyat Parliament of Malaysia and Hon. S.K Devamany MP, Deputy Minister in the Malaysian Prime Minister's Department, together with Deputy Speaker of the Parliament of Singapore and the current CPA International Executive Committee Member for the South-East Asia Region, Hon. Lim Biow Chuan, MP (Singapore) also attended the seminar.

In giving the opening remarks at the seminar, the Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan said: "It is only through respect, understanding and by working together that we can defend the dignity of each individual and create fairer societies for all. It is through networks like the Commonwealth Women Parliamentarians (CWP), and the CWP regional seminar here in Malaysia, that we can make great strides in improving gender equality in Parliaments across the Commonwealth."

The CWP South-East Asia Region applied for the full 2017 allocation of Regional Strengthening Funds to assist with its CWP activities.



Commonwealth Women Parliamentarians: Communications, Publications and Resources

The CPA publishes a number of booklets, leaflets and guides on behalf of the Commonwealth Women Parliamentarians (CWP) which are available from the CPA Secretariat direct. There are also downloads, information, links and research about the activities of the CWP and gender issues published on the CPA website www.cpahq.org with a specific section for the CWP at www.cpahq.org/cpahq/cwp.

In 2017, the CPA Secretariat published the new CWP Strategic Plan 2017-2019, both in print and online versions.

In 2017, the CPA Headquarters Secretariat has worked to mainstream gender across all its programmatic work. As part of this mainstreaming exercise, the CPA Headquarters Secretariat has produced several CPA Masterclasses with a specific focus for CWP: a Masterclass on gender budgeting; a Masterclass on establishing and operating gender caucuses within Parliaments; a masterclass on the role of male Parliamentarians in championing gender equality and representation; and a Masterclass on the key role that mentoring can play in supporting women in Parliament. These new resources are available to CPA Members and parliamentary staff through www.cpahq.org/cpahq/cpamasterclasses.

The CPA Secretariat has also introduced a gender component into the CPA Teachers Resource Pack for Commonwealth schools, which forms part of the CPA Roadshows for Schools and Universities programme. This includes the encouragement of teachers to ask students about Article XII of the Commonwealth Charter on Gender Equality. To view the resource please visit www.cpahq.org/cpahq/cparoadshows.

The Parliamentarian, the Journal of Commonwealth Parliaments, published a special issue in 2017 focused on 'Women and Parliament' which featured articles by women Parliamentarians on a wide range of gender topics including trade, economic empowerment, voting rights, increasing representation and protecting women from political violence.

In 2017, the CPA also established an Editorial Advisory Board for *The Parliamentarian* and the CWP will be represented on this board by the CWP Vice Chairperson to ensure that the publication regularly features gender issues and contributors.

CWP on social media: In March 2017, the CWP launched a new Facebook page to share information about the work of the CWP and to encourage Members to share information and good practice. CWP are encouraged to 'Like' and share the page which can be found under 'Commonwealth Women Parliamentarians' on [Facebook.com](https://www.facebook.com/cpahq/cwp) or at www.cpahq.org/cpahq/cwpfacebook.



Commonwealth Parliamentarians with Disabilities



Commonwealth Parliamentarians with Disabilities call for more inclusive and fully accessible Legislatures

The unique challenges faced every day by disabled Parliamentarians from across the Commonwealth have been highlighted at a gathering of Members of Parliament in Nova Scotia, Canada. The Commonwealth Parliamentary Association (CPA) in partnership with the Nova Scotia House of Assembly has held the first conference of this kind, bringing together over 30 Commonwealth Parliamentarians with disabilities, carers and parliamentary officials from eight of the nine regions of the CPA from 31 August to 1 September 2017.

The conference enabled Members of Parliament to network and share experiences, good practice and innovations from Commonwealth jurisdictions that are designed to support their full participation in political and public life. Ensuring a disability perspective in all aspects of policy and legislation formulation, effective implementation and enforcement of existing accessibility and disability laws and policies, as well as providing for equal employment opportunities and training, are among the measures that contribute to the greater inclusion of people with disabilities.

Members pledged to continue to advocate for more people with disabilities to stand for public office and improved access for all to legislatures across the Commonwealth. Recognizing their individual responsibilities as role models, Members discussed how they could use their positions to promote and work towards more representative and inclusive legislatures across the Commonwealth. The important role of political parties in candidate selection was recognized as critical to increasing the numbers of people with disabilities in Parliaments.

At the opening of the conference, Hon. Kevin S. Murphy MLA, Speaker of the Nova Scotia House of Assembly said: "It is a privilege to welcome my fellow Parliamentarians with disabilities to Halifax, Nova Scotia for this unique Commonwealth Parliamentarians with Disabilities Conference. Nova Scotia became the 3rd province in Canada to pass accessibility legislation that ensures fair and equal access for all citizens. It is my hope that we will collaborate to develop and make recommendations to the CPA to create a formal network of Parliamentarians with disabilities within the Association."



Left: The first meeting of Commonwealth Parliamentarians with Disabilities took place in Nova Scotia, Canada.

Hon. Jackson Lafferty, MLA, Speaker of the Legislative Assembly of the Northwest Territories and CPA Executive Committee Representative for the Canada Region, said: "The World Health Organisation reports that around 15% of the world's population, or an estimated 1 billion people live with some form of disability or different ability. Persons with disabilities have a great deal to contribute to our society and democracies and must be given equal opportunities and the right support. The CPA recognises the importance of creating inclusive Parliaments and has supported the inclusion of special interest groups recognizing their importance in strengthening parliamentary democracy across the Commonwealth. To be reflective of the societies we serve it is important that persons with disabilities are given opportunities to be represented in Parliament. However, despite constituting 15% of the world's population, Parliamentarians with disabilities are in the minority or non-existent in most Commonwealth Legislatures, and significantly underrepresented in governance and other levels of decision-making."

Monitoring and Evaluation – Commonwealth Parliamentarians with Disabilities

The Parliamentarian: Following the CPA Conference for Commonwealth Parliamentarians with Disabilities in Nova Scotia, Canada, a special report and feature articles by Members were published in *The Parliamentarian*: 2017 Issue Four. These included:

- Disabilities article by Hon. Kevin Murphy, Speaker of Nova Scotia
- Article on Women and Disabilities – by Hon. Dr Dato' Noraini Ahmad, MP, CWP Chairperson (Malaysia)
- Disabilities article by Hon. Ann Jones, AM, Deputy Presiding Officer (CPA Wales)
- Disabilities article by Senator Ian Roach (CPA Trinidad and Tobago)
- Disabilities article by Hon. Liesl Tesch, MP (CPA New South Wales)
- Disabilities article by Rt Hon. Lord Blencathra (CPA UK)

News Coverage: 1 CPA press release and 4 news articles.

CPA Video: A video capturing interviews with Members of Parliament attending the CPA Conference for Commonwealth Parliamentarians with Disabilities in Nova Scotia was posted on the CPA YouTube channel: <https://youtu.be/yQaYnNWrKyI>. This video was shared with the CPA membership.

Social Media Coverage: The CPA's social media channels experienced one of its highest peaks of 2017 in early September 2017 with social media coverage of the CPA Conference for Commonwealth Parliamentarians with Disabilities taking place in Nova Scotia, Canada. This event has achieved to date 32,046 page impressions (views) on the CPA's Twitter channel and 7,145 page impressions (views) on the CPA's Facebook page.



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

The goal of the CPA Roadshow www.cpahq.org/cpahq/cparoadshows 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.

- Since its launch in March 2016 until December 2017, the CPA Roadshows have reached approximately 9,000 young people who have heard about the Commonwealth's 3Ds – *Diversity, Development and Democracy* – and the work of the CPA.
- In 2017, 26 CPA Roadshows have taken place and have reached approximately 1,118 young people, approximately 583 male students (52%) and 535 female students (48%). 26 schools and universities have been reached in this period. CPA Roadshows took place in 12 CPA Branches across 7 Regions.
- A total of 45 Members of Parliament participated in CPA Roadshows in 2017.

Monitoring and Evaluation – CPA Roadshows

Feedback from students and teachers: In 2017, approx. 20% of students completed feedback and evaluation forms at CPA Roadshows. The CPA Headquarters Secretariat also received 4 teacher feedback and evaluation forms.

- In responding to the question: What area of the CPA Roadshow did you enjoy learning about the most? 40% of students selected 'The Commonwealth', with 20% selecting 'Parliament' and 16% selecting 'Democracy'.
- In responding to the question: What area would you be most



Above: The CPA Secretary-General attends a CPA Roadshow for Young People in Malaysia.

interested in finding out more about? 36% of students selected 'The Commonwealth', and 33% selected 'Youth Parliament'.

Teachers feedback:

- Mrs Gemma Ackred, Headteacher, St Thomas More High School, Westcliff-on-sea, United Kingdom (Email 17/01/17) – "Once again, thank you so much for spending time with us on Friday. It was a great honour for the school but a superb experience for the students too. They have already been to see me as a delegation to chase up the assembly date and resources and I have reassured them that I will contact you and use the suggested date in March for an assembly."
- Ms Sara Crisford, Head of Social Science, St Ninian's High School, Isle of Man (Email 08/02/17) – "Thank you once again for your visit to St Ninian's yesterday. The students (and staff) found it very interesting and particularly enjoyed the chance to ask questions and discuss issues with yourselves and the Members of the House of Keys."
- Miss Clare L Broadbent, Deputy Head Academic, King

CPA Roadshows for young people in 2017		
Southend, UK 14 students 1 MP attended 1 school	Isle of Man 90 students 5 MPs attended 4 schools	Scotland 270 students 2 MPs attended 2 schools/1 university
Malaysia 200 students 2 MPs 1 university	Singapore 50 students 1 MP attended 1 school	New Zealand 24 students 1 MP attended 1 school
Northern Territory 100 students 3 MPs attended 1 school	Bangladesh 150 students 3 MPs attended 1 university	Turks and Caicos 80 students 15 MPs attended 5 schools
Canada Federal 30 students 1 MP attended 1 university	Cayman Islands 50 students 10 MPs attended 4 schools	Jersey 30 students 1 MP attended 2 schools

William's College and The Buchan School, Isle of Man (Email 14/02/2017) – "An excellent opportunity for our students to learn about the vital work of the CPA and the many values and ideals it shares with the International Baccalaureate Diploma which they are all studying."

- Prof. Dr Posiah Mohd Isa, Dean, Faculty of Administrative Science & Policy Studies (FSPPP), Universiti Teknologi MARA, Malaysia (Email 17/04/2017) – "We were deeply honoured to be part of the CPA Roadshow in Malaysia. Thank you to Mr Akbar for a very insightful presentation on Commonwealth values and its significance for the future of the Commonwealth community. The Masters of International Relations and Diplomacy students especially, found his presentation very inspiring and fascinating, particularly on the importance of gender equality. They wished they had more time with Mr Akbar for an in-depth sharing of his years of experience and understanding of the Commonwealth history, issues and future challenges."

News Coverage: 8 CPA press releases on CPA Roadshows in 2017 and 8 news articles.

Social Media Coverage: The CPA Roadshows received good coverage on the CPA's social media channels (Twitter, Facebook, Flickr and YouTube) in 2017, reaching a total of 44,080 page impressions (views) on Twitter and 12,968 page impressions (views) on Facebook. The highest reaching Tweet was posted on 15 March 2017 gaining 4,027 page impressions.

CPA Teachers' Resource Pack

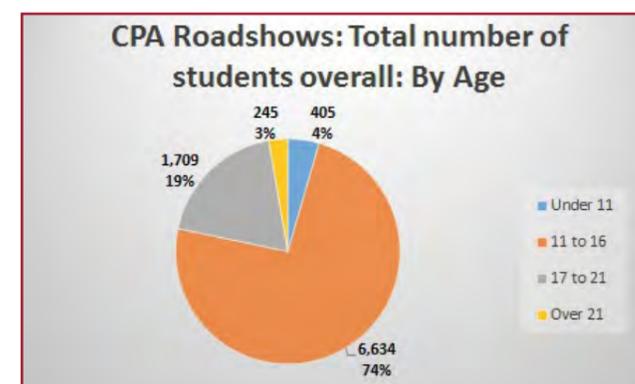
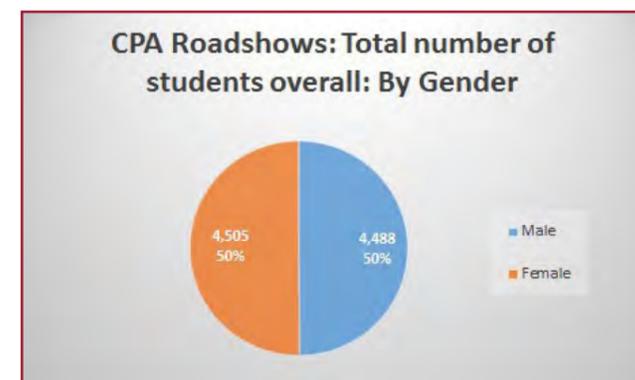
In June 2017, the CPA launched a new Teachers' Resource Pack on the Commonwealth, Parliament and Democracy in collaboration with the British Council and the Commonwealth Secretariat.

- The resource is designed for teachers across the Commonwealth to provide them with materials to assist their students in learning and thinking critically about the Commonwealth, parliaments and democracy more broadly.
- The 24-page resource includes both factual information and exciting cross-curricular activities for students aged 7 to 14 and is available both online and in hard copy.
- The Teachers' Resource Pack is linked to the wider purpose of the CPA to engage the youth of the Commonwealth with



the Commonwealth's values and increase awareness of the role and value of parliamentary democracy and the role of Parliaments in promoting these values.

The Teachers Resource Pack has been distributed to all schools that have participated in a CPA Roadshow, to parliamentary education departments and to partner organisations working in education in the Commonwealth.



Social Media Coverage: The CPA Teachers' Resource Pack received good coverage on the CPA's social media channels (Twitter, Facebook, Flickr and YouTube) in 2017, reaching a total of 10,488 page impressions (views) on Twitter. The highest reaching Tweet was posted on 4 October 2017 gaining 4,163 page impressions.





Commonwealth Day

Commonwealth Day 2017 at CPA Headquarters (Westminster, United Kingdom)

Commonwealth Day was observed in 2017 on Monday 13 March and focused on the theme 'A Peace-building Commonwealth'.

- The one-day programme hosted by the CPA Headquarters Secretariat was attended by 31 young people from 17 CPA Branches: Kenya; Nigeria; Pakistan; New South Wales, Australia; Falkland Islands; Gibraltar; Isle of Man; Jersey; Malta; Northern Ireland; St Helena; United Kingdom; Wales; Bermuda; Cayman Islands; Trinidad and Tobago; and Turks and Caicos.
- These Branches represent 5 CPA Regions: Africa; Asia; Australia; British Islands and Mediterranean (BIM); and Caribbean, Americas and Atlantic (CAA).
- The programme also hosted a group of 7 Members of Parliament from Kenya and Uganda who were in London as part of a programme with the Commonwealth Secretariat.
- In addition, 11 Members of Parliament from 4 CPA Regions attended the event: Africa, Australia, Pacific and Southeast Asia.
- Members included the CPA Chairperson, Hon. Dr Shirin Sharmin Chaudhury, MP; CPA Treasurer, Hon. Vicki Dunne, MLA, Deputy Speaker of the ACT Legislative Assembly; Hon. Paul Foster-Bell, MP, Parliament of New Zealand; and Hon. Khoo Soo Seang, MP, Parliament of Malaysia.
- The programme also included a key note address from Ugandan youth Parliamentarian, Hon. Babirye Kityo Sarah Breeze, Central Region Youth MP on peace-building and the role of youth in engaging in and facilitating peace-building.
- The gender balance for this CPA event was: 45% female: 55% male.

Monitoring and Evaluation – Commonwealth Day at CPA

42% of participants completed their feedback and evaluation forms on Commonwealth Day 2017. 77% of participants felt that their expectations were met and 84% felt that the event had improved their knowledge of the Commonwealth.

News Coverage: 1 CPA press release and 13 news articles.

Social Media Coverage: Commonwealth Day received good coverage on the CPA's social media channels (Twitter, Facebook,

Below: Young participants with Commonwealth Parliamentarians at the Commonwealth Day 2017 programme organised by the CPA Headquarters Secretariat.



Right: HRH The Prince of Wales met young people on the 2017 CPA Commonwealth Day programme at a reception at Marlborough House. Image: Commonwealth Secretariat.



Flickr and YouTube) in this period, reaching a total of 12,066 page impressions (views) on Twitter and 3,136 page impressions on Facebook (15,202 total combined impressions). The highest reaching Tweet was posted on 13 March 2017 and reached 6,789 page impressions (views).

Commonwealth Day in Branches

The CPA Headquarters Secretariat also provides support through a bursary scheme and the provision of information to CPA Branches and Member Parliaments to undertake Commonwealth Day programmes and activities in their own jurisdictions.

- A total of 14 CPA Branches applied for bursary grants for Commonwealth Day 2017.
- A total of 11 CPA Branches received bursary grants to hold Commonwealth Day celebrations within their Legislature: Balochistan, Pakistan; Falkland Islands; Fiji; Guyana; Victoria, Australia; Jamaica; Zambia; Kenya; Nevis Island; Gujarat, India; and St Helena. These CPA Branches represent 7 CPA Regions.

Below: A 2017 Commonwealth Day event in Pakistan held by the CPA Balochistan Branch and supported by the CPA Headquarters Secretariat through the Commonwealth Day bursary scheme.



CPA Victoria Branch Video project

- To celebrate the 2017 Commonwealth Day theme 'A Peace-building Commonwealth', the Victoria Branch of the Commonwealth Parliamentary Association developed a project called 'Peace by Piece'.
- 'Peace by Piece' involved inviting young Victorians to express their views on how they as individuals can contribute to building a peaceful and harmonious community. These views were collected in the form of video interviews and filmmaker Marta Malchevski was commissioned to prepare the main video material to be delivered in two stages.
- The filmmaker interviewed young Victorians, asking them to share their thoughts about building peaceful and harmonious communities. The final short video encapsulates the perspectives of youth on this question.
- The video is available online via the Parliament of Victoria YouTube page.

CPA Commonwealth Parliamentary Lecture Series

The CPA Commonwealth Parliamentary Lecture Series www.cpahq.org/cpahq/cpalectures provides a focal point for the CPA to reach out to a wider audience and to promote the ideals of Commonwealth parliamentary democracy. It is aimed at raising the profile of the CPA both within and outside of the parliamentary community and explores the impact of contemporary political issues on parliamentary democracy. Through holding the lectures, the CPA strives to increase its engagement with the CPA Regions and to be seen and recognised globally as a significant convener on key policy discussions impacting Commonwealth political values.

The CPA Lecture Series is an annual programme of lectures based around the theme of 'Commonwealth political values' and has a different thematic focus each year; the inaugural CPA Lecture discussed 'The Promotion and Implementation of the Commonwealth's enduring political values - Challenges and Opportunities', which has carried forward for all lectures held in 2017. Each CPA Region has been offered the opportunity to host a lecture in 2017-18.

CPA Lecture for Pacific Region

Former Commonwealth Secretary-General warns of pressures on global democracy at first Pacific Region Commonwealth Parliamentary Association Lecture

Former Commonwealth Secretary-General and New Zealand Parliamentarian, Sir Don McKinnon ONZ GCV O delivered the first Commonwealth Parliamentary Association Lecture in the CPA Pacific Region speaking about the challenges democracies face globally and how to overcome them.

Sir Don McKinnon spoke on the subject of 'Dark clouds over democracy' and said that democracy was facing big challenges across the Pacific Region as well as across the Commonwealth but that it still offered a system everyone could participate in. He also spoke about his experience as a former Deputy Prime Minister and Minister of Foreign Affairs of New Zealand as well as his role as the Secretary-General of the Commonwealth between 2000 and 2008.

The Commonwealth Parliamentary Association Lecture was held at the Parliament of New Zealand in May 2017 and was



- The CPA Headquarters Secretariat posted about the video project on 20 June on both its Twitter and Facebook pages. After posting, the video, views went up by 53% in 7 days from 20-27 June 2017. Monitoring of views will continue into the second half of 2017.



Social Media Coverage -

CPA Victoria Branch Video project: The CPA Headquarters Secretariat tweeted about the CPA Victoria video project on 20 June 2017 gaining 3,294 page impressions (views).



Above: Sir Don McKinnon delivers the first Commonwealth Parliamentary Association Lecture in the CPA Pacific Region at the Parliament of New Zealand.

attended by 100 guests including the Speaker of the Parliament of New Zealand, Rt Hon. David Carter MP and the Speaker of the Parliament of Samoa, Hon. Leaupepe Toleafoa Apulu Fa'afisi MP, together with Members of the New Zealand Parliament, parliamentary staff, members of the diplomatic corps and representatives of many international organisations. The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan also attended the lecture and said: "I am delighted to attend the first CPA Pacific Region Commonwealth Parliamentary Lecture delivered by Sir Don McKinnon, which could not be more fitting given his outstanding contribution to parliamentary democracy in his region and across the Commonwealth. We live indeed in turbulent times and it is of immense value to hear his views on the current political climate, how it affects the Pacific Region and how Parliamentarians and Legislators can work together to strengthen democracy."

The New Zealand Parliament Speaker, Rt Hon David Carter MP, said it was an important time to host such a lecture. He noted: "Cynicism and disinterest in politics can lead to a decline in voter-turn out and destabilises the very legitimacy of our representative democracies. Parliamentarians need to remain vigilant and reach out to citizens who are not currently engaged. The silver lining is that we have many of the tools in our



Left: CPA Secretary-General, Mr Akbar Khan; Sir Don Mckinnon, former Commonwealth Secretary-General; and Mr Paul Foster-Bell, MP, CPA Pacific Region and New Zealand Branch.

hands already, as long as we are committed to being progressive and as open and transparent as practicable.”

The CPA Lecture was hosted by two New Zealand Members, Paul Foster-Bell MP, Regional Representative for the CPA Pacific Region and Munoko Poto Williams MP, Vice-Chairperson of the Commonwealth Women Parliamentarians (CWP). Mr Foster-Bell MP said he was delighted to host the lecture on behalf of the Pacific Region of the CPA: “The CPA brings together an international community of over 180 Commonwealth Parliaments and Legislatures, representing more than 17,000 Members of Parliament. It’s now in its 106th year and is continuing to work to deepen the commitment to the highest standards of democratic governance, promote human rights and international peace and order, including the right to participate in free and fair elections.”

Monitoring and Evaluation - Lecture Series: Pacific Region

News Coverage: 1 CPA press release and 2 news articles

Social Media Coverage: The highest reaching post on Twitter for the CPA Commonwealth Lecture Pacific Region was posted on 5 May 2017 and reached 2,735 page impressions (views).



Members’ feedback: The CPA Headquarters Secretariat received three feedback forms at this CPA Lecture. The feedback indicates that the CPA Lecture was very informative; and the key messages distilled were the importance of democracy and

the fact that all citizens had a role to play in creating democratic societies. It was also noted that the CPA Lecture gave insight into the fact that there were resources available to foster democratic institutions and their links to the people, which needed to be



strengthened, especially in the area of transparency and flow of information. The CPA Lecture was described as a forum where political matters “were being thoughtfully discussed.”

CPA Lecture for Caribbean, Americas and Atlantic Region

International Climate Change expert urges Caribbean Parliamentarians to lead the fight against global warming

During the first Commonwealth Parliamentary Association Lecture for the CPA Caribbean, Americas and Atlantic (CAA) Region in August 2017, the Head of the Multilateral Environmental Agreements Unit of the Government of Trinidad and Tobago, Mr Kishan Kumarsingh, stressed the importance of implementing the Paris Accord on Climate Change at a national level and how Speakers and Presiding Officers in the Caribbean Region can take the lead.

Mr Kishan Kumarsingh stressed the need for all countries to adhere to the Paris Agreement and the importance of and challenges to its implementation. He also spoke about the role that Parliamentarians can play in this process and how they can promote the application of new technologies of climate change adaption and mitigation: “The impact of climate change poses a substantial threat to Small Island States. Addressing climate change and implementing a multi-disciplined approach is of crucial importance. Climate change is a development issue, not an environmental issue and is beyond political partnership.” An expert in international environmental law and its national application, Mr Kishan Kumarsingh has authored Trinidad and Tobago’s National Climate Change Policy and First National Communication to the United Nations Framework Convention on Climate Change (UNFCCC).

The Speaker of the Parliament of Trinidad and Tobago, Hon. Bridgid Annisette-George, MP said: “The CPA Lecture reinforced the issues we were discussing during the Conference. Mr Kumarsingh’s presentation reminded me of the importance of the role of Presiding Officers in parliamentary committees to achieve the SDGs and exercise effective oversight through committee mechanisms. It also underlined the importance of Parliament as a monitoring entity as part of the Monitoring, Reporting and Verification framework for Climate Change.”

The CPA Commonwealth Parliamentary Lecture, titled ‘The Geo-political response to Climate Change’, was delivered in the margins of the Caribbean Region’s 18th Biennial Regional Presiding Officers and Clerks Conference, hosted by the Parliament of Trinidad and Tobago and was attended by over 35 Speakers, Presiding Officers and parliamentary staff from across the Caribbean Region.

Monitoring and Evaluation - Lecture Series: Caribbean, Americas and Atlantic Region

News Coverage: CPA Press Release and CPA Lecture on YouTube

Social Media Coverage: The CPA Lecture on Climate Change for the Caribbean, Americas and Atlantic Region reached a total of 3,515 page impressions (views) on Twitter and 481 page impressions on Facebook. The Lecture was also ‘live’ streamed on Facebook by the Parliament of Trinidad and Tobago.

Left: Mr Kishan Kumarsingh speaks about climate change at first CPA Lecture for the CPA Caribbean, Americas and Atlantic Region in Trinidad and Tobago.

CPA Lecture for Africa Region

First CPA Commonwealth Parliamentary Lecture for Africa Region takes place in Imo State, Nigeria

The first Commonwealth Parliamentary Association Lecture for the CPA Africa Region was delivered by Dr Benjamin Bewa-Nyog Kunbuor, former Minister for Defence, Justice, Interior, Health and Attorney-General of Ghana.

The CPA Lecture was delivered on the topic of ‘Parliaments of CPA countries in the Africa Region: Their Role in Human Rights Thought and Action’ in the margins of the 48th CPA Africa Regional Conference. The CPA Africa Regional Conference was hosted by the CPA Imo State Branch and the House of Assembly of Imo State from 23 to 25 October 2017 in Owerri, Imo State, Nigeria.



Above: The CPA President and Chairperson of the CPA International Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh facilitates a discussion for Commonwealth Parliamentarians following the first CPA Asia Region Lecture in Dhaka, Bangladesh.

Monitoring and Evaluation - Lecture Series: Africa Region

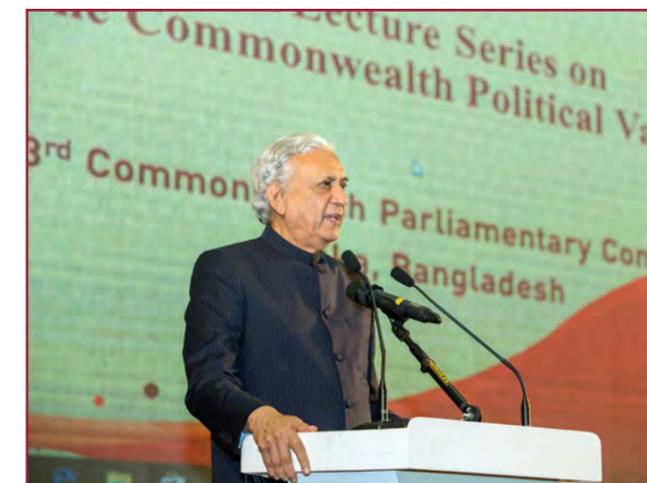
News Coverage: CPA website news story on the CPA Africa Lecture.

CPA Lecture for Asia Region

Significance of the Commonwealth in 21st century highlighted at first Asia Region Commonwealth Parliamentary Association Lecture

Professor Dr Gowher Rizvi, International Affairs Advisor to the Prime Minister of Bangladesh has highlighted the significant role that the Commonwealth has played in international affairs at the first Asia Region Commonwealth Parliamentary Association Lecture which took place in the margins of the 63rd Commonwealth Parliamentary Conference (CPC) in Dhaka, Bangladesh in November 2017.

Professor Rizvi spoke of the Commonwealth’s enduring political values that bring challenges and opportunities for Commonwealth Parliamentarians. Professor Rizvi is a Bangladeshi historian, scholar and academic and he has taught at several British and American universities, including Oxford University, the University of Warwick, Harvard Kennedy School and the University of Virginia. His many publications cover the disciplines of history, international relations, and public policy.



Monitoring and Evaluation - Lecture Series: Asia Region

News Coverage: CPA website news story on the CPA Asia Lecture.

Social Media Coverage: The CPA Lecture for the Asia Region reached a total of 1,140 page impressions (views) on Twitter and 481 page impressions on Facebook.

Left: Professor Dr Gowher Rizvi, International Affairs Advisor to the Prime Minister of Bangladesh speaks about the Commonwealth at the first Asia Region Commonwealth Parliamentary Association Lecture which took place in the margins of the 63rd Commonwealth Parliamentary Conference (CPC) in Dhaka, Bangladesh in November 2017.

CPA Regional 'Hot Topic' Forums

The aim of this Strand of the Revised Programme Strategy is for the Regional 'Hot Topic' Forum to focus on key policy areas and enable discussion on issues which are relevant and of key interest to the Legislatures of each CPA Region. The topics will include political, economic and social matters which impact today's Commonwealth family.

Caribbean, Americas and the Atlantic (CAA) Region

CPA Regional 'Hot Topic' Forum for Caribbean focuses on increasing women's political participation

During the CWP regional conference in St Kitts in June 2017, the CPA Caribbean, Americas and Atlantic Regional 'Hot Topic' Forum Part Two took place which heard from a number of speakers on the need for increased women's political participation for the benefit of wider society as they discussed the 'hot topic' of the region - 'Seeking to Increase Women's Political Participation'. The CPA Caribbean, Americas and Atlantic Regional 'Hot Topic' Forum was moderated by Professor Verene Shepherd, Gender and Development, University of West Indies (Mona) and the discussion was led by: Senator Akila Byron-Nisbett, St. Kitts and Nevis Parliament; Dr Yvonne Weekes, Education and Theatre Arts, University of West Indies (Cave Hill); and Dr Wendy Grenade, Political Science, University of West Indies (Cave Hill).

This was the second part of the forum following part one which took place in the margins of the 62nd Commonwealth Parliamentary Conference in December 2016 in London, United Kingdom, hosted by the CPA Headquarters Secretariat and led by Hon. Shirley Osborne, MLA, Speaker of the Montserrat Legislative Assembly. The CPA Regional 'Hot Topic' Forums bring together not only Commonwealth Parliamentarians, but also academics, students, civil society organisations and the wider Commonwealth family.

To view video highlights of the CPA Caribbean, Americas and Atlantic Regional 'Hot Topic' Forum Part One on 'Seeking to Increase Women's Political Participation' please visit www.cpahq.org/cpahq/youtube.

Below: The CPA Caribbean, Americas and Atlantic Regional 'Hot Topic' Forum Part Two took place in St Kitts on 'Seeking to Increase Women's Political Participation'.



Monitoring and Evaluation - CPA Regional 'Hot Topic' Forums: CAA Region

News Coverage: CPA website news story on Regional 'Hot Topic'.

Social Media Coverage: The CPA Headquarters Secretariat posted on social media about the CPA Regional 'Hot Topic' Forum for the CAA Region with 1,623 page impressions (views) on Twitter and 2,178 page impressions (views) on Facebook.

Australia and Pacific Regions

First CPA Australia and Pacific Regional 'Hot Topic' Forum deliberates climate change and the role of Parliaments and Parliamentarians

The first CPA Australia and Pacific Regional 'Hot Topic' Forum took place in October 2017 and heard from a number of speakers on the 'Hot Topic' of the region - 'Deliberating climate change: the role of Parliaments and Parliamentarians'. With the ever increasing threats in the face of climate change to some of the Commonwealth's most vulnerable and smallest nations especially in the Australia and Pacific Regions, the forum heard from Speakers and Members whose own jurisdictions are affected by climate change and from organisations like the UNDP working in the region to combat its effects.

The CPA Regional 'Hot Topic' Forums bring together not only Commonwealth Parliamentarians, but also academics, students, civil society organisations and the wider Commonwealth family. The Regional Forum was opened by Hon. John Ajaka, MLC, President of the New South Wales Legislative Council and Member of the CPA Executive Committee.

Speakers at the forum included: Speaker Hon. Dr Jiko Luveni MP, Parliament of Fiji; Deputy Speaker Hon. Mona Ioane, MP, Parliament of the Cook Islands; Hon. Mark Parnell, MLC, Member, Environment Committee, Parliament of South Australia; Hon. Ruth Forrest, MLC, Chair of Legislative Council Sessional Committee, Parliament of Tasmania; Hon. Dr Culwick Togamana MP, Chair, Environmental and Conservation Committee, Parliament of the Solomon Islands; Hon. Albert Abel Williams MP, former Chair, Standing Orders Committee, Parliament of Vanuatu; Mr Jonathan O'Dea MP, Parliamentary Secretary, Parliament of New South Wales; Dr Kennedy Graham, President of the New Zealand Chapter of the Global Legislators Organization for a Balanced Environment (GLOBE); Nanise Saune, Parliamentary Development Programme Manager, United Nations Development Programme (UNDP).

The CPA Regional 'Hot Topic' Forum was held in the margins



Above: Commonwealth Parliamentarians and parliamentary staff at the CPA CAA Regional 'Hot Topic' Forum.



of the 36th CPA Australia and Pacific Regional Conference in New South Wales where public engagement was on the agenda for Parliamentarians. The CPA New South Wales Branch and the Parliament of New South Wales hosted the 36th CPA Australia and Pacific Regional Conference in Sydney, Australia and Members of Parliament and parliamentary staff attended the conference from CPA Branches across the two regions.

International Democracy Day/Week

The United Nations (UN) International Day of Democracy is held annually on 15 September to raise public awareness about democracy. Various activities and events are held around the world to promote democracy and democratic governance on this date promoted through the Inter-Parliamentary Union (IPU).

In 2017, the IPU celebrated the 20th anniversary of the Universal Declaration on Democracy and the 10th anniversary of the UN's declaration that 15 September each year would mark International Democracy Day. The CPA Headquarters Secretariat undertook the following activities to commemorate International Day of Democracy 2017 (IDD2017):

- Video message for IDD2017 from the Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh to all 180 CPA Branches across the Commonwealth and posted online via the CPA website <https://tinyurl.com/y7svd2ff> and CPA YouTube channel www.cpahq.org/cpahq/youtube.
- Social media post by the CPA Secretary-General, Mr Akbar Khan supporting the IDD2017 petition on #StrongerDemocracies reaching 4,323 impressions on Twitter
- Social media posts and campaigns before and during IDD2017 on Twitter reaching 7,715 impressions and Facebook reaching 8,204 impressions.
- Article by the IPU Secretary-General, Mr Martin Chungong titled 'In defence of democracy' in *The Parliamentarian* (2017: Issue Three) marking 20th anniversary of the Universal Declaration on Human Rights.



Above and above left: The CPA Regional 'Hot Topic' Forum for the CPA Australia and Pacific Regions took place in New South Wales.

Monitoring and Evaluation - CPA Regional 'Hot Topic' Forums: Australia and Pacific Regions

News Coverage: CPA website news story on the Regional 'Hot Topic'. Social Media Coverage: The CPA Headquarters Secretariat posted on social media about the CPA Regional 'Hot Topic' Forum for the Australia and Pacific Region with 803 page impressions (views) on Twitter.



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

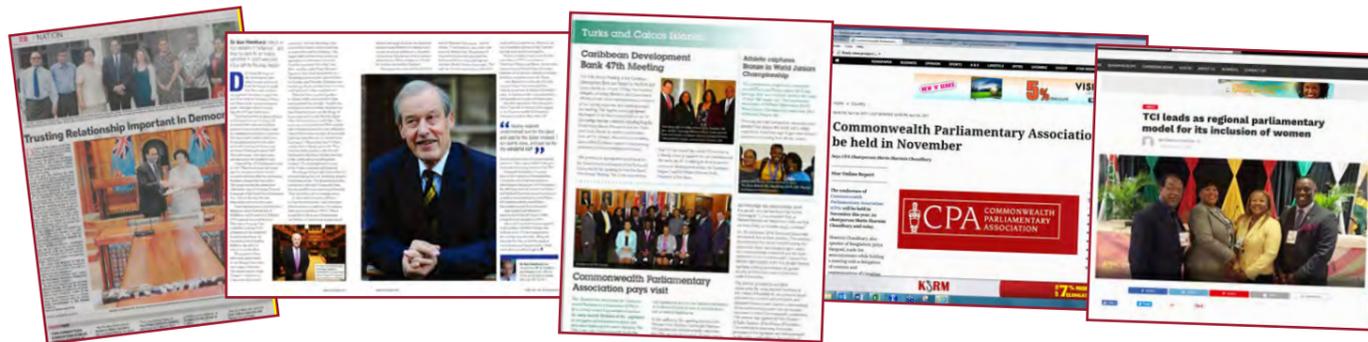
CPA in the news

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

- Over 300 news mentions each year
- Over 50 news stories featured on the CPA website annually
- Over 30 press releases and media statements to the wider CPA membership annually

In 2017, the CPA Headquarters Secretariat has issued 36 press releases to the wider CPA membership and to external stakeholders/contacts and featured 54 CPA news stories on the CPA website www.cpahq.org/cpahq/news.

Time Period (quarterly)	CPA online news coverage/ mentions
January 2017 to March 2017	• 72 online news articles/mentions
April 2017 to June 2017	• 83 online news articles/mentions
July 2017 to September 2017	• 54 online news articles/mentions
October 2017 to December 2017	• 96 online news articles/mentions
Total for 2017	• 305 online news articles/mentions



The Parliamentarian

The Parliamentarian is the quarterly flagship journal of the Commonwealth Parliamentary Association, the Journal of Commonwealth Parliaments. In 2017, four issues of The Parliamentarian were printed. The Journal is distributed to approximately 17,000 Members of Parliament, Parliamentary staff and individual subscribers across the Commonwealth and International Organisations.

The Parliamentarian 2017: Issue One: Conference Issue: 62nd Commonwealth Parliamentary Conference

- This issue included perspectives of the CPA Chairperson, CPA Secretary-General and Commonwealth Secretary-General on the main conference theme 'A Collaborative Commonwealth: Unity, Diversity and Common Challenges'.
- The issue includes reports from the workshop sessions of the 62nd CPC and also reports on the 8th Commonwealth Youth Parliament (CYP8) in British Columbia, Canada.
- Distribution 17,000 print copies to CPA membership and subscribers
- Digital edition (to date): 497 digital reads; 2,848 page impressions (views); 00:06:39 average read time; 2.3 days total read time.

The Parliamentarian 2017: Issue Two: Women and Parliament

- This special issue focusing on women in Parliament followed a proposal from the Commonwealth Women Parliamentarians (CWP) and featured article contributions from CWP Members.
- This issue also featured the wide range of celebrations and activities that the Commonwealth Parliamentary Association's Regions and Branches as well as the CPA Headquarters Secretariat undertook for Commonwealth Day 2017.
- Distribution 17,000 print copies to CPA membership and subscribers
- Digital edition (to date): 266 digital reads; 1,688 page impressions; 00:05:40 average read time; 1.0 days total read time.

The Parliamentarian 2017: Issue Three: Shared interests in Commonwealth Parliaments: The challenges facing CPA Small Branches

- This issue focused on the CPA Small Branches and the challenges facing their Legislatures. Many Members from CPA Small Branches including the new CPA Small Branches Chairperson contributed to this issue.

- The issue also include reports on parliamentary ethics; election observation; and an article celebrating the 20th anniversary of the Universal Declaration on Democracy by the IPU Secretary-General.
- Distribution 17,000 print copies to CPA membership and subscribers
- Digital edition (to date): 274 digital reads; 1,599 page impressions (views); 00:06:59 average read time; 1.3 days total read time.

The Parliamentarian 2017: Conference supplement – Bangladesh

- This supplement was published in 2017 with The Parliamentarian 2017: Issue Three focusing on the host Branch of the 63rd Commonwealth Parliamentary Conference in Bangladesh ahead of the conference.
- The supplement features articles by the CPA President and Chairperson of the Executive Committee, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of Bangladesh; articles on the sustainable development goals, healthcare, separation of powers in parliament, gender and political activism in Bangladesh by four Members of the Parliament of Bangladesh and a Member of the United Kingdom Parliament with Bangladeshi heritage.
- Distribution 17,000 print copies to CPA membership and subscribers
- Digital edition (to date): 48 digital reads; 417 page impressions (views); 00:03:18 average read time; 02:38:58 total read time.

The Parliamentarian 2017: Issue Four: Conference Issue: 63rd Commonwealth Parliamentary Conference

- This issue reported on the 63rd CPC in Bangladesh with speeches, news reports and workshop outcomes. The main conference theme was 'Continuing to enhance the high standards of performance of Parliamentarians'. Reports also featured the election of the new CPA Chairperson; the Rohingya refugees statement; and the Australia Federal Parliament's return to the CPA.
- The issue also reports on the CPA Conference for Commonwealth Parliamentarians with Disabilities in Nova Scotia, Canada with articles by several Members who attended.
- Distribution 17,000 print copies to CPA membership and subscribers
- Digital edition (to date): 222 digital reads; 3,773 page impressions (views); 00:07:29 average read time; 1.2 days total read time.

CPA Update e-newsletter:

distributed to approx. 2,000 email contacts (CPA Members, CPA Branches and external stakeholders and Commonwealth and international organisations).

- CPA Update e-newsletter – published four times in 2017 covering the periods: January to March 2017; April to June 2017; July to September 2017; and October to December 2017.
- Special edition of the CPA Update e-newsletter was published three times in November 2017 prior, during and after the 63rd CPC in Bangladesh.





CPA website www.cpahq.org

In 2017, visitors to the website have increased during the year leading up to the 63rd Commonwealth Parliamentary Conference (CPC) in Bangladesh.

The most popular country of origin for visitors to the CPA website in 2017 were: UK (22% average); India (7% average) and Canada (5% average). However in the final quarter of 2017, there was a high influx of visitors to the CPA website from Bangladesh (28% in fourth quarter) due to the 63rd CPC being held in the country.

In 2017, around a third of visitors to the CPA website in this reporting period were returning visitors with over 70% as new visitors. Of visitors to the CPA website, an average of 65% viewed the website on a desktop/PC, 35% on a mobile device and 5% on a tablet.

Of all visitors to the CPA website in 2017, an average of 40% came direct to the website and over half (52%) came from a search engine like Google or Yahoo. This reveals the importance of SEO (Search Engine Optimisation) in the new website. The remaining approx. 8% of visitors were from click throughs from other websites and from social media (Twitter, Facebook).

The user statistics for CPA social media shows the increase in users on our Facebook and Twitter. The CPA's Facebook page reached the milestone of 2,000 direct Followers (Likes) on 31 August 2017. The CPA's Twitter page reached the milestone of 2,000 direct Followers on 21 September 2017.

In 2017, the CPA Twitter page had over half a million (512,000) page impressions (views) on Twitter in 2017.

The CPA's social media channels experienced a peak in early September 2017 with coverage of the CPA Conference for Commonwealth Parliamentarians with Disabilities taking place in Nova Scotia, Canada. This event has achieved to date 32,046 impressions on the CPA's Twitter channel and 7,145 impressions on the CPA's Facebook page.

This was followed in November 2017 with a further peak in online views of the CPA social media pages when the CPA Headquarters Secretariat posted extensively on social media before, during and after the 63rd CPC on its official Twitter and Facebook page. Between 1 October and 30 November 2017, 34 separate posts on Twitter reached a total of 94,906 page impressions (views). On Facebook, 17 social media posts reached 25,126 page impressions (views).

CPA website www.cpahq.org User Statistics:			
Time Period (quarterly)	Users*	Sessions**	Page views***
January 2017 to March 2017	• 11,468	• 15,508	• 35,931
April 2017 to June 2017	• 10,708	• 14,490	• 32,919
July 2017 to September 2017	• 13,429	• 18,535	• 42,818
October 2017 to December 2017***	• 16,354	• 22,794	• 53,362
Totals for 2017	• 51,959	• 71,327	• 165,030

*Users that have had at least one session within the selected date range. Includes both new and returning users.

**Sessions - Total number of Sessions within the date range. A session is the period time a user is actively engaged in the website. All usage data (Screen Views, Events, etc.) is associated with a session.

***Page views is the total number of pages viewed. Repeated views of a single page are counted.

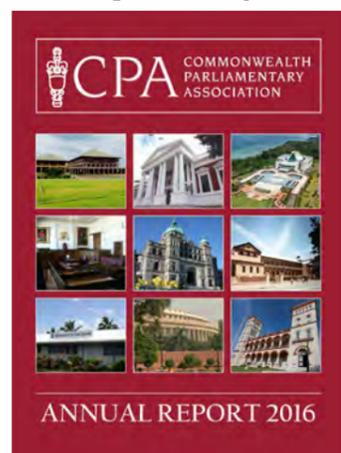
****Including 63rd CPC in Bangladesh.

CPA social media: user statistics (January 2017 to December 2017)	
Facebook.com/CPAHQ	
Number of 'Likes'	• 1,415 to 2,311
% rise/fall	• 63% increase in 2017
Highest reach of Facebook posts	5,285 users on 6 September 2017 (CPA Disabilities Conference)
Twitter @CPA_Secretariat	
Number of Followers	• 1,178 to 2,299 Followers
Number of impressions*	• Over half a million (512,000) page impressions in 2017
Follower growth (%)	• 95% increase in 2017

*Impressions = number of times people saw our posts on Twitter

CPA Annual Report

The CPA 2016 Annual Report was completed during 2017 and distributed to CPA Branches and Officers as hard copies and electronically. The Annual Report was also published on the CPA website and distributed to international organisations and other stakeholders and partners. The CPA Annual Report was also distributed to Members at the CPA General Assembly held as part of the annual conference.



PROGRESS ON CROSS-CUTTING ISSUES

The CPA Headquarters Secretariat has identified two key areas of activity that run through all of the Association's work – Gender and Rule of Law.

Gender Mainstreaming

The Commonwealth recognises gender equality as a key component of democracy. There is a direct link between democracy and the balanced participation of men and women in politics, and in particular in Parliament and Legislatures. The CPA has consistently promoted the need for inclusive and representative parliaments and the need for democracy to include half of the world's population and respond to the needs of both men and women.

'Gender mainstreaming' is not an end in itself, but a means to an end. The calls for increased gender mainstreaming are not for increased gender balance within Commonwealth Legislatures but for increased attention to gender perspectives and the goal of gender equality in the work of the CPA. Gender mainstreaming does not only entail developing separate activities for the Commonwealth Women Parliamentarians (CWP) within the CPA programmes strategy, it requires that attention is given to gender perspectives as an integral part of all activities across all CPA programmes.

Through its revised programme strategy, CPA is making gender perspectives – what women and men do and what resources and decision-making processes they have access to – more central to all CPA programme development, research, advocacy, outreach and monitoring of CPA Programmes.

The overall goal of mainstreaming gender across all CPA activity is to ensure that the CPA as an organisation achieves gender equality in participation, within its structures, bodies and its Headquarters Secretariat at all levels; that CPA contributes to gender equality in all of its outputs; that CPA has gender-sensitive policies; and that as an organisation, the CPA has a gender-sensitive membership and CPA Headquarters Secretariat.

Rule of Law

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.

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.

Working to ensure this basic principle is the essence of the work of the CPA to promote the rule of law across all its programmatic work. Mainstreaming the rule of law is, therefore, a key task for the CPA. This approach involves promoting the principle of parliamentary independence and the separation of powers between the executive, legislature and judiciary, as well as focusing on how Parliaments can better protect the rule of law.

CPA programmes therefore support the following four universal principles of the Rule of Law:

1. **Accountability:** The government as well as private actors are accountable under the law.
2. **Just Laws:** The laws are clear, publicized, stable, and just; are applied evenly; and protect fundamental rights, including the security of persons and property and certain core human rights.
3. **Open Government:** The processes by which the laws are enacted, administered, and enforced are accessible, fair, and efficient.
4. **Accessible & Impartial Dispute Resolution:** Justice is delivered timely by competent, ethical, and independent representatives and neutrals who are accessible, have adequate resources, and reflect the makeup of the communities they serve.

CPA BRANCH VISITS in 2017

Each year the CPA Secretary-General and members of the CPA Headquarters Secretariat staff undertake a number of Branch visits to Member Parliaments and Legislatures of the CPA to engage with Members of Parliament and parliamentary staff and to raise the profile of the CPA in different jurisdictions.



Above: The CPA Secretary-General with the Speaker of the House of Keys, Hon. Juan Watterson, SHK in the Isle of Man.

CPA Branch Visit - Isle of Man

- Date: February 2017
- Members: Hon. Stephen Rodan, MLC, President of Tynwald, and the Speaker of the House of Keys, Hon. Juan Watterson SHK, Chairman of the CPA Executive Committee. Topics/Issues discussed: youth Parliamentary innovations
- Visit in conjunction with: CPA Roadshow for young people



Above: The CPA Chairperson and CPA Secretary-General visit the CPA Scotland Branch.

CPA Branch Visit - Scotland

- Date: March 2017
- Members: Hon. Dr Shirin Sharmin Chaudhury, MP, Chairperson of the Commonwealth Parliamentary Association and Speaker of the Parliament of Bangladesh, Rt Hon. Ken Macintosh, MSP, Presiding Officer of the Scottish Parliament, Stuart McMillan, MSP, Margaret Mitchell, MSP, Kenneth Gibson, MSP; Johann Lamont, MSP; Alexander Stewart, MSP; Maurice Corry, MSP; Dr Alasdair Allan, MSP, Minister

for International Development and Europe, and Hon. Imran Ahmad, MP, Member of Parliament from Bangladesh

- Topics/Issues discussed: Progress on CPA work, work of the CWP in promoting gender equality, Parliamentary innovations, youth
- Visit in conjunction with: CPA Roadshow for young people and Commonwealth Day 2017 celebrations.



Above: The CPA Secretary-General attended the launch of the new gender caucus during his visit to the CPA Mauritius Branch.

CPA Branch Visit – Mauritius

- Date: March 2017
- Members: Hon. Mrs Santi Bai Hanoomanjee, G.C.S.K, Speaker of the National Assembly of Mauritius, Hon. Mrs Esperance Mwiza, MP from the Parliament of Rwanda, Deputy Chairperson of the Standing Committee on National Unity, Human Rights and Fight against Genocide and Member of the Rwanda Women's Parliamentary Forum and Ministers and Members of the Parliament of Mauritius.
- Topics/Issues discussed: The importance of gender equality in the achievement of an inclusive and progressive society and promoting good governance
- Visit in conjunction with: Launch of the Gender Caucus for the National Assembly of Mauritius.

Below: The CPA Secretary-General addresses Commonwealth Parliamentarians at the CPA Pacific Region Lecture during his visit to the CPA New Zealand Branch.



CPA Branch Visit - New Zealand

- Date: May 2017
- Members: Rt Hon. David Carter, MP, Speaker of the Parliament of New Zealand, Munokoa Poto Williams, MP, Vice-Chairperson of the Commonwealth Women Parliamentarians (CWP), Hon. Paul Foster-Bell, MP, and Hon. Leaupepe Taimaiono Toleafoa Faafisi, Speaker of the Legislative Assembly of Samoa
- Topics/Issues discussed: Progress on CPA work, human rights
- Visit in conjunction with: CPA Commonwealth Parliamentary Lecture for Pacific Region and CPA Roadshow for young people.

CPA Branch Visit - Malaysia



- Date: April 2017
- Members: Hon. Dr Dato' Noraini Ahmad, MP, Chairperson of the Commonwealth Women Parliamentarians (CWP) and Hon. YB Datuk Hajah Norah binti Ahmad, MP; Hon. S.K Devamany MP, Deputy Minister in the Malaysian Prime Minister's Department
- Topics/Issues discussed: promoting sustainable economic growth through the digital economy; encouraging gender equality in politics; and addressing sexism, harassment and domestic violence against women and children, work of the CWP in promoting gender equality
- Visit in conjunction with: CWP South-East Asia Regional Seminar on 'Women and Development: Bridging the Gap' and CPA Roadshow for young people.



Above: The CPA Secretary-General meets Madam Halimah Yacob MP, Speaker of the Parliament of Singapore.

CPA Branch Visit - Singapore

- Date: April 2017
- Members: Madam Halimah Yacob MP, Speaker of the Parliament of Singapore and Deputy Speaker of the Parliament of Singapore, Hon. Lim Biow Chuan, MP
- Topics/Issues discussed: importance of CPA work in parliamentary strengthening.
- Visit in conjunction with: CPA Roadshow for young people

CPA Branch Visit - Northern Territory

- Date: April 2017
- Members: All Members attending the CPA Executive Committee and hosted by the Speaker of the Legislative Assembly of the Northern Territory, Hon. Kezia Purick MLA
- Topics/Issues discussed: shared goals of parliamentary strengthening and sharing best practice, and parliamentary innovations
- Visit in conjunction with: CPA Mid-Year Meeting of the Executive Committee and CPA Roadshow for young people.

CPA Branch Visit - Fiji

- Date: April 2017
- Members: Hon. Jiko F. Luveni, MP, Speaker of the Parliament of Fiji, Mrs. Jeanette Emberson, Deputy Secretary-General to Parliament, Deputy Speaker, Hon. Ruveni Nadalo, Minister for Employment, Productivity and Industrial Relations; Hon. Jone Usamate, Leader of the National Federation Party in Parliament; Hon. Professor Biman Prasad
- Topics/Issues discussed: Implementation of SDG's, importance of CPA for Fiji parliamentary strengthening, work of the CWP in promoting gender equality
- Visit in conjunction with: CPA Technical Assistance Programme



CPA Branch Visit - Jersey

- Date: September 2017
- Members: Presentation by the CPA Secretary-General to Members of the States Assembly of Jersey and bilateral meetings with the Deputy Bailiff, Tim Le Cocq QC and the Lieutenant-Governor of Jersey, Air Chief Marshall Sir Stephen Dalton.
- Topics/Issues discussed: CPA Small Branches; youth engagement work; parliamentary strengthening.
- Visit in conjunction with: CPA Roadshows for Young People at Jersey College for Girls and Hautlieu School.

Below: The CPA Secretary-General addresses Deputies and Members at the States Assembly in Jersey.



CPA REGIONAL CONFERENCES

The Regional Secretariats of the Commonwealth Parliamentary Association (CPA) organise a Regional Conference for Members in each region annually.

47th Regional Conference of the CPA British Islands and Mediterranean (BIM) Region examines the impact of 'Brexit' on the CPA's Small Branches

Commonwealth Parliamentarians from eleven countries and territories across the CPA British Islands and Mediterranean (BIM) Region attended the 47th CPA BIM Regional Conference in Gibraltar from 21 to 24 May 2017 on the theme of 'Strengthening the role of the BIM Region; considering the role of CPA Small Branches post-Brexit'. The Gibraltar Branch of the Commonwealth Parliamentary Association (CPA) hosted the 47th Regional Conference attended by 40 Parliamentarians. Workshops and meetings were held over the course of the conference.

42nd Regional Conference of the Commonwealth Parliamentary Association Caribbean, Americas and Atlantic Region takes place in St Kitts

The St Kitts and Nevis Branch of the Commonwealth Parliamentary Association (CPA) has hosted the 42nd Regional Conference of the Caribbean, Americas and Atlantic (CAA) Region from 16 to 24 June 2017 in Basseterre, St Kitts. Hundreds of Commonwealth Parliamentarians and observers from around the region gathered in St. Kitts and Nevis for the week-long conference hosted in St. Kitts and Nevis for the second time in its history.

The theme of the Regional Conference was 'Enhancing Democracy through the use of the Parliamentary System and the Media' and the conference was attended by Speakers, Members of Parliament and parliamentary staff from across the region, hosted by Hon. Anthony Michael Perkins, Speaker of the National Assembly of St Kitts. The CPA Regional Conference was attended by delegates from across the region including Antigua and Barbuda, Barbados, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Guyana, Jamaica, Nevis, Montserrat, St. Kitts and Nevis, Trinidad and Tobago and Turks and Caicos as well as specially invited observers from Canada, Scotland and Cameroon.

The 42nd Regional Conference of the Caribbean, Americas and Atlantic Region saw several other events take place during the conference including the Regional Executive Committee Meeting and the Annual General Meeting. The 10th Regional Conference of Commonwealth Women Parliamentarians (CWP) which took place in St Kitts in the margins of the main conference was chaired

Right: Delegates at the 42nd Regional Conference of the Caribbean, Americas and Atlantic (CAA) Region in Basseterre, St Kitts.



Above: Commonwealth Parliamentarians from eleven countries and territories at the 47th CPA British Islands and Mediterranean (BIM) Regional Conference in Gibraltar.

by Hon. Shirley Osborne MLA, Speaker of the Legislative Assembly of Montserrat and Chair of the Regional CWP and saw updates on the activities of the CWP across the region.

The 13th Caribbean Regional Youth Parliament, hosted by the St Kitts National Youth Parliament Association (SKNYPA), also took place with young people aged 18 -29 years from across the region. The Youth Parliament aims to foster an appreciation and understanding of the rules and procedures of parliament among the youth of the region and this year's event focused on the 'International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families'.

Hon. Anthony Michael Perkins, Speaker of the National Assembly of St Kitts presented the prizes for Best Speaker for the Opposition to Mr Kamarlie Mannix from Antigua and Barbuda and the award for Best Speaker for the Government went to Mr Ade O'Neal of Barbados. Participants in the youth parliament came from St. Kitts, Nevis, Antigua and Barbuda, Trinidad and Tobago, Barbados, Cayman Islands and Bermuda.

During the conference, the CPA Caribbean, Americas and Atlantic Regional 'Hot Topic' Forum Part Two took place which heard from a number of speakers on the need for increased women's political participation for the benefit of wider society as they discussed the 'hot topic' of the region - 'Seeking to Increase Women's Political Participation'. See page 36.



Left: Delegates at the 48th Presiding Officers and Clerks Conference for the CPA Australia and Pacific Regions at Parliament House in Sydney, New South Wales, Australia.

Celebrating Regional Twinning between Parliaments at the 48th Presiding Officers and Clerks Conference in Sydney, New South Wales, Australia

The Speaker of the New South Wales Legislative Assembly, Hon. Shelley Hancock, MP and the President of the New South Wales Legislative Council, Hon. John Ajaka, MLC were delighted to host the 48th Presiding Officers and Clerks Conference for the CPA Australia and Pacific Regions at Parliament House in Sydney, Australia from 2 to 7 July 2017. The conference provided a unique forum for the Presiding Officers and Clerks of eight Australian Parliaments, the Parliament of New Zealand and eight Pacific Island Parliaments to discuss their pivotal roles and experiences in the Parliamentary and Legislative institutions from the region and to celebrate their work together.

The conference commenced with the formal opening ceremony outside Parliament House which began with a welcome to country address delivered by aboriginal elder Uncle Chicka Madden followed by a traditional indigenous smoking ceremony. Delegates were then welcomed into Parliament House and the Legislative Assembly Chamber with a traditional Pacific welcome by a local Cook Islands performance group.

Once settled after a rousing opening ceremony, Hon. Shelley Hancock, MP was elected as Chair of the conference and Hon. Chester Borrows, MP, Deputy Speaker of the New Zealand Parliament was elected as the Deputy Chair. The opening address was delivered by Hon. Professor Dame Marie Bashir, AD CVO, former Governor of New South Wales. The formal proceedings of

Below: A video message from the CPA Secretary-General is played to delegates at the Parliament of New South Wales in Australia.



the conference culminated in a celebration of the 10th anniversary of the Twinning programme between Australian and Pacific Islands Parliaments, which took place in the Legislative Council Chamber and was presided over by the President of the Legislative Council, Hon. John Ajaka, MLC.

The Commonwealth Parliamentary Association Secretary-General, Mr Akbar Khan had recorded a video address commending the regional twinning programme, which was played to the delegates at the commencement of the celebrations. Representatives of the respective Australian State and Pacific Island partnerships discussed the experiences and benefits of their twinning relationships and the twinning programme was universally acclaimed by all delegates.

Formal meetings arranged throughout the conference provided further opportunities for the Presiding Officers to share experiences, announce plans and agree to various interparliamentary matters. Delegates shared experiences and information on a variety of topics relevant to the role of Presiding Officers, Clerks and the administration of Parliament which included: public engagement, parliamentary security, statutory accountability and procedural innovation.

The conference programme included tours and lectures about the unique structure and history of the New South Wales Parliament. Emeritus Curator of the New South Wales State Library, Mr Paul Brunton OAM delivered a lecture about the 200th Anniversary of the Rum Hospital which was refurbished to form the front section of the parliament building. Delegates were taken on a day excursion to showcase some of the unique beauty of Sydney and the western New South Wales landscape with visits to the Featherdale Wildlife Park to view native Australian animals and the famous Blue Mountains.

Commonwealth Speakers and Presiding Officers from the CPA Africa Region end their conference pledging to accelerate the modernization and the integrity of Parliaments in the region

The 16th Commonwealth Speakers and Presiding Officers Conference for the CPA Africa Region took place from 21 to 29 July 2017 in Abuja, Nigeria and ended on a high note with the pledge to accelerate the modernization and affirming of the integrity of African Parliaments. The Speakers and Presiding Officers called for more vigilance in protecting the integrity, effectiveness and efficiency of the parliamentary process to serve the non-partisan interests

of citizens of the members of the Commonwealth Parliamentary Association. Below: The opening ceremony of the 16th Commonwealth Speakers and Presiding Officers Conference for the CPA Africa Region in Abuja, Nigeria

Amongst the many outcomes and resolutions at the conference, delegates recognised that e-Parliaments are a key development tool for all Parliaments and Legislatures and that members





of the CPA Africa Region need to embrace these developments if institutions are to remain relevant and deliver on their mandates, especially when it comes to citizen participation.

Other key resolutions included: broadening the scope, powers and competencies of Parliamentary Budget Offices (PBOs) in order to provide impartial, non-partisan, independent and cutting edge analysis of the economy and budgets in support of Parliament's oversight role; and a strong caution of Parliaments, in their engagement of non-state actors, to avoid any signs of 'state capture' to maintain and promote the integrity and capacity of Parliaments to spearhead the delivery of dividends of democracy to the people.

The 16th Commonwealth Speakers and Presiding Officers Conference (CSPOC) Africa Region opening ceremony was attended by the Chairperson of the CPA Africa Region Executive Committee, Hon. Lindiwe Maseko, MP (South Africa); Hon. Emilia Monjowa Lifaka, MP, Vice-Chairperson of the CPA International Executive Committee and Deputy Speaker of the National Assembly of Cameroon; the Acting President of Nigeria, HE Professor Yemi Osinbajo; the President of the Nigeria Senate, Senator Dr Bukola Saraki; and the Speaker of the Nigeria House of Representatives, Hon. Yakubu Dogara and was held at the International Conference Centre in Abuja. The conference was attended by Speakers and Presiding Officers from 11 CPA Africa Region countries including Botswana, Cameroon, Ghana, Lesotho, Namibia, Nigeria, Sierra Leone, South Africa, Tanzania, Uganda and Zambia.

Presenters at the conference included Chairperson of the South African National Council of Provinces, Hon. Thandi Modise, MP and Deputy Speaker of the Ghanaian Parliament, Hon. Alban Bagbin, MP who addressed the conference on their experiences in managing an e-Parliament. The next biennial conference of Commonwealth Speakers and Presiding Officers of the CPA Africa Region will be held in 2019.

Below: The 18th Biennial Conference of Presiding Officers and Clerks of the CPA Caribbean, Americas and Atlantic Region in August 2017.



Right: Hon. Bridgid Annisette-George, MP, Speaker of the House of Representatives, Trinidad and Tobago welcomed delegates.



Above: Commonwealth Parliamentarians and Parliamentary Clerks at the 18th Biennial Conference of Presiding Officers and Clerks of the Caribbean, Americas and Atlantic Region of the Commonwealth Parliamentary Association in Tobago.

18th Biennial Conference for Clerks and Presiding Officers of the Commonwealth Parliamentary Association Caribbean, Americas and Atlantic Region takes place in Tobago

The Trinidad and Tobago Branch of the Commonwealth Parliamentary Association welcomed delegates attending the 18th Biennial Conference of Presiding Officers and Clerks of the Caribbean, Americas and Atlantic Region of the Commonwealth Parliamentary Association from 13 to 17 August 2017. During the official opening ceremony hosted at the Magdalena Grand Beach Resort in Tobago, Hon. Bridgid Annisette-George, MP, Speaker of the House offered welcoming remarks followed by a feature address by the Chief Secretary of the Tobago House of Assembly, Hon. Kelvin Charles. In closing, the Presiding Officer for the Assembly Legislature, Dr Denise Tsoiafatt Angus offered the vote of thanks.

The Conference also saw the first CPA Commonwealth Parliamentary Lecture for the Region delivered in its margins. The Lecture was presented by Mr Kishan Kumarsingh, Head of the Multilateral Environmental Agreements Unit of the Government of Trinidad and Tobago on the topic of 'The Geopolitical response to Climate Change'. See page 34.



Left: The 48th CPA Africa Regional Conference opening ceremony in Imo State, Nigeria in October 2017.

Commonwealth Parliamentarians in Africa Region focus on Agenda 2063 at the 48th Commonwealth Parliamentary Association Africa Regional Conference

The CPA Imo State Branch and the House of Assembly of Imo State has hosted the 48th Commonwealth Parliamentary Association (CPA) Africa Regional Conference from 23 to 25 October 2017 in Owerri, Imo State, Nigeria. Delegates from 18 national Branches and 44 sub-national Branches attended the conference from CPA Branches across the Africa Region and the conference was addressed by Hon. Lindiwe Maseko, MP, Chairperson of CPA Africa Regional Executive Committee and the Speaker of the Imo State House of Assembly and President of the Commonwealth Parliamentary Association (African Region), Dr Hon. Acho Ihim. The 48th CPA Africa Regional Conference was held under the theme of 'Africa's Agenda 2063 Vision and Master Plan' and other topics of concern were the Parliamentary Agenda for peace and conflict resolution and the development agenda of new security architecture by the year 2020.

At the same time, the CPA Africa Regional Conference hosted the Commonwealth Women Parliamentarians (CWP) Africa Regional Steering Committee and the Regional Society of Clerks at the Table meetings. The first Commonwealth Parliamentary Association Lecture for the CPA Africa Region by Dr Benjamin Bewa-Nyog Kunbuor, former Minister for Defence, Justice, Interior, Health and Attorney-General of Ghana on the topic of 'Parliaments of CPA countries in the Africa Region: Their Role in Human Rights Thought and Action' was delivered in the margins of the 48th CPA Africa Regional Conference. See page 35.

36th CPA Australia and Pacific Regional Conference focuses on public engagement

The 36th CPA Australia and Pacific Regional Conference was held in New South Wales, Australia where public engagement was on the agenda for Parliamentarians. The CPA New South Wales Branch and the Parliament of New South Wales hosted the 36th CPA Australia and Pacific Regional Conference in Sydney, Australia and Members of Parliament and parliamentary staff attended the conference from CPA Branches across the two regions. The Regional Conference was opened by Hon. John Ajaka, MLC, President of the New South Wales Legislative Council and Member of the CPA Executive Committee and Hon. Shelley Hancock, MP, Speaker of the New South Wales Legislative Assembly.

The first CPA Australia and Pacific Regional 'Hot Topic' Forum also took place during the regional conference and heard from a number of speakers on the 'hot topic' of the region - 'Deliberating climate change: the role of Parliaments and Parliamentarians'. Speakers at the forum included: Speaker Hon. Dr Jiko Luveni MP (Fiji); Deputy



Above: Commonwealth Parliamentarians at the 36th CPA Australia and Pacific Regional Conference in New South Wales, Australia.

Speaker Hon. Mona Ioane, MP, (Cook Islands); Hon. Mark Parnell, MLC, Member, Environment Committee (South Australia); Hon. Ruth Forrest, MLC (Tasmania); Hon. Dr Culwick Togamana MP (Solomon Islands); Hon. Albert Abel Williams MP (Vanuatu); Mr Jonathan O'Dea MP (New South Wales); Dr Kennedy Graham (GLOBE); and Nanise Saune (UNDP). See page 36-37.

55th CPA Canada Regional Conference takes place in Manitoba

The 55th CPA Canada Regional Conference took place in Winnipeg, Manitoba from 16 to 22 July 2017. The conference was hosted by Hon. Myrna Driedger, Speaker of the Legislative Assembly of Manitoba. The conference saw participation from Members of Parliament from the Canada Federal Branch as well as Branches from across Canada together with observers from other CPA Branches across the Commonwealth.

During the regional conference, the CWP Canada Regional Conference also took place. The CWP Canada Regional Steering Committee met to provide Members with the opportunity to hear about activities over the previous year and to think about priorities for the upcoming year.

Below: The 55th CPA Canada Regional Conference in Manitoba.



Working with Partner Organisations

The 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.

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.

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, the World Bank Group, International Monetary Fund and Organisation for Economic Co-operation and Development (OECD) as well as Commonwealth Universities, including the University of Witwatersrand in South Africa, Monash University in Australia and McGill University in Canada.

The CPA Headquarters Secretariat has also continued its collaboration with the Westminster Foundation for Democracy (WFD) on a number of projects including the updating of the original *CPA Recommended Benchmarks for Democratic Legislatures* to incorporate the responsibilities for parliaments that arise from Goal 16 of the Sustainable Development Goals (SDGs) which calls for “effective, accountable and inclusive institutions at all levels.”

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.

There is however further scope for partnerships to develop and in 2017, the CPA Headquarters Secretariat has worked with new partners including the International Committee of the Red Cross (ICRC), Commonwealth Local Government Forum and the University of Reading in the United Kingdom.



Above: The CPA Small Branches Chairperson at the Steering Committee of the Parliamentary Conference of the WTO.

In 2017, the CPA Headquarters Secretariat also participated in the following conferences and meetings:

CPA Small Branches Chairperson represents CPA at 38th Session of the Steering Committee of the Parliamentary Conference of the World Trade Organisation (WTO)

The Chairperson of the CPA Small Branches, Hon. Angelo Farrugia, MP, Speaker of the House of Representatives of the Parliament of Malta attended and participated in the 38th Session of the Steering Committee of the Parliamentary Conference of the World Trade Organisation (WTO) on behalf of the CPA, which took place in Brussels in March 2017. The Parliamentary Conference of the WTO is organised jointly by the Inter-Parliamentary Union (IPU) and the European Parliament, and its Steering Committee met as an opportunity to exchange views ahead of the 2017 annual session of the Parliamentary Conference of the WTO.

According to the rules of procedure for the Parliamentary Conference of the WTO, the delegate of the CPA is one of the participants to the Steering Committee. The meeting

concentrated on the revised agenda for the 38th session of the Steering Committee, which discussed: the update on recent developments at the WTO; the follow-up to the 2016 annual session; the forthcoming 2017 annual session of the Parliamentary Conference of the WTO, which was due to take place from 11 to 14 December 2017; and the new trade priorities of the United States of America and the impact on the WTO.

This was followed by a very important discussion on trade as a tool to promote human rights and on this topic, which was part of the agenda, the CPA Small Branches Chairperson contributed to the debate and referred to the importance of having free trade agreements which should include provisions on the compatibility of trade liberalisation with respect to labour rights. The CPA Small Branches Chairperson also spoke on importance of the CPA and CWP with regards to the elimination of discrimination with regards to gender.

Global Parliamentary Conference of the World Bank Group (WBG) and International Monetary Fund (IMF)

The Global Parliamentary Conference of the WBG and IMF took place in Washington, DC from 17 to 18 April 2017 and was organised in coordination with the WBG/IMF Parliamentary Network. The CPA was represented by three Commonwealth Parliamentarians representing 3 CPA Regions: Hon. Dr Dato’ Noraini Ahmad, MP, Malaysia (and CWP Chairperson), Hon. Patrick Grady, MP, United Kingdom, and Minister Fayval Williams, MP, Jamaica. The conference was attended by around

Below: Hon. Emilia Monjowa Lifaka, MP, Vice-Chairperson of the Commonwealth Parliamentary Association at Organisation for Economic Co-operation and Development (OECD) 5th Global Parliamentary Network in Paris in February 2017.



Above: Commonwealth Parliamentarians from three CPA Branches - Manitoba, Jamaica; and Northern Territory - represented the CPA at the Global Anti-Corruption and Integrity Forum.

100 Parliamentarians, attending from developing countries and a number of OECD/G8 member states.

Organisation for Economic Cooperation and Development (OECD) 5th Global Parliamentary Network

Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon and Vice-Chairperson of the Commonwealth Parliamentary Association together with the CPA Director of Programmes, Ms Meenakshi Dhar attended meetings and bilaterals at the Organisation for Economic Co-operation and Development (OECD) 5th Global Parliamentary Network in Paris, France from 8 to 10 February 2017. The network meeting was attended by over 120 Members of Parliament from 40 different countries.

Organisation for Economic Cooperation and Development (OECD) 2017 Global Anti-Corruption and Integrity Forum

The Global Anti Corruption and Integrity Forum took place Paris, France from 30 to 31 March 2017 and was hosted by the Organisation for Economic Co-operation and Development Agency (OECD). The CPA funded the participation of three Commonwealth Parliamentarians representing 3 CPA Regions: Hon. Len Isleifson MLA, Manitoba, Canada, Hon. Alando Terrelonge, MP, Jamaica and Hon. Sandra Nelson, MLA, Northern Territory, Australia. 92 speakers presented on 20 topics during the two-day forum, representing the business community, civil society and Government agencies whose primary focus was the public interest, whether through strong governance, financial accountability, justice, or the relationship between private and public entities. A report of the forum was published in *The Parliamentarian*, the CPA’s flagship publication.





Chairperson of the Commonwealth Parliamentary Association (CPA) attends 2017 Annual Meetings of the World Bank and IMF in Washington DC, USA

The Chairperson of the Commonwealth Parliamentary Association (CPA), Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh has attended the 2017 Annual Meetings of the World Bank Group (WBG), the International Monetary Fund (IMF) and the Parliamentary Network on the World Bank and IMF in Washington DC, USA in October 2017. The meetings were also attended by the Chairperson of the Commonwealth Women Parliamentarians (CWP), Hon. Dr Noraini Ahmad, MP, Malaysia.

The Annual Meetings bring together Parliamentarians from over 100 countries, leaders from civil society and partner organisations, and top officials from a number of International Financial Institutions including the World Bank, IMF and regional development banks. Reaching out to new partners at this meeting is key for the Commonwealth Parliamentary Association as it moves to better respond to the needs of today's Parliamentarians. The CPA has explored avenues of cooperation to enhance its programmes of parliamentary strengthening initiatives with the IMF, World Bank,



Parliamentary Assembly of La Francophonie and ParlAmericas, among others. Amongst the many issues debated at the event was a focus on the trust deficit in Parliament.

The CPA Chairperson and the CWP Chairperson attended a number of sessions during the Annual Meetings and held a number of bilateral meetings in the margins of the conference to discuss a range of the CPA's work strands and the continuing development of parliamentary standards. The CPA Chairperson and CWP Chairperson are pictured with Hon. Jeremy Lefroy MP (United Kingdom), Chair of the Parliamentary Network on the IMF and World Bank.

Commonwealth Parliamentary Association Chairperson calls for all Parliamentarians to work together to address global inequalities as she addresses MPs at 136th Assembly of the Inter-Parliamentary Union in Bangladesh

The Chairperson of the Commonwealth Parliamentary Association (CPA) Executive Committee, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh was given the rare privilege of addressing the 136th Assembly of the Inter-Parliamentary Union (IPU) when it took place in Dhaka, Bangladesh from 1 to 5 April 2017. The CPA Chairperson spoke about the work of the Commonwealth Parliamentary Association in parliamentary strengthening across Commonwealth Parliaments and beyond and how Parliamentarians across the world need to work together to end extreme inequalities.

Over the five-day Assembly, IPU Members had the opportunity to find out more about the work of the CPA and the CPA Headquarters Secretariat through displays of programmes on a large screen and through booklets, leaflets and information in the 'CPA corner', which was established by the CPA Chairperson to showcase the work of the CPA to the wider membership at the IPU.

During the IPU Assembly, Members identified parliamentary measures to ensure the economy benefits all, strengthens

Below: The CPA Chairperson addresses the 136th IPU Assembly in Bangladesh.



protection of workers' rights including the right to a decent living, and improve international co-operation. Parliamentarians also pledged to work towards the implementation of the UN Sustainable Development Goals, particularly Goal 10 on redressing

inequalities within and among countries. IPU Members adopted a comprehensive resolution on guaranteeing women access to financial mechanisms. The resolution recommended that parliaments develop specific methods to facilitate the financial inclusion of poor women, ensuring they have access to credit, as well as to financial and business training.

Over 1,200 people attended the IPU 136th Assembly in Dhaka, jointly organized with the Bangladesh Parliament. Amongst them were 607 MPs from 126 countries, 46 Speakers of Parliament, 36 Deputy Speakers of Parliament and 191 women MPs.

Commonwealth Parliamentary Association partners with United Nations Environment Programme to provide cutting edge training on climate change for Commonwealth Parliamentarians

Commonwealth Parliamentarians will benefit from a new partnership that will provide training and development programmes on climate change with leading global experts. The new partnership agreement between the Commonwealth Parliamentary Association (CPA), with its network of over 180 parliaments and legislatures across the Commonwealth, and the United Nations Environment Programme (UNEP), the leading UN agency on climate change, will benefit legislators in large and small jurisdictions across the Commonwealth.

- Professional training programmes offered will assist legislators to:
- formulate and review appropriate legislation to pursue sustainable development relating to the Sustainable Development Goals;
 - provide effective oversight on the negotiation and implementation of internationally agreed environmental and sustainable development goals, including the United Nations Framework Convention and its associated treaties;
 - provide effective oversight on the enforcement of national legislation relating to sustainable development, including conservation, protection, enhancement, valuation and support of nature and natural resources, including biological diversity and forest governance/REDD+.

The CPA and UNEP will engage with legislators to strengthen national legislation, deepen public debate and enhance accountability in the management of natural resources. Both organisations have identified that there is an urgent need to scale up this engagement with legislators to create the national foundations for delivery of international environmental



agreements and the Sustainable Development Goals. The impact of climate change is particularly relevant to the Small Branches within the membership of the CPA, to which the CPA has a particular commitment. They represent the smallest populations in the Commonwealth, many of which are particularly susceptible to the effects of environmental challenges, most notably climate change.

A joint Memorandum of Understanding (MoU) was signed by the CPA Secretary-General, Mr Akbar Khan and Mr Erik Solheim, UNEP Executive Director. The cutting edge training for Parliamentarians that will be provided will help to further both organisation's key objectives in areas like sustainable development, particularly the 2030 Agenda for Sustainable Development and its components, namely climate change and the Paris Agreement.

The CPA Secretary-General, Mr Akbar Khan said: "The signing of this Memorandum of Understanding is a vital step towards strengthening the role of Commonwealth Parliaments and Parliamentarians in tackling the global challenges of climate change. The engagement of Parliaments in environmental protection is of particular importance, not only to translate international agreements into workable legislation on a national scale, but also to monitor implementation on the ground and lobby on a constituent level and nationally for adhering to international standards. By working/partnering with UNEP, the CPA will be able to provide cutting edge training on environmental protection for our Members. This will strengthen Parliamentarians' ability to pass legislation and put the necessary enforcement mechanisms in place on constituency, national and international levels to protect our planet."

Mr Erik Solheim, Executive Director, UNEP, said: "We may sometimes think of the law as something divorced from our day to day lives, but for many of us it is the reason we can still breathe fresh air, drink clean water and access wholesome food. At the United Nations Environment Programme, we are working with Parliamentarians to strengthen environmental law and governance to enable people to lead dignified lives, throughout the Commonwealth and beyond and the new partnership with the CPA will help to deliver this."

To find out more about the parliamentary training the CPA offers legislators in the area of climate change, please email hq.sec@cpahq.org.

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 Headquarters Secretariat Staff

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan completed a year in his role as Secretary-General on 1 January 2017. The Secretary-General and 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 in 2017.

Learning and Development: After the Secretary-General appointed a Learning and Development (L&D) champion in 2016, L&D has continued to promote learning opportunities for CPA Headquarters Secretariat staff and a programme of 'staff talks' by experts from the parliamentary field and other areas. In 2017, the CPA Headquarters Secretariat staff attended a Minute Taking and Speech Writing Course at the CPA Headquarters. The Secretariat staff were also given the opportunity to attend the following two L&D programmes organised by the L&D champion:

- **Lecture on the Importance of Elections and their Independent Observation, Dame Audrey Glover DBE (13 April 2017)** – the CPA Headquarters Secretariat staff were joined by a number of distinguished guests from the Commonwealth family, including the Commonwealth Deputy Secretary-General, Dr Josephine Ojiambo, representatives from the UK Foreign Office, British Virgin Islands and Bermuda Government offices in London at a special CPA learning and development lecture delivered by Dame Audrey Glover DBE.
- **Towards Outstanding Leadership Programme (TOLP) (5 June 2017)** - CPA Headquarters Secretariat staff were joined by 25 alumni of the TOLP programme to attend a programme focused on leadership, and more specifically Collaboration in Leadership. Topics covered at the one-day programme included: Presence and Power, Powerful listening, and working collaboratively.



Above: Dame Audrey Glover (centre) gave a lecture to CPA staff on election observation attended by the Commonwealth Deputy Secretary-General, Dr Josephine Ojiambo and the CPA Secretary-General.

CPA Headquarters Secretariat staff

During 2017, the CPA Headquarters Secretariat undertook a staff restructuring programme to ensure the renewal and reinvigoration of the CPA. The detailed list of CPA Headquarters Secretariat staff is given below (at 31 December 2017):

Mr Akbar Khan	Secretary-General
Mr Jarvis Matiya	Director of Operations
Mr Ian Grattidge	Director of Finance (part-time)
Ms Arlene Bussette	Head of Parliamentary Development
Ms Lucy Pickles	Head of Private Office
Mr Chinonso Orekie	Head of IT Transformation
Mr Jeffrey Hyland	Editor and Communications
Mrs Fatmata Kamara	Financial Accountant
Ms Anna Schuesterl	Programmes Manager
Ms Lucy Armstrong	Programmes Manager
Mr Ian McIntosh	Programmes Assistant
Mr James Pinnell	Programmes Assistant
Ms Chloe Rew	Programmes Assistant
Mr Daniel Peacock	Programmes Assistant
Ms Benite Dibateza	Programmes Administrator

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 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. Members of the Executive Committee also form 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 2017, the Executive Committee and its Subcommittees met twice in April 2017 (Darwin, Northern Territory, Australia) and in November 2017 (Dhaka, Bangladesh) ahead of the 63rd Commonwealth Parliamentary Conference and General Assembly. The Executive Committee and Secretary-General report at the annual General Assembly.

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 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.

Day-to-Day Management: The Secretary-General is supported in the day-to-day management of the CPA Headquarters Secretariat staff. The Secretary-General reports on the operations of the CPA Headquarters Secretariat directly to the Executive Committee, and via the Coordinating Committee and three Subcommittees. Decisions on daily operational matters are made by the Secretary-General. The

Secretary-General and senior staff members at the CPA Headquarters Secretariat make up the Senior Management Team (SMT).

Risk Management: The Trustees have responsibility for risk management. Risks identified by the Senior Management Team are reviewed, assessed and appropriate action incorporated as part of the annual budget and programming work. The consideration of risk is an integral part of the budget and programmes delivery, and these are approved by the Trustees. The main risks and uncertainties facing the Association are:

- restricted growth in revenue given that the market in which the Association operates is increasingly becoming very competitive
- significant reliance on membership fees, as that the Association is membership-based
- hosting of the Association's events, especially the annual conference
- governance, given the CPA's status as a UK charity with both UK and international trustees.

Appropriate systems/actions have been developed/taken to identify and mitigate risk. These systems/action 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 its reserves
- financial governance-related policies (i.e. use of credit cards, funding policy to support branch programme delivery, cash handling, etc)
- annual external audit of the Association's operations
- internal audit of the Association's governance, risks, controls and performance management arrangements
- performance and review subcommittee oversight
- strategic plan and three-year financial projections
- staff handbook detailing 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 insurance: trustees' liability, employment practices liability and legal liability; office cover: employer's liability, public liability, business interruption, and office contents; health and life).

The Trustees consider risk management as a top priority matter. The internal audit in 2017 reviewed the effectiveness of the CPA's risk management processes and key controls. Following the review, steps will be taken in 2018 to update/develop relevant policies and systems.

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 fully aspires to implement and comply with this new code. This will be reported in the next CPA Annual Report 2018.

Visits to the CPA Headquarters Secretariat

The CPA Headquarters Secretariat continues to welcome visitors from all CPA Branches and from representatives of partner and international organisations. These visits provide a platform 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.

The CPA Headquarters Secretariat welcomed over 100 visitors to the offices in London, UK in 2017 from CPA Branches and Regions, including Members of Parliament, current and former Executive Committee Members, Parliamentary staff and from partner organisations. If you require further information about visiting the CPA Headquarters Secretariat please email hq.sec@cpahq.org.



Appendix I: Financial Statements 2017



The Financial Statements show how the Commonwealth Parliamentary Association (CPA) revenues were generated and expended during 2017.

Financial Review

Summary: The total revenue earned in the financial year under review was £2,565,909 (2016: £2,712,083). Of this, the Association's core funding streams were from Branch Membership fees (94%) and financial investments (6%).

The Trustees resolved to renew and expand the range of programmes and services to be provided for the Association's membership from the 2017 financial year and beyond. The Trustees further agreed to partly fund these activities from the Association's free/unrestricted reserves. Hence, for the year under review, the results show a headline deficit of (£495,327) before net investment gains (2016: deficit of £827,631 before net investment gains).

Total revenue decreased by £146k (5%) when compared to the year ended 31 December 2016. This was mainly due to reductions in membership fees (£94k), Partner revenue (£19k) and other income (£37k), offset by increases in investment income (£4k).

Total operating costs during the reporting period were £3,061,236 (2016: £3,539,714). The costs of raising funds amounted to £47,270 (2%) and on direct charitable activities totaled £3,013,966 (98%). In 2016, these were £46,814 (1%) and £3,492,900 (99%) respectively. The decrease in total operating costs over the prior year was due to the hosting of the CPA plenary conference by the CPA Headquarters Secretariat in 2016 (as opposed to previous hosting by CPA Branches) though this was offset by expenditure on the expanded work programme.

At the end of the financial year, the CPA held £754,444 in its General Reserve (2016: £1,212,411) together with £1,000,000 (2016: £1,000,000) in a Contingency Reserve. The contingency reserve is maintained in accordance with the approved reserves policy of the Association.

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 £7,290,636 (2016: £6,786,795). Income from each Trust Fund is used for the benefits of the members in support of the wider objectives of the Association.

Financial Strategy: The Trustees agreed the CPA financial strategy in South Africa in August 2013. The issues addressed in the policy include the reserves, income generation, financial and administrative control policies for the Association. Its overarching purposes are to ensure that the Association's financial resources and policies are strategically deployed to support the strategic objectives outlined in the CPA business plan, and add a more focused sense of direction or purpose to the CPA's existing financial policies and practices.

Reserves Policy: The Contingency Reserve that has been established by the Trustees is made up of a fund to deal with unforeseen liabilities of £500,000 (2016: £500,000) together with a free reserves fund of £500,000 (2016: £500,000).

The *unforeseen liabilities fund* deals with events such as: a sudden increase in the cost of airfares; a need to find a new venue for the Annual Plenary Commonwealth Parliamentary Conference

as a result of a sudden cancellation by a potential host Branch; or such other unforeseen liabilities which have arisen due to circumstances beyond the control of the Association.

The free reserves fund is to cover three months of the Association's net annual operating costs (*i.e. annual operating costs less annual conference costs*) and is set at £500,000.

As at December 2017, the Association held further unrestricted reserves of £754,444. The Trustees note that it is in excess of the required amount in the reserves policy. This figure will be kept under review and Trustees will consider the scope for releasing funds from these reserves to meet the strategic priorities of the CPA.

Investment Policy: The CPA has investments in two trust funds and these are under the guidance and supervision of the Trustees. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arranging study group meetings, seminars and conferences and providing 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 which is 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 an established, formal (written) 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 of 2000* (as amended from time to time).

The trust funds were managed by Close Brothers Asset Management who was appointed from 1 January 2017. The Trustees met twice in the year to review the funds' performance.

Investment Performance: The value of the Association's listed investments increased by £477,218 (7.4%) from £6,470,828 on 31 December 2016 to £6,948,046 as at the end of the reporting period. All of the funds invested in by the charity are recognised on a listed stock exchange.

The target total return on the Trustees' portfolio of investments, within an agreed level of risk appetite, is 6% from 1 January 2017. This is equally apportioned between annual investment income (3%) and long-term capital appreciation (3%).

The Trustees will continue to monitor the performance of the investments performance very closely.

Plans for Future Periods: The current Strategic Plan ends in 2017 but is under review with plans for its replacement, covering 2018 – 2020 to be agreed and rolled out 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.

The Trustees consider that the Association's assets are adequate to meet its annual obligations in the next two years.

Statement of Executive Committee's responsibilities: The Executive Committee is 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 Executive Committee 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 incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Executive Committee is required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable 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 business.

The Executive Committee is 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. It is 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 corporate 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.

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

Auditors: In line with good governance and following a formal tendering process the General Assembly agreed to appoint new auditors. For accounting periods commencing from 1 January 2018 the auditors will be Buzzacott based at 130 Wood Street London EC2V 6DL, United Kingdom.

This report was approved by the CPA Executive Committee on 7 November 2018 and signed on its behalf by:

- Hon. Emilia Monjowa Lifaka, MP, Chairperson of the CPA Executive Committee
- Mrs Vicki Dunne, MLA, CPA Treasurer
- Mr Akbar Khan, CPA Secretary-General

Independent Auditors' Report to the Members of Commonwealth Parliamentary Association

Opinion: We have audited the financial statements of Commonwealth Parliamentary Association for the year ended 31 December 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 2017 and of the charity's net movement in funds 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 have been appointed as auditor under section 144 of the *Charities Act 2011* and report in accordance with the Act and relevant regulations made or having effect thereunder. 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

**Independent Auditors' Report to the Members of Commonwealth Parliamentary Association
(continued)**

believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Trustees for the financial statements:

As explained more fully in the Trustees' responsibilities statement, 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. This description forms part of our auditor's report.

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. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, 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 (Accounts and Reports) Regulations 2008* require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charity, or returns adequate for our audit have not been received from branches not visited by us; 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.

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.

haysmacintyre, 10 Queen Street Place, Statutory Auditors, London, EC4R 1AG, United Kingdom.

haysmacintyre 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 2017**

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Income from:					
Investments	2	2,225	150,735	152,990	148,434
Charitable activities					
Branch membership fees		2,401,900	-	2,401,900	2,496,202
Subscriptions for <i>The Parliamentarian</i>		4,759	-	4,759	5,069
Partnership income	3	-	-	-	18,833
Other income		6,260	-	6,260	43,545
Total income		2,415,174	150,735	2,565,909	2,712,083
Expenditure on:					
Raising funds					
Investment Management Costs		47,270	-	47,270	46,814
Charitable activities					
Publications & Communications		542,793	-	542,793	518,391
Conferences		657,103	-	657,103	1,656,303
Seminars, Projects & Commonwealth Development		1,354,920	188,095	1,543,015	1,045,084
Technical Assistance Programmes		271,055	-	271,055	273,122
Total expenditure	6	2,873,141	188,095	3,061,236	3,539,714
Net income/(expenditure) before (losses)/gains on investments		(457,967)	(37,360)	(495,237)	(827,631)
Transfer between funds	22	29,302	(29,302)	-	-
Net (losses)/gains on investments	17	-	541,201	541,201	728,264
Net movement in funds		(428,665)	474,539	45,874	(69,367)
Reconciliation of funds					
Balance brought forward on 1 January 2017	22	2,183,109	6,816,097	8,999,206	9,068,573
Balance carried forward on 31 December 2017	22	1,754,444	7,290,636	9,045,080	8,999,206

All recognised gains and losses have been included in the Statement of Financial Activities. No separate statement of total recognised gains and losses has therefore been produced.

All activities are continuing.

Commonwealth Parliamentary Association
Balance sheet as at 31 December 2017

	Note	2017 £	2017 £	2016 £	2016 £
Fixed asset					
Tangible assets	16		1,297		5,073
Investments	17		6,948,046		6,470,828
Totals			<u>6,949,343</u>		<u>6,475,901</u>
Current assets					
Debtors	21	271,774		456,937	
Short term deposit	18	2,351,173		2,210,485	
Cash at bank and in hand		488,424		779,907	
Totals		<u>3,111,371</u>		<u>3,447,329</u>	
Creditors: amounts falling due within one year	20	(1,015,634)		(924,024)	
Net current assets			<u>2,095,737</u>		<u>2,523,305</u>
Net assets			<u>9,045,080</u>		<u>8,999,206</u>
Funds					
General fund	22		754,444		1,212,411
Contingency reserve	22		1,000,000		1,000,000
Conference assistance fund	22		3,063,989		2,904,399
Working capital fund	22		4,226,647		3,882,396
Totals			<u>9,045,080</u>		<u>8,999,206</u>

The Financial Statements were approved, and authorised for distribution, by the CPA Executive Committee on 7 November 2018 and signed on its behalf by:

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

Mrs Vicki Dunne, MLA
CPA Treasurer

Mr Akbar Khan
CPA Secretary-General

Commonwealth Parliamentary Association
Cash flow statement for the year ending 31 December 2017

	2017 £	2016 £
Cash flows from operating activities	<u>(366,770)</u>	<u>(1,428,096)</u>
Cash flows from investing activities		
Dividends and interest	152,990	148,434
Purchase of property, plant and equipment	(998)	(1,745)
Purchase of investments	(6,499,611)	(1,888,154)
Proceeds from the sale of investments	6,484,955	2,117,267
Movement in investment cash account	78,639	(184,493)
Net cash provided by/(used in) investing activities	<u>215,975</u>	<u>191,309</u>
Change in cash and cash equivalents in the reporting period	<u>(150,795)</u>	<u>(1,236,787)</u>
Cash and cash equivalents at the beginning of the reporting period	<u>2,990,392</u>	<u>4,227,179</u>
Cash and cash equivalents at the end of the reporting period	<u>2,839,597</u>	<u>2,990,392</u>

Notes to the cash flow statement	2017 £	2016 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net income for the reporting period	45,874	(69,367)
Depreciation charges	4,774	10,249
(Increase) in debtors	185,163	(82,598)
(Decrease)/Increase in creditors	91,610	(379,682)
Interest and Dividends	(152,990)	(148,434)
Losses/(gains) on investments	(541,201)	(758,264)
Net cash provided by operating activities	<u>(366,770)</u>	<u>(1,428,096)</u>

Analysis of Cash and Cash Equivalents	2017 £	2016 £
Cash at bank and in hand	488,424	779,907
Short term deposits	2,351,173	2,210,485
Totals	<u>2,839,597</u>	<u>2,990,392</u>

Notes to the accounts for the year ending 31 December 2017

I. Summary of Accounting Policies

(a) Basis of accounting

The accounts (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 accounts. 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 (FRS 102)* (effective 1 January 2015) – (Charities SORP (FRS102)), and the *Charities Act 2011*.

(b) Income recognition

All 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. Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognized once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

(c) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note below.

(d) Allocation of support and governance costs

Support costs have been 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 accounted for on an accrual basis and 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. The aim and use of each restricted fund is set out in Note 22 to the financial statements.

(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 for at the end of the financial year. If after one year from the date of accruals such claims have not been made, the accrued amounts are written back into the accounts.

(j) Foreign exchange

Balances denominated in foreign currencies are translated into sterling at the rate of exchange ruling 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 initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities 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.

(o) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. 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 will probably 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 normally 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, dividends from equities and interest from fixed interest securities.

(r) Going concern

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, 2018, the most significant areas of uncertainty that affect the carrying assets held by the charity are the level of investment return and the performance of the investments markets (*see the investment policy and the risk management sections of the Trustees' annual report for more information*). The review of our financial position, reserves levels and future plans gives the Trustees confidence that guarantee the charity remains a going concern in the next one year, notwithstanding these uncertainties.

(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 year are deemed to be in relation to the valuation of investments and the provision for doubtful debts and are discussed below.

2. Investment Income	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Dividends – equities	-	125,195	125,195	89,995
Interest – fixed interest securities	-	25,482	25,482	47,128
Interest on cash and money market deposits	2,225	58	2,313	11,311
	<u>2,255</u>	<u>150,735</u>	<u>152,735</u>	<u>148,434</u>

Investment income consists of bank interest, interest earned on money market deposits and interest earned on the Contingency Reserve.

3. Partnership Income	Total 2017 £	Total 2016 £
CPA/WTO Regional Workshops for Parliamentarians	-	18,833
	<u>-</u>	<u>18,833</u>

Notes to the accounts for the year ending 31 December 2017 (continued)

4. Staff Costs	Note	Total 2017 £	Total 2016 £
Salaries and wages		850,470	805,147
Redundancy costs		86,924	-
Social security costs		93,414	88,133
Pension costs	5	136,652	124,480
Totals	6a	1,167,460	1,017,760

The benefits-in-kind payments 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.

A restructuring programme was undertaken during the year with a redundancy cost of £86,924. This sum was fully paid in the first quarter 2018.

	2017 No.	2016 No.
The average number of staff employed during the year was		
Management	3	3
Charitable activities	13	11
Totals	16	14

Key management personnel	2017 £	2016 £
Secretary-General	126,550	105,840
Director of Finance and Administration	107,900	92,005
Director of Programmes	99,313	84,824
Totals	333,763	282,669

The key management personnel comprised members of the Senior Management Team (SMT). In 2017, the SMT was made up of the Secretary-General, Director of Finance and Administration and Director of Programmes. During the 2016 financial year, the SMT comprised of the Secretary-General, Director of Finance and Administration and Director of Programmes.

The total employee benefits of the key management personnel of the charity were £333,763 (2016: £282,669).

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

	Total 2017 No.	Total 2016 No.
£80,000 - £90,000	-	1
£90,000 - £100,000	1	1
£100,001 - £130,000	2	1
Totals	3	3

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £43,597 (2016: £46,707) for these employees.

A total of £67,559 was reimbursed to 22 Parliaments of members of the Executive Committee for their travel to Executive Committee meetings (2016: £79,679 to Parliaments).

5. Pension scheme

The CPA Headquarters Secretariat runs a Personal Pension Scheme ("Scheme") for employees with Scottish Widows, which commenced on 1st 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. CPA Secretariat pays 16%.

	Total 2017 £	Total 2016 £
Total Premiums paid	166,068	152,778
Less: Contributions from employees	(29,416)	(28,298)
Employer Contributions	136,652	124,480

6. Total Expenditure	Note	Direct costs £	Support costs £	Total 2017 £	Total 2016 £
<i>Cost of generating funds</i>					
Investment management costs		47,270	-	47,270	46,814
<i>Cost of charitable activities</i>					
Publications & Communications	8	184,612	358,181	542,793	518,391
Conferences	9	291,146	365,957	657,103	1,656,303
Seminars, Projects & Commonwealth Development	10	1,044,615	498,400	1,543,015	1,045,084
Technical Assistance Programmes	11	9,126	261,929	271,055	273,122
Totals		1,576,769	1,484,467 <i>(Note 6a)</i>	3,061,236	3,539,714

6a. Allocation of Support Costs	Staff costs (Note 4) £	HR costs £	IT support costs £	Legal £	Facilities £	Depreciation £	Governance £	Total 2017 £	Total 2016 £
<i>Cost of charitable activities</i>									
Publications & Communications	261,074	10,598	4,861	311	18,260	450	62,627	358,181	363,634
Conferences	231,898	14,024	10,239	656	38,464	945	69,731	365,957	345,631
Seminars, Projects & Commonwealth Development	343,156	14,024	10,239	656	38,464	945	90,916	498,400	417,629
Technical Assistance Programmes	144,512	14,024	10,239	656	38,464	945	53,089	261,929	251,257
<i>Governance costs</i>	186,820	10,277	16,134	1,033	60,610	1,489	(276,363)	-	-
Totals	1,167,460	62,947	51,712	3,312	194,262	4,774	-	1,484,467	1,378,151

Support costs have been allocated to the charity's activities as follows:

- Staff costs: allocation based on staff time spent on operational activities
- Human Resources costs: allocated on basis of headcount
- IT Support: allocated on basis of headcount
- Legal & Professional: allocated on basis of usage
- Facilities: allocated on basis of staff usage or headcount
- Depreciation: allocated on basis of headcount.

Notes to the accounts for the year ending 31 December 2017 (continued)

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:

	2017	2016
	£	£
External Auditors' remuneration: <i>Current year</i>	18,588	12,960
<i>Non-audit fees</i>	-	2,065
Internal Auditors' remuneration	33,020	3,214
Mid-year Executive meeting	105,220	84,184
Secretary-General's contingency fund	-	1,500
Legal & professional fees	112,979	33,548
Consultants' fees	76,497	138,194
Apportionment of support costs	276,363	274,974
Totals	622,667	550,639

8. Direct Publications & Communications Costs

	2017	2016
	£	£
<i>The Parliamentarian</i>		
Printing	63,840	55,501
Distribution	72,170	60,939
Fees to contributors	1,664	2,377
Subtotals	137,674	118,817
Annual Report	2,835	(2,835)
Promoting parliamentary democracy	-	8,368
CPA website	3,135	8,888
Books, periodicals and information	654	1,397
<i>Governance costs</i>	40,864	20,123
Totals	184,612	154,758

9. Direct Conference Costs

	2016	2016
	£	£
Annual conference including subvention	420,812	1,146,963
Less: Prior year accrued airfares no longer required	(194,079)	(6,714)
<i>Governance costs</i>	64,413	170,422
Totals	291,146	1,310,671

10. Direct Seminars, Projects and Commonwealth Development Costs

	2017	2016
	£	£
Canadian Parliamentary Seminar	721	12,500
Overseas visits	58,799	110,269
CPA Youth Parliament	20,568	52,092
Post-Election Seminars	30,639	43,397
Co-sponsored seminars/projects	-	63,220
Commonwealth & Parliamentary Development activities	694,938	264,391
<i>Governance costs</i>	238,950	81,586
Totals	1,044,615	627,455

11. Direct Technical Assistance Programmes

	2017	2016
	£	£
St Helena	-	7,000
Niue	-	6,000
Mauritius	2,370	-
Samoa	2,001	-
Fiji	2,677	6,022
<i>Governance costs</i>	2,078	2,843
Totals	9,129	21,865

12. Overseas visits

	2017	2016
	£	£
Chairperson	322	2,925
Vice-Chairperson	-	4,223
Treasurer	5,637	280
CWP Chairperson	-	1,273
Secretary-General	37,576	53,292
Staff	15,264	48,276
Totals	58,799	110,269

13. Post-Election Seminars

	2017	2016
	£	£
Mauritius	-	8,807
Falkland Islands	12,651	-
Cayman Islands	17,988	-
Guyana	-	18,904
Zambia	-	15,686
Totals	30,639	43,397

14. Co-sponsored seminars/projects

	2017	2016
	£	£
CPA/WTO Regional Trade Workshop for Parliamentarians	-	34,342
CPA/WBI Annual Conference	-	(2,731)
McGill University: Training Programme for Parliamentary Staff	-	32,478
CPA/UNEP: Climate Change Conference	-	(869)
Totals	-	63,220

Notes to the accounts for the year ending 31 December 2017 (continued)

15. Commonwealth and Parliamentary Development Activities	2017	2016
	£	£
Commonwealth Day	12,579	12,230
Training Workshop for Parliamentary Staff:		
Africa	-	(350)
Asia/South-East Asia	-	17,647
Caribbean	-	39,725
Support for attendance at workshops	285	4,659
Development of Public Accounts Committees (financial oversight):		
Canada	8,423	-
Pacific	-	46,501
Constituency Development Fund in London (2014: PNG)	-	(2,396)
Commonwealth Women Parliamentarians (CWP) Annual Meetings & Work Programme	8,712	7,000
CWP Regional Strengthening & CWP Conference	192,495	10,962
Benchmarking Workshops: Pacific, India, Asia	-	(1,110)
Regional Seminar on Human Rights in India/Asia	-	28,198
Regional Secretaries Work Programme	-	10,771
CPA Roadshows for Schools and Universities	11,609	5,724
CPA Parliamentary Lecture Series	2,665	26,305
Regional Hot Topics	5,870	30,283
Governance and Institutional Workshops	17,420	12,804
CPA Fundamentals Programme	371,950	731
CPA Masterclasses	7,756	-
Disability Conference	24,497	-
Regional Conferences	57,615	-
Developing Parliamentarians' Capacity for ICT in Nigeria	-	18,536
Parliament and the Media in Andhra Pradesh, India	-	(3,829)
Small Branches Committees Workshop	8,619	-
Totals	<u>730,495</u>	<u>264,391</u>

16. Tangible Assets	2017	2016
	£	£
Tangible fixed assets comprises of computer and office equipment.		
Cost		
At 1 January	30,798	29,648
Additions	998	1,745
Eliminated on disposal	(17,473)	(595)
At 31 December	<u>14,323</u>	<u>30,798</u>
Depreciation		
At 1 January	25,725	16,071
Charge for the year	4,774	10,249
Eliminated on disposal	(17,473)	(595)
At 31 December	<u>13,026</u>	<u>25,725</u>
Net book value at 31 December	<u>1,297</u>	<u>5,073</u>

17. Investments	2017	2016	
	£	£	
Market value at 1 January	6,470,828	5,757,184	
Additions	6,499,611	1,888,154	
Disposed Proceeds	(6,484,955)	(2,117,267)	
Investment cash account movement	(78,639)	184,493	
Net investment gains/(losses)	541,201	758,264	
Market value at 31 December	<u>6,948,046</u>	<u>6,470,828</u>	
Historic cost value at 31 December	<u>6,559,929</u>	<u>5,854,891</u>	
Analysis of investment assets	Fixed interest securities	Equities	Total
	£	£	£
Totals	<u>1,807,526</u>	<u>5,140,520</u>	<u>6,948,046</u>

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

18. Short term deposit investment	2017	2016
	£	£
National Westminster Bank 95-Day Account (Deposit and Reserve Accounts)	-	2,169,984
NWB Business Reserve Account	-	40,501
Coutts 90 Day Notice Accounts	2,351,173	-
Totals	<u>2,351,173</u>	<u>2,210,485</u>

19. Deferred income	At 1 Jan 2017	Released to incoming resources	Deferred in the year	At 31 Dec 2017
	£	£	£	£
Branch fees	86,971	(86,971)	147,260	147,260
Totals	<u>86,971</u>	<u>(86,971)</u>	<u>147,260</u>	<u>147,260</u>

20. Creditors: Amounts Falling Due Within One Year	Note	2017	2016
		£	£
Trade creditors		282,807	224,377
General accruals		212,511	219,220
Conference fares accruals		343,052	250,871
Mid-year Executive Committee fares accruals		-	115,681
Tax and social security		30,004	26,904
Deferred income	19	147,260	86,971
Totals		<u>1,015,634</u>	<u>924,024</u>

Notes to the accounts for the year ending 31 December 2017 (continued)

21. Debtors	2017 £	2016 £
Branch fees (see below)	235,853	355,536
Staff advances	-	730
Other debtors and prepayments	35,921	100,671
Totals	<u>271,774</u>	<u>456,937</u>
<i>Branch fees comprise the following:</i>		
Abia	29,077	29,077
Adamawa	-	15,048
Akwa Ibom	11,006	8,524
Anambra	22,572	15,048
Antigua & Barbuda	6,782	3,021
Bauchi	29,844	29,844
Belize	-	66,963
Benue	23,041	23,041
Borno	22,446	22,446
Chhattisgarh	-	100
Cross River	15,048	7,524
Delta	22,446	22,446
Ebonyi	15,048	7,524
Edo	15,122	15,122
Ekiti	22,572	15,048
Enugu	29,844	29,844
The Gambia	78,536	78,536
Gombe	13,325	15,048
Imo	22,446	22,446
Jigawa	22,572	15,048
Kaduna	22,446	22,446
Kano	15,048	15,048
Katsina	22,446	22,446
Kebbi	22,446	22,446
Kiribati	-	15,048
Kogi	5,615	5,615
Kwara	29,841	29,841
Lagos	-	5,752
Manitoba	-	60
Mozambique	-	15,048
Nasarawa	14,852	14,802
Niger	7,524	-
Ogun	7,428	15,042
Ondo	21,339	13,815
Osun	22,572	15,048
Oyo	22,446	22,446
Papua New Guinea	60,194	30,097
Pakistan	-	64
Plateau	15,048	7,524
Rivers	1,524	1,524
Sarawak	7,524	-
Sokoto	7,468	-
Taraba	15,048	15,048
Vanuatu	7,760	7,760
Yobe	15,048	7,524
Zamfara	2,472	2,472
Zambia	-	73
Totals	<u>747,789</u>	<u>748,687</u>
Less: Provision for doubtful debts	(511,936)	(393,151)
Total Branch fees	<u>235,853</u>	<u>355,536</u>

22. Movement in funds	At 1 Jan 2017 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2017 £
<i>Unrestricted funds</i>					
General reserve	1,183,109	2,415,174	(2,873,141)	29,302	754,444
Contingency reserve	1,000,000	-	-	-	1,000,000
Total unrestricted funds	<u>2,183,109</u>	<u>2,415,174</u>	<u>(2,873,141)</u>	<u>29,302</u>	<u>1,754,444</u>
<i>Restricted Funds</i>					
Conference Assistance Fund (CAF)	2,916,123	61,378	(121,483)	207,971	3,063,989
Working Capital Fund (WCF)	3,899,974	89,357	(66,612)	303,928	4,226,647
Total restricted funds	<u>6,816,097</u>	<u>150,735</u>	<u>(188,095)</u>	<u>511,899</u>	<u>7,290,636</u>
Total funds	<u>8,999,206</u>	<u>2,565,909</u>	<u>(3,061,236)</u>	<u>541,201</u>	<u>9,045,080</u>

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, is made up of two separate funds. The 1993 CPA 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 the CPA Headquarters Secretariat operating expenses.

In addition to the unforeseen liabilities fund, the Trustees decided in April 2008 in Malaysia to create and maintain a free reserves policy of £500,000 to cover three months of the Association's net annual operating costs (i.e. annual operating costs less 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.

Restricted funds

- **Conference Assistance Fund (CAF):** The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association by applying the income or such parts of the capital as the Trustees may deem fit. Expenditure is restricted to fulfilling these aims. A transfer of £11,724 has made from this funds into general reserve to reflect the correct position of the funds being carried forward.
- **Working Capital Fund (WCF):** The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association by applying the income or such parts of the capital as the Trustees may deem fit. Expenditure is restricted to fulfilling these aims. A transfer of £17,578 has made from this funds into general reserve to reflect the correct position of the funds being carried forward.

23. Analysis of net assets between funds	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
Tangible fixed assets	1,297	-	1,297	5,073
Fixed asset investment	-	6,948,046	6,948,046	6,470,828
Current assets	2,735,571	375,800	3,111,371	3,447,329
Current liabilities	(982,424)	(33,210)	(1,015,634)	(924,024)
Totals	<u>1,754,444</u>	<u>7,290,636</u>	<u>9,045,080</u>	<u>8,999,206</u>

24. Financial commitments

There are no financial commitments expected under lease agreements within one year.

-ENDS-

Appendix 2: 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



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 2017) were as follows:

Officers:

President	Vacant
Vice-President	Rt Hon.Rebecca Kadaga, MP, Speaker of the Parliament of the Republic of Uganda, 2017 - to date
Chairperson	Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the Parliament of Cameroon, 2017 – to date
Vice-Chairperson	Hon. Alexandra Mendes, MP, Parliament of Canada, 2017 – to date <i>Also Regional Representative for the CPA Canada Region, 2015 - to date</i>
Treasurer	Mrs Vicki Dunne, MLA, Deputy Speaker of the Legislative Assembly of the Australian Capital Territory, 2016 – to date
CWP Chairperson	Commonwealth Women Parliamentarians (CWP) Chairperson: Hon. Dr Dato' Noraini Ahmad, MP, Parliament of Malaysia, 2016 – to date
Small Branches Chairperson	Hon. Angelo Farrugia, MP, Speaker of the House of Representatives, Malta, 2016 – to date

Executive Committee Members (Regional Representatives)

Africa Region	<i>Vacant</i> , Cameroon, 2015 – to date
	Rt Hon. Umar Buba Jibril, MP, Deputy House Leader, National Assembly of Nigeria, 2015 – to date
	Hon. Bernard Songa Sibatani, MP, Namibia, 2016 – to date
	Hon. Lazarous C. Chungu, MP, Zambia, 2016 – to date
	Hon. Dr Makali Mulu, MP, Kenya, 2017 – to date
	Rt Hon. Sephiri Enoch Motanyane, MP, Speaker of the National Assembly of Lesotho, 2017 – to date

Asia Region	Hon. Imran Ahmad, MP, Parliament of Bangladesh, 2015 – to date
	Hon. Dr Fehmida Mirza, MP, Pakistan, 2016 – to date
	Hon. Dr Lal Chand Ukrani, MPA, Sindh, 2017 – to date
Australia Region	Hon. Russell Paul Wortley, MLC, President of the Legislative Council of South Australia, 2015 – to date
	Hon. John Ajaka, MLC, President of the Legislative Council, New South Wales, 2016 – to date
	Hon. Bruce Atkinson, MLC, President of the Legislative Council, Victoria, 2017 – to date
British Islands and Mediterranean Region	Dr Roberta Blackman-Woods, MP, Parliament of the United Kingdom, 2015 – to date
	<i>Vacant</i> , Northern Ireland, 2016 – to date
	Hon. Leona Roberts MLA, Falkland Islands, 2017 – to date
Canada Region	Hon. Alexandra Mendes, MP, Parliament of Canada, 2015 – to date <i>Also Vice-Chairperson of the CPA Executive Committee</i>
	Hon. Jackson Lafferty, MLA, Speaker of Legislative Assembly, North West Territories, 2016 – to date
	Hon. Kevin Murphy, MLA, Speaker of the House of Assembly, Nova Scotia, 2017 – to date
Caribbean, Americas and the Atlantic Region	Hon. Anthony Michael Perkins, MP, Speaker of the National Assembly, St Kitts and Nevis, 2015 – to date
	Hon. Leroy C. Rogers, MLA, Speaker of the House of Assembly, Anguilla, 2016 - to date
	Hon. Bridgid Annisette-George, MP, Speaker of the House of Representatives Trinidad & Tobago, 2017 – to date
India Region	Shri Feroze Varun Gandhi MP, Lok Sabha, India Union, 2015 – to date
	Shri Kavinder Gupta, Speaker of Jammu and Kashmir, 2016 – to date
	Shri Hitendra Goswami, MLA, Speaker of the Legislative Assembly of Assam, 2017 – to date
Pacific Region	Mr Nafioa Talaimanu Ketu, MP, Deputy Speaker of the Legislative Assembly, Samoa, 2015 – to date
	Hon. Clayton Mitchell, MP, New Zealand, 2016 – to date
	Hon. Simon Pentanu, MP, Speaker of the House of Representatives, Bougainville, 2017 – to date
South-East Asia Region	Hon. Datuk Seri Dr Ronald Kiandee, MP, Deputy Speaker of the House of Representatives, Malaysia, 2015 - to date
	Hon. Datuk Wira Haji Othman Muhamad, MP, Speaker, State Legislative Assembly of Malacca, 2016 – to date
	Hon. Mr Zainal Sapari, MP, Singapore, 2017 – to date

Former Officers of the Executive Committee during 2017

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

President	Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh, 2016 – 2017
Chairperson	Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh, 2014 – 2017
Vice-Chairperson	Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the Parliament of Cameroon, 2016 – 2017

Former Members of the Executive Committee (Regional Representatives) during 2017

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

Africa Region	Hon. Mutimura Zeno, MP, Parliament of Rwanda, 2014 – 2017 Rt Hon. Themba Msibi, MP, Speaker of the Parliament of Swaziland, 2014 – 2017
Asia Region	Hon. Mian Tariq Mehmood, MPA, Provincial Assembly of the Punjab, Pakistan, 2014 – 2017
Australia Region	Hon. Kezia Purick, MLA, Speaker of the Legislative Assembly of the Northern Territory, Australia, 2014 – 2017 Hon. Don Harwin, MLC, President of the Legislative Council, New South Wales, 2016 – 2017
British Islands and Mediterranean Region	Hon. Derek Thomas, MLC, Legislature of St Helena, 2014 – 2017 Rt Hon. Sir Alan Haselhurst, MP, Parliament of the United Kingdom, 2015 – 2017 Mrs Jo-Anne Dobson, MLA, Northern Ireland, 2016 – 2017
Caribbean, Americas and the Atlantic Region	Hon. Michael Peyrefitte, MP, Speaker of Parliament, Belize, 2014 – 2016 Hon. Laura Tucker-Longworth, MP, Speaker of the House of Representatives, Belize, 2016 – 2017
India Region	Dr Sitasharan Sharma, MLA, Speaker of the Legislative Assembly of Madhya Pradesh, India, 2014 – 2017
Pacific Region	Hon. Niki Rattle, Speaker of the Parliament of the Cook Islands, 2014 – 2017
South-East Asia Region	Dr Lim Biow Chuan, MP, Deputy Speaker of the Parliament of Singapore, 2014 – 2017

Professional Advisers

- **External Auditors** Haysmacintyre, Registered Auditors, 10 Queen Street Place, London, EC4R 1AG, United Kingdom
- **Internal Auditors** Crowe Clark Whitehill LLP, St. Bride's House, 10 Salisbury Square, London EC4Y 8EH, United Kingdom
- **Bank** National Westminster Bank plc, 2nd Floor Argyll House, 246 Regent Street, London, W1B 3PB, 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
- **Business Consultants** CASS Business School, 106 Bunhill Row, London EC1Y 8TZ, United Kingdom

Commonwealth Women Parliamentarians (CWP) Steering Committee

As at 31 December 2017

President Vacant	Australia Region Ms. Michelle O'Byrne, MP Tasmania, 2016 – to date	Caribbean, Americas and Atlantic Region Hon. Shirley Osborne, MLA Speaker of the Legislative Assembly Montserrat, 2015 – to date
Chairperson Hon. Dr Dato' Noraini Ahmad, MP Malaysia, 2016 – to date	British Islands and Mediterranean Region Ms Joyce Watson, AM Wales, 2015 – to date Also: CWP Vice-Chairperson, 2017 – to date	India Region Smt. Kirron Anupam Kher, MP Lok Sabha, India, 2017 – to date
Africa Region Hon. Angela Thoko Didiza, MP South Africa, 2016 – to date	Canada Region Ms. Laura Ross, MLA Saskatchewan, 2017 – to date	Pacific Region Vacant
Asia Region Hon. Vijyakala Maheswaran, MP Sri Lanka, 2015 - to date		South-East Asia Region Hon. Yb Datuk Hajah Norah binti Ahmad, MP, 2016 – to date

Trustees of CPA Trust Funds *As at 31 December 2017.*

Mrs Vicki Dunne, MLA Australian Capital Territory CPA Treasurer	Mr Robin Swann MLA Northern Ireland	Mr Akbar Khan CPA Secretary-General
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CPA Senior Management Team

Mr Akbar Khan CPA Secretary-General and Chief Executive Officer	Mr Joe Omorodion Director of Finance and Administration (to November 2017)	Ms Meenakshi Dhar Director of Programmes (to December 2017)	Mr Jarvis Matiya Director of Operations (from October 2017)
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Partner Organisations



Commonwealth Secretariat, Marlborough House Pall Mall, London SW1Y 5HX, United Kingdom
The Commonwealth Secretariat is the governmental wing of the Commonwealth and has 52 countries as its members. The CPA's relationship with the Commonwealth Secretariat is informal. However, it is recognised that the CPA is the parliamentary wing of the Commonwealth and some CPA programmes are jointly implemented with the Commonwealth Secretariat. The Commonwealth Secretary-General or their representative usually attends the CPA Annual Conference and the CPA Secretary-General and/or the Officers of the Association participate in the Commonwealth Heads of Government Meeting (CHOGM). <http://thecommonwealth.org/>



Inter-Parliamentary Union, 5 Chemin du Pommier, Case postale 330, CH-1218, Le Grand Saconnex, Geneva, Switzerland
The Inter-Parliamentary Union (IPU) deals with the national parliaments of all countries around the world. The Association's relationship with the IPU is informal. However, many CPA members are also members of the IPU. <http://www.ipu.org>

The Commonwealth Parliamentary Association (CPA) works with a wide range of international partner organisations and the 'Commonwealth Family'. Full details can be found at www.cpaHQ.org or from the CPA Headquarters Secretariat.

Appendix 3: Commonwealth Parliamentary Association (CPA) Branches

At 31 December 2017, the Commonwealth Parliamentary Association had over 180 active Branches. The CPA Branches were distributed across the CPA's nine regions as follows:



AFRICA

- Botswana
- Cameroon
- Ghana
- Kenya
- Lesotho
- Malawi
- Mauritius
- Mozambique
- Namibia
- Nigeria - also CPA
Branches 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
- Swaziland
- Tanzania - also CPA
Branch in: Zanzibar
- Uganda
- Zambia

ASIA

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

AUSTRALIA

- Commonwealth of Australia Federal (from 1 January 2018)
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

BRITISH ISLANDS AND MEDITERRANEAN

- Alderney
- Cyprus
- Falkland Islands
- Gibraltar
- Guernsey
- Isle of Man
- Jersey
- Malta
- Northern Ireland
- St Helena
- Scotland
- United Kingdom
- Wales

CANADA

- Canada Federal
- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland & Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Québec
- Saskatchewan
- Yukon

CARIBBEAN, AMERICAS AND ATLANTIC

- Anguilla
- Antigua & Barbuda
- The Bahamas
- Barbados
- Belize
- Bermuda
- British Virgin Islands
- Cayman Islands
- Dominica
- Grenada
- Guyana
- Jamaica
- Montserrat
- St Christopher & Nevis - also CPA Branch in: Nevis Islands
- St Lucia
- St Vincent & the Grenadines
- Trinidad & Tobago
- Turks & Caicos Islands

INDIA

- India - also CPA
Branches in: Andhra Pradesh | Arunachal Pradesh | Assam | Bihar | Chhattisgarh | Delhi | Goa | Gujarat | Haryana | Himachal Pradesh | Jammu & Kashmir | Jharkhand | Karnataka | Kerala | Madhya Pradesh | Maharashtra | Manipur | Meghalaya | Mizoram | Nagaland | Odisha | Puducherry | Punjab | Rajasthan | Sikkim | Tamil Nadu | Telengana | Tripura | Uttarakhand | Uttar Pradesh | West Bengal

PACIFIC

- Cook Islands
- Fiji
- Kiribati
- Nauru
- New Zealand
- Niue
- Papua New Guinea - also CPA Branch in: Bougainville
- Samoa
- Solomon Islands
- Tonga
- Tuvalu
- Vanuatu

SOUTH-EAST ASIA

- Malaysia - also CPA
Branches in: Johore | Kedah Darulaman | Kelantan | Malacca | Negeri Sembilan | Pahang | Penang | Perak | Perlis | Sabah | Sarawak | Selangor | Terengganu
- Singapore

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