



THE CPA PARLIAMENTARY ACADEMY
A Centre of Excellence for Commonwealth Parliamentarians

**ADVANCED
PARLIAMENTARY
DEVELOPMENT
RESIDENCY PROGRAMME**

**SYDNEY,
NEW SOUTH WALES, AUSTRALIA**

21 - 27 MAY 2022

OFFICIAL INVITATION



ADVANCED PARLIAMENTARY DEVELOPMENT RESIDENCY PROGRAMME

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It gives me great pleasure to announce that the CPA Headquarters Secretariat will be organising its first of two CPA Parliamentary Academy residency programmes in 2022. We are delighted to be working with the New South Wales Parliament in the delivery of the **Advanced Parliamentary Development Residency Course to be held in Sydney, Australia from 21 - 27 May 2022** (inclusive of arrival and departure dates).

I therefore take this opportunity to invite CPA Branches to nominate up to **two Members of Parliament** to attend this programme.

As you may know, the [CPA Parliamentary Academy](#) was established in 2021, and comprises online courses, and externally delivered training for parliamentarians and parliamentary staff from across the Commonwealth. The residency courses are intended to complement the online courses, providing face-to-face interactive learning and knowledge-sharing at a more advanced level. It is therefore important to highlight that the Advanced Parliamentary Development Residency Programme **is only open to Members of Parliament who have completed at least the Induction for New Parliamentarians online course, with priority places given to those who have completed the CPA Parliamentary Professional Development Certificate.**

Please kindly follow the application procedure as outlined in the invitation and submit your Branch's nomination by **MONDAY 28 MARCH 2022.**

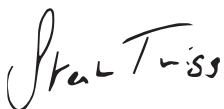
We hope that your Branch will be able to participate in this inaugural programme for parliamentarians. The Advanced Parliamentary Development Residency Course is a five day programme to examine how Members can be better performing legislators, representatives and scrutineers. Based on a mentoring and coaching approach, participants will identify practical solutions to the challenges they face and hone their skills at a higher level through simulations, role-play, one-to-one discussions, group activities and exercises.

It is important to highlight that the programme will be an intensive schedule and participants must be prepared to commit to the full programme and engage in all agenda items. It is therefore essential that proposed registrants are fully aware of the agenda and timetable.

It is also worthwhile to stress that with the ongoing COVID-19 Pandemic, the CPA Headquarters Secretariat and Hosts will continue to monitor the situation in terms of risks in the delivery of the course. We will ensure that we keep Branches and registrants apprised of any developments which may effect the delivery of this programme. However, due to the nature and format of the residency programme, it cannot be delivered in a virtual or hybrid format. Nevertheless, it is our intention to deliver the residency programmes on an annual basis.

Please contact Matthew Salik, Head of Programmes (matthew.salik@cpahq.org) should you require any further information.

Yours sincerely,



Stephen Twigg
Secretary-General, Commonwealth Parliamentary Association

1. APPLICATION PROCESS

PLACES PER CPA BRANCH/LEGISLATURE

Branches may apply for a maximum of **TWO** places. A total of approx. **30 spaces** are available for the programme.

NOMINATION PROCESS

To apply for a place on the Residency Programme, please complete this [NOMINATION FORM](#) and submit it to the CPA Headquarters Secretariat by no later than **Monday 28 March 2022**. Due to a high demand for limited places, any applications received after the stated deadline may be held as a reserve.

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

Once the Nomination Form has been received and reviewed, Branch Secretaries will be issued with a notification of the places which have been accepted. Branch Secretaries will be issued with login details to the [CPA Portal](#) and should then complete the Event Registration Form which will include travel itineraries and biographical information by no later than **Monday 25 April 2022**. Should there be any difficulties in registering online, please contact the CPA Secretariat.

NOMINATION CRITERIA

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

- a. Nominees must be Members of Parliament who have completed at least the [Induction for New Parliamentarians online course](#) and priority places will be given to those who have completed all of the CPA Parliamentary Professional Development Certificate online programme.
- b. Places will only be accepted for Branches with paid-up subscriptions.*
- c. It is CPA policy to encourage broad participation in its events. We encourage Branches to consider nominating women and young Members of Parliament. If submitting two nominations, both should not be from the same political party, grouping, coalition or caucus.
- d. The nominees should be able to demonstrate:
 1. An interest in the Commonwealth and parliamentary affairs;
 2. Familiarity with the basic role and responsibilities of being a Member of Parliament;
 3. An intension to continue in their role for the medium to long-term.
- e. Participants are expected to arrive for the start of the programme and to participate fully through to its conclusion. They must also be conscious of the intensive nature of the programme and be willing to engage in all elements of the agenda.
- f. Participants should be willing to engage in all Monitoring and Evaluation, including follow up.

Due to the limited places for the programme, there is a likelihood that it will be oversubscribed. Therefore, it is important to note that nominations that meet the above criteria are more likely to be selected. Furthermore, Branches whose nominations do not meet the stated criteria may be asked to reconsider. Please ensure that the above criteria is disseminated to the nominated participant to ensure that they understand the criteria.

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

2. ABOUT THE RESIDENCY PROGRAMME

WHAT WILL PARTICIPANTS GAIN?

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

- Identify the characteristics of effective parliamentarism in the 21st Century;
- In-depth analysis and understanding of the legislative process;
- Strengthened communication, presentation and influencing skills;
- Improved scrutiny and oversight skills;
- Greater utilisation of engagement with external stakeholders for mutual gain;
- Increased capacity around analysis, planning, evaluation and research.

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

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

IMPORTANT - TO NOTE

This Residency Programme is one of two programmes that will be delivered over the course of 2022. The second programme, which is scheduled for October/November 2022 focuses on professional development with a strong emphasis on skills-building. Specifically, the course will look at leadership, communication, strategic planning, diplomacy and many other issues. Participants should consider attending both programmes for maximum gain.

PROGRAMME STRUCTURE AND APPROACH

Participants will have the opportunity to legislate, scrutinise and advocate/educate around a single, central issue. Using this issue, participants will work alongside an experienced mentor to perfect their skills and to identify approaches for utilisation in their national and domestic settings. Each day will be dedicated to a particular parliamentary function such as the legislative and committee process. Participants will test their skills out in the community, in the parliamentary chamber and in a committee room alongside their colleagues.

See overleaf for a summary programme.

3. PROVISIONAL PROGRAMME

Day 0 - Saturday 21 May 2022	Official Arrival Day		Day 1 - Sunday 22 May 2022	Study Day and Acclimatisation		Day 2 - Monday 23 May 2022	Housekeeping & Intros	Inspirational Presentation	Personal Goal Setting	Mentoring Session	Characteristics of a Good Parliamentarian	Parliamentarians and Parliament	Parliamentarians and Beyond	Chamber Debate	Day 3 - Tuesday 24 May 2022	The Legislative Process	Speech and Presentation Masterclass	The Legislative Process cont.	Chamber Debate	Day 4 - Wednesday 25 May 2022	Outreach, Education and Advocacy	Media and Social Media	Field Visit	Day 5 - Thursday 26 May 2022	Scrutiny and Oversight in the Chamber	Scrutiny and Oversight in Committees	Questioning Masterclass	Committee Exercise	Feedback and Closing	Day 6 - Friday 27 May 2022	Official Departure Day	
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4. PARTICIPATION COSTS

FUNDING

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

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

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

Details of the official hotel will be issued to all participants shortly after they are notified of their places. The hotel will be within walking distance from the Parliament (main programme venue).

The CPA Headquarters Secretariat strongly discourage the inclusion of any accompanying officials due to lack of space and resources. Participants/Branches who insist on including any accompanying official will be responsible for all costs and logistical arrangements associated with their involvement in the programme.

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

FUNDING ASSISTANCE

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

5. ADMINISTRATION AND LOGISTICS

COVID-19 & VISAS

Please note participants will likely require a visa to enter Australia. Should your participant require a supporting letter by the Host Parliament or the CPA Headquarters Secretariat for his/her visa application, please make the necessary request in good time.

All Branches and participants are strongly advised to ensure they comply with all entry requirements to enter Australia and the State of New South Wales. Further information can be found at the following link <https://covid19.homeaffairs.gov.au/> or respective High Commissions.

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

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

WITHDRAWALS / CANCELLATIONS

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

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

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

6. ABOUT THE CPA

The Commonwealth Parliamentary Association (CPA) connects, develops, promotes and supports parliamentarians and their staff to identify benchmarks of good governance and the implementation of the enduring values of the Commonwealth. The CPA collaborates with parliaments and other organisations, including the intergovernmental community, to achieve its statement of purpose. It brings parliamentarians and parliamentary staff together to exchange ideas among themselves and with experts in various fields, to identify benchmarks of good practices and new policy options they can adopt or adapt in the governance of their societies.

To learn more, visit our website here. www.cpahq.org

THE CPA NETWORKS

CPA Small Branches

Established in 1981, the network represents Commonwealth jurisdictions with populations under 500,000 and operates within the framework of the CPA. The CPA Small Branches network seeks to “empower small parliaments to overcome national and global challenges through cooperation, advocacy and the strengthening of parliamentary democracy and good governance”. Find out more here: <https://www.cpahq.org/our-networks/cpa-small-branches/>

Commonwealth Women Parliamentarians

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

Commonwealth Parliamentarians with Disabilities

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



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