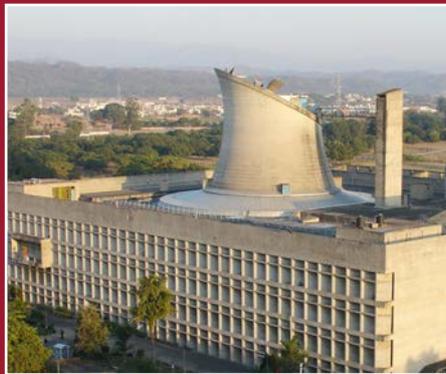
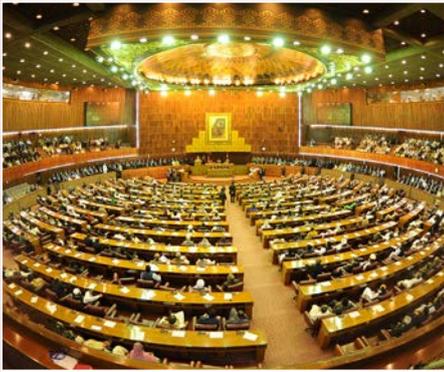




CPA COMMONWEALTH
PARLIAMENTARY
ASSOCIATION



COMMONWEALTH PARLIAMENTARY ASSOCIATION ANNUAL REPORT 2015

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 the implementation of the enduring values of the Commonwealth.

History and Status

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

The CPA was registered as a charity on 22 October 1971 (registration number 263147) under the laws of the United Kingdom. Its principal office and registered address is located at Suite 700, Westminster House, 7 Millbank, London SW1P 3JA, 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; and in South Africa on 5 September 2013.

The current membership is made up of over 180 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.

Front cover images representing the Parliaments and Legislatures of the nine regions of the CPA: (top row left to right) National Assembly of Pakistan (Asia Region); National Assembly of Nigeria (Africa Region); Parliament of Singapore (South-East Asia Region); (middle row left to right) Parliament of Malta (British Islands and Mediterranean Region); Federal Parliament of Canada (Canada Region); Legislative Assembly of Northern Territory, Australia (Australia Region); (bottom row left to right) Parliament of the Solomon Islands (Pacific Region); Legislative Assembly of Haryana, India (India Region); Parliament of Guyana (Caribbean, Americas and Atlantic Region).



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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, and up to the time of approving this report, are as follows:

Officers:

President Vacant

Vice-President Vacant

Chairperson Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh, 2014 – to date

Vice-Chairperson Hon. Shirley M. Osborne, MLA, Speaker of the Legislative Assembly of Montserrat, 2015 – to date
Also Regional Representative for the Caribbean, Americas and Atlantic

Treasurer Hon. Request Muntanga, MP, National Assembly of Zambia, 2014 – to date

CWP Chairperson Commonwealth Women Parliamentarians (CWP) Chairperson: Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of the Republic of Uganda, 2013 - to date

Executive Committee Members (Regional Representatives)

Africa Region Hon. Thandi Modise, MP, Chairperson of the National Council of Provinces Parliament of South Africa, 2013 – to date

Hon. Machana Ronald Shamukuni, MP, National Assembly of Botswana, 2013 – to date

Hon. Mutimura Zeno, MP, Parliament of Rwanda, 2014 – to date

Hon. Themba Msibi, MP, Speaker of the Parliament of Swaziland, 2014 – to date

Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the Parliament of Cameroon, 2015 – to date

Rt Hon. Umar Buba Jibril, MP, Deputy House Leader, National Assembly of Nigeria, 2015 – to date

Asia Region

Hon. Karu Jayasuriya, MP, Speaker of the Parliament of Sri Lanka, 2013 – to date

Hon. Mian Tariq Mehmood, MPA, Provincial Assembly of the Punjab, Pakistan, 2014 – to date

Hon. Imran Ahmad, MP, Parliament of Bangladesh, 2015 – to date

Australia Region

Mrs Vicki Dunne, MLA, Speaker of the Legislative Assembly of the Australian Capital Territory, Australia, 2013 – to date

Hon. Kezia Purick, MLA, Speaker of the Legislative Assembly of the Northern Territory, Australia, 2014 – to date

Hon. Russell Paul Wortley, MLC, President of the Legislative Council of South Australia, 2015 – to date

British Islands and Mediterranean Region

Hon. Carmelo Abela, MP, House of Representatives of Malta, 2013 – to date

Hon. Derek Thomas, MLC, Legislature of St Helena, 2014 – to date

Rt Hon. Sir Alan Haselhurst, MP, Parliament of the United Kingdom, 2015 – to date

Canada Region

Hon. Tom Osborne, MHA, Speaker of the House of Assembly of Newfoundland and Labrador, Canada, 2013 – to date

Hon. David Laxton, MLA, Speaker of the Legislative Assembly of Yukon, Canada, 2014 – to date

Hon. Alexandra Mendes, MP, Parliament of Canada, 2015 – to date

Caribbean, Americas and the Atlantic Region

Hon. Shirley M. Osborne, MLA, Speaker of the Legislative Assembly of Montserrat, 2013 – to date
Also Vice-Chairperson of the CPA Executive Committee

Hon. Michael Peyrefitte, MP, Speaker of the House of Representatives, Belize, 2014 – to date

Hon. Franklin O. Brand, MP, Speaker of the National Assembly of St Christopher & Nevis, 2015 – to date

India Region

Hon. Dr Charnjit Singh Atwal, MLA, Legislative Assembly of Punjab, India, 2013 – to date

Dr Sitasharan Sharma, MLA, Speaker of the Legislative Assembly of Madhya Pradesh, India, 2014 – to date

Shri P. P. Chaudhary, MP, The Lok Sabha, Parliament of India, 2015 – to date

Pacific Region

Mr Paul Foster-Bell, MP, Parliament of New Zealand, 2013 – to date

Hon. Niki Rattle, MP, Speaker of the Parliament of the Cook Islands, 2014 – to date

Hon. Agafili Patisela Eteuati Tolovaa, MP, Deputy Speaker of the Legislative Assembly of Samoa, 2015 – to date

South-East Asia Region

Hon. S. K. Devamany, MP, Speaker of the Legislative Assembly of Perak, Malaysia, 2013 – to date

Mr Lim Biow Chuan MP, Deputy Speaker of the Parliament of Singapore, 2014 – to date

Hon. Dato' Noraini Ahmad, MP, Parliament of Malaysia, 2015 – to date

Former Officers of the Executive Committee during 2015

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

President	Hon. Sardar Ayaz Sadiq, MNA, Speaker of the National Assembly of Pakistan, 2014 – 2015
Vice-Chairperson	Hon. Datuk Ronald Kiandee, MP, Parliament of Malaysia, 2013 – 2015

Former Members of the Executive Committee (Regional Representatives) during 2015

Africa Region	Hon. Sheku Badara Basiru Dumbuya, MP, Parliament of Sierra Leone, 2013 – 2015 Hon. Alban Sumana Kingsford Bagbin, MP, Parliament of Ghana, 2014 – 2015
Asia Region	Hon. Abdulla Shahid, MP, The People's Majlis, Maldives, 2012 – 2015 Hon. Chamal Rajapaksa, MP, Parliament of Sri Lanka, 2013 – 2015
Australia Region	Hon David Buffett AM, MLA, Legislative Assembly of Norfolk Islands, 2012 – 2015
British Islands and Mediterranean Region	Dr Roberta Blackman-Woods, MP, Parliament of the United Kingdom, 2012 – 2015
Canada Region	Mr Russ Hiebert, MP, Parliament of Canada, 2012 – 2015
Caribbean, Americas and the Atlantic Region	Hon. Hendrick Alexander, OBE, MP, House of Assembly of St Vincent and the Grenadines, 2013 – 2015 Hon. Teresina Bodkin, MP, Legislative Assembly of Montserrat, 2013 – 2015
India Region	Shri Prem Das Rai, MP, The Lok Sabha, Parliament of India, 2012 – 2015 Hon. Shri Rajendra Arlekar, MLA, Legislative Assembly of Goa, India, 2014 – 2015
Pacific Region	Lord Tu'ivakano (Siale 'Ataongo Kaho), Parliament of Tonga, 2014 – 2015
South-East Asia Region	Hon. Datuk Ronald Kiandee, MP, Parliament of Malaysia, 2013 – 2015

Trustees of CPA Trust Funds

Hon. Request Muntanga, MP Parliament of Zambia Lusaka, Zambia	Mrs Clare Christian, MLC Legislative Buildings Tynwald Precincts Bucks Road, Douglas Isle of Man IM13PW	Mr Joe Omorodion Acting Secretary-General (5 October 2014-31 December 2015) CPA Secretariat Suite 700, 7 Millbank London SW1P 3JA, United Kingdom.
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Senior Management Team (SMT)

Secretary-General and Chief Executive Officer	Mr Akbar Khan (from 1 January 2016)
Acting Secretary-General	Mr Joe Omorodion (5 October 2014-31 December 2015)
Director of Finance & Administration	Mr Joe Omorodion
Director of Programmes	Ms Meenakshi Dhar

Professional Advisers

Auditors	Haysmacintyre, Registered Auditors, 26 Red Lion Square, London WC1R 4AG, United Kingdom
Bank	National Westminster Bank plc, 2 nd Floor Argyll House, 246 Regent Street, London, W1B 3PB, United Kingdom
Investment Managers	Coutts & Co. 440 Strand, London WC2R 0QS, United Kingdom
Legal Advisers	Bates Wells & Braithwaite London LLP, 2-6 Cannon Street, London EC4M 6YH, United Kingdom

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 53 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 his 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.
<http://thecommonwealth.org/>



Inter-Parliamentary Union

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 Secretariat.



Chairperson's Foreword

I am pleased to present to you the CPA Annual Report for 2015. 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 various events and activities. The year 2015 has once again been a very busy time for the Commonwealth Parliamentary Association (CPA).

The CPA has continued to enhance the number and quality of its programmes and has taken initiatives this year to prepare for the appointment of the new Secretary-General in 2016.

Initiatives have been undertaken with the view that they will improve the effectiveness of communication between the CPA Secretariat and CPA Branches and 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 2015.

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 CPA Executive Committee Meeting was held in London in October 2015 and many important agendas were addressed and resolved.

Within the pages of this Annual Report you will find descriptions of the CPA Regional Conferences held in 2015, and also the parliamentary seminars, post-election seminars, professional development programmes and Commonwealth Women Parliamentarians (CWP) events in the regions of Commonwealth.

I as the Chairperson of the CPA had the opportunity to attend and take part in many of the CPA and Commonwealth events during 2015. 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 that the 7th Commonwealth Youth Parliament in Australia was a success.

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 look forward to working with the newly appointed Secretary-General of the CPA, Mr Akbar Khan and the CPA Secretariat to achieve these goals.



The CPA remains dynamic and vibrant because of the high levels of programme activity among the CPA 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 Chairperson and to the team at CPA Secretariat in taking forward the work of CPA during 2015.

As Chairperson of the CPA Executive Committee, I recommend this 2015 Annual Report to colleagues.

Hon. Dr Shirin Sharmin Chaudhury MP
Chairperson of the CPA Executive Committee
Speaker of the Parliament of Bangladesh

Secretary-General's Foreword

2015 was a busy year for the Commonwealth Parliamentary Association (CPA) and the CPA Secretariat were headed by the Acting Secretary-General and Director of Finance & Administration, Mr Joe Omorodion throughout the year with good support being received from Members, the CPA Executive Committee, CPA Branches and colleagues at the CPA Secretariat.

The CPA Secretariat continued to operate during the difficult period after the passing of the late Secretary-General, Dr William F. Shija in October 2014 and throughout 2015 to deliver programmes and events for CPA Members as demonstrated in this Annual Report.

During the period under review, the CPA Secretariat continued the implementation of the CPA Business Plan 2013-2017 including CPA governance and Secretariat-related policy initiatives, the performance scorecard for the Business Plan; the development of a Communications and Marketing Strategy with Apollo Communications; and a review of CPA delegate entitlement to the annual conference. The CPA continued to operate on a basis of financial transparency and accountability.

Unfortunately 2015 saw the cancellation of the 61st Commonwealth Parliamentary Conference, however a successful Executive Committee Meeting and General Assembly were held in London in October 2015. Earlier in the year, the



Mid-Year Executive Committee Meeting was held in Sabah, Malaysia.

The CPA's Programmes and activities continued to be a huge success in 2015 and a successful 7th Commonwealth Youth Parliament was held in Darwin, Australia in November. Other ongoing programmes in 2015 included the CPA's work on Codes of Conduct and Public Accounts Committees as well as the Human Rights and Climate Change programmes. The concept of hosting programmes, meetings, events and conferences is integral to the CPA and encouragement and support is given to Branches keen to host a CPA event.

Through this 2015 Annual Report, 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)





Commonwealth Parliamentary Association: Statement of Purpose, Aims and Objectives

CPA 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.

CPA Aims and Objectives

Article I(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."

These, according to Articles I(a) to (d), shall be pursued by:

- (a) arranging Commonwealth Parliamentary Conferences, and other conferences, seminars, meetings and study groups
- (b) providing facilities for the exchange of visits between Members of the Branches of the Association
- (c) 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;
- (d) maintaining at the Secretariat of the Association a centre for the dissemination and exchange of information on parliamentary matters.

In pursuance of these constitutional aims, the Association has developed eight (8) strategic objectives for the period 2013 – 2017. These are comprised of:

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.

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 Secretariat of the Association a centre for the dissemination and exchange of information on parliamentary matters.

Governance and Management

Governing Document

The CPA has its own constitution 'Constitution of the Commonwealth Parliamentary Association' as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993, and amended by the General Assembly of the Association 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; and in South Africa on 5 September 2013.

Organisational Structure

The responsibility for the day-to-day management of the CPA Secretariat rests with the Secretary-General. The Secretary-General is supported by two Directors: Director of Finance and Director of Programmes. The Secretary-General reports on the operations of the CPA Secretariat to the Executive Committee, which has a Coordinating Committee and three Subcommittees.

The Executive Committee, which has three Subcommittees (Planning & Review Subcommittee; Finance Subcommittee; and Performance & Review Subcommittee), normally meets twice a year. It reports to the General Assembly annually. The Executive Committee and Secretary-General report at the annual General Assembly. Decisions on daily operational matters are made by the Secretary-General, in consultation with the Directors.

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 charity is vested in the Secretary-General and Chief Executive Officer (CEO). The Executive Committee is responsible for the control and management of the Association's affairs. It has three Subcommittees: Planning & Review Subcommittee; Finance Subcommittee and Performance & Review Subcommittee.

The Executive Committee is made up of 35 Members, who are also the Trustees of the Association. 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 2015, the Executive Committee and its Subcommittees met in April 2015

(Sabah, Malaysia) and October 2015 (London, UK). 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 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 and the Chairperson of the Commonwealth Women Parliamentarians (CWP).

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 Secretariat and the Association's affairs by two Directors: Director of Finance & Administration and Director of Programmes. The Secretary-General reports on the operations of the CPA 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, in consultation with the Directors.

The Secretary-General, the Director of Finance & Administration and Director of Programmes make up the Senior Management Team (SMT).

Commonwealth Parliamentary Association (CPA) Activities in 2015

Commonwealth Parliamentary Conference and Mid-Year Meetings

CPA Mid-Year Executive Committee Meeting in Kota Kinabalu, Sabah, Malaysia

The Chairperson of the CPA Executive Committee, Hon. Dr. Shirin Sharmin Chaudhury, MP, Speaker of Bangladesh Parliament welcomed the Executive Committee Members to the Mid-Year Executive Committee Meeting of the CPA, which was held from 28 to 30 April 2015 in Kota Kinabalu, Sabah, Malaysia.

At the meeting, the recruitment process of the CPA Secretary-General culminating at the General Assembly in 2015 was reviewed and this was followed by reports from the Chairperson and the Acting Secretary-General.

Members of the Executive Committee received the report of the Audit Subcommittee which included an update on the implementations of findings from the Internal Audit Report 2014 as well as a report on the search for a new CPA Headquarters Secretariat property. Members agreed that the Audit Subcommittee name be changed to Performance and Review Group/Subcommittee (i.e. a firm of internal business performance reviewers and independent auditors) to properly reflect the work of the members of the Subcommittee.

Members received the first implementation status report (performance scorecard) on the 2013-2015 Business Plan.

Members also received the CPA Communications and Marketing Plan and agreed it would help improve the CPA's communication systems, particularly between Members, Branches, Regions and the CPA Secretariat as well as the media and general public. It was observed that focus should continue to be given to enhancing relationships and coordination with other International Organisations such as the IPU, UN Women, World Bank and UNDP.

It was reported to the Executive Committee that in Yaoundé, Cameroon, in October 2014, it had resolved that the CPA Secretariat should conduct a wider review to update member Branches' delegate entitlement to the annual conference based on a formula agreed by the General Assembly in 1989, and report back to the meeting in Sabah in April 2015. The paper provided an update on

Below and opposite above: Executive Committee Members at the opening ceremony of the CPA Mid-Year Executive Committee Meeting in Kota Kinabalu, Sabah, Malaysia.



the survey that had been conducted by the CPA Secretariat and the Executive Committee was advised that following the survey, the Secretariat had invited 17 eligible Branches to consider updating their delegate entitlement.

The Executive Committee agreed to Strengthening the Role of Small Branches with the election of a Small Branches Chairperson, introducing a constitutional amendment to the General Assembly at its meeting in 2015.

At the Meeting, Members reviewed and agreed the subjects proposed by Branches and the CPA Headquarters for the agenda of the planned 61st Commonwealth Parliamentary Conference in October 2015 in Islamabad, Pakistan, with the overarching theme of 'Renewing the commitment to pluralism and inclusive democracy in the Commonwealth.' A wide range of topics for debates and workshops for the Conference were also agreed as well as the five plenary topics for the 35th Small Branches Conference (SBC) also planned to be held in Pakistan.

Finally the CPA Trustees Annual Report and audited Financial Statements (for the period 1 January to 31 December 2014) were presented to the Executive Committee. The CPA Secretariat had attempted to place more strategic emphasis on the presentation of the report this year by specifically addressing how the Association's constitutional and strategic aims and objectives were delivered during the 2014 financial year.

Members noted the Auditors 'clean bill of health' for the audited Financial Statements and that there were 'no new issues' in terms of material administration and financial controls to comment on.

CPA Trustees Meeting, London, United Kingdom
The Commonwealth Parliamentary Association (CPA) Trustees Meetings were held at the CPA Secretariat in April 2015 and September 2015.

61st General Assembly and Executive Committee of the CPA, London, United Kingdom

The 61st Commonwealth Parliamentary Conference (61st CPC) and associated conferences, workshops, Executive and Subcommittee meetings that were scheduled to take place in Islamabad, Pakistan, from 30 September to 8 October 2015 were cancelled by the CPA International Executive Committee. The decision was taken by the CPA International Executive Committee, during an emergency meeting held on 19 August 2015

As a consequence, the CPA International Executive Committee was re-convened in London, UK, from 30 September to 6 October 2015. All governance-related meetings that would have been held during the Plenary Conference were not affected by the cancellation of the Conference, as these were held in London.





Left: Members of the CPA Executive Committee attend the CPA Executive Committee meetings in London, United Kingdom.

Chairperson, Hon. Dr Shirin Sharmin Chaudhury MP.

The 61st General Assembly of the Commonwealth Parliamentary Association (CPA)

The 61st General Assembly and Executive Committee of the Commonwealth Parliamentary Association (CPA) was held from 30 September to 6 October 2015 in London, United Kingdom. The CPA Chairperson, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh chaired the CPA Executive Committee meetings in London with the Executive Committee Members representing the nine regions of the CPA - Africa, Asia, Australia, British Islands & Mediterranean, Canada, Caribbean, Americas & Atlantic, India, Pacific and South-East Asia.

Executive Committee Members attended various meetings including the Coordinating Committee, Finance Subcommittee and Planning & Review Subcommittee to review the CPA's Annual Reports, Audited Accounts and Budget Planning and the work of the CPA.

The Commonwealth Women Parliamentarians (CWP) Chairperson, Rt Hon. Rebecca Kadaga MP, Speaker of the Parliament of Uganda held a teleconference of the Steering Committee of the Commonwealth Women Parliamentarians (CWP) with Members across the Commonwealth.

Following the Executive Committee Meeting, the Members were reconstituted as the 61st General Assembly to receive the CPA Annual Reports and to conduct the governance-related matters relating to the Association.

This was followed by the new CPA Executive Committee during which the new Vice-Chairperson of the CPA Executive Committee, Hon. Shirley Osborne, MLA, Speaker of the Legislative Assembly of Montserrat and Regional Representative for the Caribbean, Americas and Atlantic Region was elected by Members. The position of Vice-Chairperson is for a term of one year.

Members of the outgoing Executive Committee were thanked for their work and presented with commemorative plaques, provided by the Parliament of Malaysia, by the CPA

appointed a new Secretary-General for the Association at its meeting in October 2015. Mr Akbar Khan was recommended to the 61st General Assembly by the Association's International Executive Committee. The new Secretary-General was due to take up his appointment from 1 January 2016 for a fixed term of four years.

Following the appointment of Mr Akbar Khan as Secretary-General of the Commonwealth Parliamentary Association by the 61st General Assembly, the Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, welcomed the new Secretary-General and said that the CPA Executive Committee looked forward to working with Mr Khan to further the work of the Association in parliamentary strengthening across the Commonwealth.

Below: Mr Akbar Khan speaks to the 61st CPA General Assembly in London, United Kingdom ahead of his appointment as the new Secretary-General.



CPA Regional Conferences



Above: Delegates to the 45th CPA British Islands and Mediterranean Regional Conference in Cyprus.

5th CPA India Region Conference, Goa, India

The Speaker of the Lok Sabha, Rt Hon. Sumitra Mahajan MP inaugurated the 5th India Region Commonwealth Parliamentary Association (CPA) Conference which took place in Goa, India from 11 to 14 February 2015. The Speaker is Chairperson of the Executive Committee of the CPA India Region. Goa Chief Minister, Hon. Laxmikant Parsekar and Speaker of Goa Legislative Assembly, Hon. Rajendra Arlekar MLA also addressed the gathering at the inaugural session. Participants at the conference included Presiding Officers and Secretaries from all 31 state CPA Branches in the country.

The deliberations at the conference, which mainly focused on the overall theme of 'Strengthening Parliamentary Democracy', also revolved around two topics. The first was optimum utilisation of parliamentary processes, devices for good governance and pursuing matters of public importance to their logical conclusion and the second was legislators and their representational role and the need for uninterrupted functioning of legislature.

53rd CPA Canadian Regional Conference, Victoria, British Columbia, Canada

The 53rd CPA Canadian Regional Conference was held in Victoria, British Columbia, Canada from 19 to 25 July 2015 hosted by Hon. Linda Reid, Speaker of the Legislative Assembly of British Columbia. Prior to the conference, the Commonwealth Women Parliamentarians (CWP) Canadian Steering Committee held its meetings.

Delegates at the 53rd Commonwealth Parliamentary Association Canadian Regional Conference and the Commonwealth Women Parliamentarians Conference were given unique opportunities to meet with Parliamentarians from across Canada and other jurisdictions to exchange views and experiences on parliamentary practices and operational innovations.

Below: Delegates to the 53rd CPA Canadian Regional Conference which was held in Victoria, British Columbia, Canada hosted by the Legislative Assembly of British Columbia.

45th CPA British Islands and Mediterranean Regional Conference, Limassol, Cyprus

The 45th CPA British Islands and Mediterranean Regional Conference and AGM took place in Limassol, Cyprus from 24 to 27 May 2015. Parliamentarians from across the region took part in the conference which tackled the theme of *Parliaments in the face of Contemporary Challenges* with a number of workshops and plenary sessions discussing *Parliaments and Unemployment* and *Parliaments and Accountability*. The regional AGM also took place at this conference chaired by the CPA Regional Representative, Dr Roberta Blackman-Woods MP from the United Kingdom.





40th CPA Regional Conference of the Caribbean, Americas and Atlantic, Tortola, British Virgin Islands
 The 40th CPA Regional Conference of the Caribbean, Americas and Atlantic Region was held from 25 July to 1 August 2015 in Tortola, British Virgin Islands. The Acting Secretary-General of the CPA attended the event on behalf of the CPA Secretariat. The Conference was officially opened by Hon. Dr Orlando Smith, OBE, Premier and Minister for Finance of the British Virgin Islands. Other speakers included the host Speaker, Hon. Ingrid A. Moses-Scatliffe, Speaker of the House of Assembly and CPA British Virgin Islands Branch President; Mr Joe Omorodion, Acting Secretary-General of the CPA; and Hon. Ralph Telford O'Neal, OBE, Leader of the Opposition. The conference

Above: Delegates attending the 40th CPA Regional Conference of the Caribbean, Americas and Atlantic Region which was held in Tortola, British Virgin Islands.

was attended by approximately 80 delegates drawn from 16 national Branches. The Acting Secretary-General of the CPA also met with the Governor of the British Virgin Islands, Mr John S. Duncan, OBE; and the Deputy Governor, Mrs. V. Inez Archibald, CBE during his visit.

During the 40th CPA Regional Conference for the Caribbean, Americas and Atlantic Region, the Regional Conference and Steering Committee for the Commonwealth Women Parliamentarians (CWP) took place. The Regional Conference also included the 11th Regional Commonwealth Youth Parliament for the Caribbean, Americas and Atlantic Region, which included young people from the British Virgin Islands, Antigua and Barbuda, Barbados, Bermuda, Cayman Islands, Nevis and the Republic of Trinidad and Tobago who debated on a motion regarding the participation of young people in any representative democracy.



Left: The CPA Regional Conference also included the 11th Regional Commonwealth Youth Parliament for the Caribbean, Americas and Atlantic Region.

46th CPA Africa Regional Conference, Nairobi, Kenya

The 46th Commonwealth Parliamentary Association (CPA) Africa Regional Conference was officially opened by His Excellency Uhuru Kenyatta, President of the Republic of Kenya in Nairobi in the presence of the Chairperson of the CPA International Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP and Mr Joe Omorodion, Acting Secretary-General of the CPA. The CPA Africa Regional Conference took place in Nairobi, Kenya from 9 to 15 August 2015. Workshop discussions reflected on the Theme of the Conference: *Democracy and Development in Africa - Policy Options in the Post-Millennium Development Framework*.



The CPA Chairperson congratulated the CPA Africa Region for developing and continuing to support CPA Programmes. The Chairperson also commended the Kenya government and parliament's investment approach which involves the support and development of CPA Programmes including Youth Programmes and Commonwealth Women Parliamentarians (CWP) with a commitment through the provision of social services such as education to the community.

Above and below: The 46th Commonwealth Parliamentary Association (CPA) Africa Regional Conference took place in Kenya and was officially opened by His Excellency Uhuru Kenyatta, President of the Republic of Kenya in Nairobi (front row centre) in the presence of the Chairperson of the CPA International Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP (front row left) and other CPA dignitaries.

The conference was attended by over 700 Parliamentarians, delegates, officials and parliamentary staff from Parliaments and Legislatures across the CPA Africa Region.

33rd CPA Australia and Pacific Regional Conference, Darwin, Australia

The 33rd Commonwealth Parliamentary Association (CPA) Australia and Pacific Regional Conference took place in Darwin, Australia from 24 to 26 November 2015, hosted by the Legislative Assembly of Northern Territory.

The overall theme of the conference was 'Vulnerability' in all its forms from economic, parliamentary and reputational and the conference also held discussions on a number of other topics. CPA Members represented Branches from across the Australia and Pacific regions including Samoa, Northern Territory, Cook Islands, Australian Capital Territory, Nauru, Western Australia, New South Wales, South Australia, Queensland, New Zealand, Kiribati, Tasmania, Niue, Bougainville, Tuvalu and Tonga - as well as an observer from Lok Sabha, India.



CPA Parliamentary Seminars



26th Commonwealth Parliamentary Seminar in Dhaka, Bangladesh

The 26th Commonwealth Parliamentary Seminar was held in Dhaka, Bangladesh from 17 to 22 May 2015 hosted by the CPA Bangladesh Branch and was attended by the Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh.

The 26th annual Commonwealth Parliamentary Seminar focused on 'Strengthening Parliamentary Democracy' and the four-day seminar was held at the Bangabandhu International Conference Center (BICC) at Sher-e-Bangla Nagar. The CPA brought together Parliamentarians to exchange ideas, on 12 selected topics, among themselves and with experts in various fields, to identify benchmarks of good practice and new policy options they could adopt or adapt in the governance of their societies.

Amongst the topics discussed were: *Parliament, the Member and the Media; Parliamentary Ethics, Transparency and Accountability; The Member of Parliament and the Party; The Role of the Presiding Officer and the Staff of Parliament; Parliamentary*



Members of the Pakistan Senate attend the CPA Post-Election Seminar in Pakistan.

Above: Delegates to the 26th Commonwealth Parliamentary Seminar which was held in Dhaka, Bangladesh hosted by the Parliament of Bangladesh.

Committees and the Committee System; Parliament, Gender and Human Rights.

The total number of participants was 31 of which 10 were women Parliamentarians. In addition there were 6 Resource Persons including Hon. Mr. Barry House MLC (Western Australia) and Hon. Mr. Lim Biow Chuan MP (Singapore) and 9 Accompanying Officials. Participants were drawn from 27 Branches and all 9 Regions of the CPA were represented.

Post-Election Seminar for the Pakistan Senate

The Senate of Pakistan held its elections on 5 March 2015 to elect new Senators to replace the 52 retiring senators. The newly elected Members of the Senate gathered together from 10 to 14 May 2015 in Islamabad, Pakistan to undertake a Post-Election Seminar delivered by the Commonwealth Parliamentary Association (CPA).

Elections to the Senate are held every three years for one half of the Senate and each Senator has a term of six years. Some of the topics being addressed at the Seminar were the *Evolution of Parliamentary Democracy and the Constitution of Pakistan; Practice and Procedure in the House; Parliamentary Committees; Institutional aspects of the Parliamentary System including the relationship between the Legislature, the Executive and the Judiciary; Ethics and Accountability of Members of Parliament and Privilege and Members' Interests.* All these topics were hugely important for new Senators in their work entering the House for the first time and to the strengthening of democracy and the institution of parliament.

The Resource Team for this event were the Hon. Request Muntanga MP, CPA Zambia Branch and Treasurer of the CPA; Hon. Trevor Khan MLC, from the Legislative Council in New South Wales CPA Branch in Australia; Baroness Zahida Manzoor, from the House of Lords in the CPA United Kingdom Branch; and Dr. Godfrey Haantobolo, Deputy Clerk of the Zambian Parliament.

12th CPA Canadian Parliamentary Seminar in Ottawa, Canada

The 12th CPA Canadian Parliamentary Seminar took place in Ottawa, Canada from 24-30 May 2015. The Seminar brought together 17 Members of Parliament from across the Commonwealth to come together to learn about the Canadian Parliamentary system and specific issues poignant to parliamentary life in Canada.

The participating Parliamentarians came from Kenya, Malawi, Seychelles, Mpumalanga, Sri Lanka, Tasmania, Western Australia, Victoria, Australia Capital Territory,

New South Wales, Jersey, Scotland, India Union, Uttar Pradesh, Jamaica, Trinidad and Tobago, Turks and Caicos and Canada.

Mr Joe Preston MP, Chair of the CPA Canada Branch set out that the aim of the seminar was to promote knowledge and understanding of parliamentary democracy in all its aspects. The programme provided a mixture of useful working sessions and opportunities to network.

The Seminar provided sessions and workshops on a wide range of issues including *The Canadian Political Scene; Committees; Election Financing; The role of Party Caucuses; Engaging Citizens; Parliament and Lobbyists; Election Media Coverage and the Caribbean Twinning Initiative.* The Seminar also provided a unique opportunity for participants to present on regional topics of interest which made for a fascinating discussion. Participants presented on youth engagement programmes in Scotland; twinning programmes in Australia; local area development schemes and the empowerment of women in India; devolution developments in Kenya; committee workings in the Seychelles and Tasmania; the political systems of Jersey and Turks and Caicos and community engagement and outreach in Victoria and the Australia Capital Territory.

Delegates were able to attend Question Period in the House of Commons and a reception hosted by the Parliamentary Secretary for the Status of Women and Susan Truppe MP, Federal Representative for the Commonwealth Women Parliamentarians Canadian Branch.

Below: Delegates to the 12th CPA Canadian Parliamentary Seminar which took place in Ottawa, Canada.



CPA Programmes and Professional Development

CPA World Bank Conference on the Extractive Industries in Kigali, Rwanda
The Commonwealth Parliamentary Association (CPA) joined with the International Monetary Fund (IMF), the World Bank (WB), the Natural Resource Governance Institute (NRGI), the United Nations Development Programme (UNDP) and the Parliament of Rwanda to hold a three day Conference at the Parliament of Rwanda on the issues facing Parliaments in overseeing the work and impact of Extractive Industries.



Above: Delegates at the CPA World Bank Conference on the Extractive Industries held in Kigali, Rwanda.

The Conference was held from 12 to 16 January 2015 and was attended by ten members of the CPA from four different jurisdictions whose governments have either a long history of non-renewable resource extraction programmes or are just entering this field. The members exchanged views with senior experts from the field including from programme partners, the Minister of Mining of Rwanda, the WB, the IMF, the NRGI, the UNDP and the International Institute for Democracy and Electoral Assistance who presented Members with international economic perspectives.

The Conference was officially opened by Rt Hon. Makuza Bernard, President of the Senate of Rwanda who emphasized that transparency and accountability in general, particularly in the Extractive Industries is key to proper functioning of national institutions and in achieving inclusive socioeconomic development. Mr Bernard called upon all participants to make concerted efforts to reverse the current situation of poverty in Africa, whereby the history of natural resources and bad governance have turned natural resources into a curse rather than making Africa a leader in extractive industries.

The main Conference agenda covered fiscal transparency in extractive industries, economic policy, using the budget process to ensure that development dividend benefits the Community, effective use of parliamentary oversight tools to enhance accountability of the extractive sectors and improving natural resource governance through enhanced political consensus. This was the third major meeting in this Conference series on extractives.

CPA Parliament and the



Media Conference in Andhra Pradesh, India
The Commonwealth Parliamentary Association (CPA) in collaboration with the World Bank Group (WBG) and with the support of the Public Media Alliance (formerly the Commonwealth Broadcasting Association), the Commonwealth Journalist Association and the Commonwealth Magistrates and Judges Association held a Conference on Parliament and the Media from 7 to 11 April 2015 in Vishakhapatnam, Andhra Pradesh, India. The Conference was hosted by the Andhra Pradesh Legislature. This Conference followed on from a series of conferences the CPA held between 2000 and 2003.

Given the technological advancements in the last decade it was felt that it was an opportune time for the CPA to revisit the subject of Parliament and the Media. Over

Below: The opening ceremony of the CPA Parliament and the Media Conference which took place in Andhra Pradesh, India.

recent years, there has been a growing acceptance that the general public has a right to participate in the free flow of information and to know what is going on in their community, particularly the workings of government and parliament. Indeed it is clear that an informed society and open and accountable democratic institutions are essential for growth and development.

To perform their respective duties effectively, parliament and the media must work together. This is further supported with the increasing use of information and communications technologies (ICTs) – including mobile and social media by the general public in their daily lives. As the Declaration on Parliamentary Openness states, “The onset of the digital era has altered fundamentally the context for public usage of parliamentary information and the expectations of citizens for good governance. Emerging technology is empowering analysis and reuse of parliamentary information with enormous promise to build shared knowledge and inform representative democracy.”

The Conference focused on the importance of the relationship between Parliament and the Media and participants deliberated over how that relationship has evolved in the last decade. The Inaugural Session of the Conference was attended by Speakers/Presiding Officers and Secretaries from the States of India as well as CPA participants from Ghana, Kenya, Sri Lanka, the Maldives, Victoria, Northern Territory, South Australia, Malta, Guernsey, British Columbia, Jamaica, Samoa and Johor. The Conference was declared open by the Speaker of the Lok Sabha with speeches from the Chief Minister and other Ministers from the Andhra Pradesh Legislature. The CPA was represented by Executive Committee Member, Shri Prem Das Rai MP, who delivered a speech on behalf of the Association.

The Resource Team included Mr. Craig James, Clerk of the British Columbia Legislature; Mr Chandra Shekher, Producer Lok Sabha Television; Mr Abilash Khandekar,

retired print journalist; Mr Nic Dawes, Chief Content and Editorial Officer at Hindustan Times; Ms Manidra Kala, Head of Research PRS Legislative Research; Ms. Miriam Bensky, World Bank Group; and Mr. Prasanna Lal Das - World Bank Group.

Workshop on Benchmarks for Parliamentary Codes of Conduct applying to Members of Parliament in Melbourne, Australia

The Victoria CPA Branch hosted a joint CPA and Monash University workshop from 8 to 10 April 2015 in Melbourne, Australia.

The three-day workshop brought together Members and Clerks from across the Commonwealth to identify good practice in Codes of Conduct and their implementation across Commonwealth Parliaments, to consider draft recommended Benchmarks for Codes of Conduct and to examine methods of increasing accountability, transparency and public trust through the use of Benchmarks for Codes of Conduct and finally, to discuss possible ethical competency activities that could be provided to the CPA’s membership.

Participants at the event were from Kenya, Canada, United Kingdom, Bangladesh, New South Wales, Western Australia, Victoria, Samoa, the Australian Capital Territory, India, Chhattisgarh and Perak, Malaysia.

The resource team included Associate Professor the Hon. Dr Ken Coghill, Co-Director, Parliamentary Studies Unit & Director, Monash Governance Research Unit; Mr David Skaggs, Co-Chairman of the Board of the Office of Congressional Ethics and a member of the U.S. Public Interest Declassification Board; Dr Abel Kinyondo, University of Dar es Salaam, Tanzania; Mr Scott Hubli from the National Democratic Institute; and Dr Cristina Neesham, Senior Lecturer, Swinburne University.



The participants adopted an agreed set of Recommended Benchmarks for Codes of Conduct applying to Parliamentarians which has been published online at www.cpahq.org and is available in print from the CPA Secretariat.

Left: Participants in the Workshop on Benchmarks for Parliamentary Codes of Conduct applying to Members of Parliament hosted by the Victoria CPA Branch and Monash University in Melbourne, Australia.



International Executive Training Programme for Parliamentary Staff

In collaboration with the World Bank Group and McGill University, the Commonwealth Parliamentary Association (CPA) sponsored seven mid-level parliamentary staff members from across the Commonwealth to attend the International Executive Training Programme for Parliamentary Staff.

The World Bank and the School of Continuing Studies (SCS) at McGill University in Montreal, Canada in collaboration with international partners including the CPA, developed a curriculum based on the capacity enhancement review. The result is a university-based professional development programme for parliamentary staff, with an intensive one-week Residential Seminar at McGill University, followed by expert-moderated e-learning courses and one-on-one professional mentoring. By equipping staff to become the 'corporate memory' of parliament, the programme helps build the legislatures of tomorrow.

The programme is a unique training and skills building plan for mid-level and senior parliamentary staff. Combined with both a theoretical and practical approach, it uses a blended learning methodology of face-to-face training, e-learning courses, and, where appropriate, video-conferencing for its delivery. The goal of this program is to advance parliamentary democracy by enhancing knowledge and understanding of democratic governance. This is the third such collaboration. This year, the CPA sponsored participants from CPA Branches in Malawi, Jersey, Scotland, Zambia, Malaysia, Punjab in Pakistan and Guyana.

Regional Trade Workshop for Parliamentarians from the Africa Region in Port Louis, Republic of Mauritius

The Commonwealth Parliamentary Association (CPA), in collaboration with the World Trade Organisation (WTO) and the Assemblée Parlementaire de la Francophonie (APF), held a Regional Workshop for African Parliamentarians, Members of the Indian Ocean Commission (IOC) and the East African Community (EAC) in Port Louis (Republic of Mauritius) from 4 to 6 May 2015.

The Workshop was designed to enable Parliamentarians to obtain a better understanding of the WTO Rules and its functions and to enhance the understanding of the Bali Ministerial Conference outcomes, and the way forward to conclude the Doha Round of Negotiations. It provided a forum for Parliamentarians to exchange views on

their experiences in economic and trade policies, including emerging challenges and issues for African countries. Invitations were extended to CPA participants from the following Branches in the Africa Region: Kenya, Uganda, Tanzania and Rwanda.

CPA Australia and Pacific Regional Seminar on the Role of Parliamentarians in the Promotion and Protection of Human Rights, Wellington, New Zealand

The CPA and Commonwealth Secretariat joint seminar on 'The Role of Parliamentarians in the Promotion and Protection of Human Rights' for the Australia and Pacific Regions was held from 30 July to 1 August 2015 in Wellington, New Zealand. It was opened by the Hon. Chester Borrows, Deputy Speaker, New Zealand House of Representatives and Advocate Karen McKenzie, Head of Human Rights, Commonwealth Secretariat. Keynote addresses were delivered by Dr Josephine Ojiambo, Commonwealth Deputy Secretary-General and Mrs Vicki Dunne, MLA, Speaker of the Legislative Assembly for the Australian Capital Territory and CPA Regional Representative. The Seminar was hosted by the CPA New Zealand Branch and took place at the New Zealand Parliament.

At the conclusion of the Seminar, the Pipitea Declaration was agreed which gave a 'commitment to a set of actions by the participating Commonwealth Pacific Parliamentarians to promote and protect human rights'.

Below: Commonwealth Members of Parliament attend the CPA and Commonwealth Secretariat joint seminar on 'The Role of Parliamentarians in the Promotion and Protection of Human Rights' for the Australia and Pacific Regions which was held in Wellington, New Zealand.



CPA Small Branches Committee Workshop, Douglas, Isle of Man

The CPA Small Branches Committee Workshop was held in the Legislative Buildings of Tynwald, Isle of Man from 17 to 21 August 2015. This workshop, organised under the auspices of the Commonwealth Parliamentary Association in cooperation with the staff of Tynwald (the Parliament of the Isle of Man) aimed to provide a forum within which elected Members of Parliaments and Assemblies and clerks could discuss common problems and solutions in relation to improving the process of scrutiny by way committee. It focused on the specific problems that arise in small jurisdictions and their potential solutions.



Above: Delegates at the CPA Small Branches Committee Workshop held at the Tynwald Parliament on the Isle of Man.

In recent years scrutiny committees have grown in importance in Parliament across the Commonwealth. Small jurisdictions are no exception to this. Committee scrutiny is a flexible way of focusing political attention on specific matters of public interest. The way in which this is done involves cooperation between: politicians, often across party lines; public servants, who may work for Parliament or Government; outside pressure groups; and the media. The workshop involved participants from the following jurisdictions: Seychelles, Maldives, Jersey, Guernsey, Isle of Man, Northwest Territory, Prince Edward Island, Tasmania, Northern Territory, Bermuda, Cayman Islands and Cook Islands.

CPA/World Bank Public Accounts Committee Meeting for the Pacific Region, Wellington, New Zealand

The Commonwealth Parliamentary Association (CPA) and the World Bank Group jointly supported the inaugural meeting of Pacific Public Accounts Committees, hosted by the Parliament of New Zealand, in Wellington, from 26 to 27 August 2015.

The CPA assisted in the convening of a meeting of Chairs of Public Accounts Committees from across the Pacific Region, to establish a Network where there is a means to exchange

information and ideas to enable PACs to keep up-to-date with important developments, changing standards and best practices as they emerge. It was agreed that a network of Pacific PACs would be an excellent platform in which to do that. The aims and objectives of the meeting were as follows:

- To agree on the formation of a Network of Pacific PACs
- To agree the vision, objectives and priorities of the network moving forward
- To agree on the financing, administration and leadership of the Network
- To agree a programme of work and activities for the Network – both for Parliamentarians and Parliamentary Staff

It was agreed that the network would be established to enhance the knowledge of Members of Parliament, senior professional parliamentary staff and representatives from Supreme Audit Institutions on issues related to effective financial oversight, and to assist parliaments to strengthen their relationships between national audit institutions. It was agreed at the meeting that the Pacific Network of PACs has a lot of potential and will make a very significant contribution to the quest for value for money in public spending, effective scrutiny and oversight and enhancing the assertiveness and power of parliaments in holding government spending to account.

Participating countries included the Cook Islands, Fiji, New Zealand, Niue, Samoa, Solomon Islands, Tonga and Vanuatu. Resource team members included Mr Gareth Ellis from the Office of the Auditor General, a representative from the Asia Regional Association of Public Accounts Committees to share his experience of the network, the Chair of the Commonwealth Association of Public Accounts Committees and a representative from the United National Development Programme.



Left: Parliamentarians attend a meeting of Public Accounts Committees in the Pacific Region hosted by the Speaker and Parliament of New Zealand in Wellington, organised by the World Bank Group in partnership with the CPA. The event saw the launch and inaugural meeting of the Pacific Network of Public Accounts Committees (PaNPAC).



Left: Delegates at the CPA Workshop on the Role of Parliamentarians in Managing Constituency Development Funds which took place in London, United Kingdom.

CPA Workshop on the Role of Parliamentarians in Managing Constituency Development Funds, London, UK

The Commonwealth Parliamentary Association (CPA) in partnership with the State University of New York Centre for International Development (SUNY/CID) conducted a Workshop on the Role of Parliamentarians and Constituency Development Funds (CDF) in London, United Kingdom from 2 to 5 September 2015. It brought together parliamentarians, parliamentary officials and government representatives from around the Commonwealth. Participating countries included India, Jamaica, Kenya, Pakistan, the UK and Zambia.

The London Workshop was the fourth Workshop on a series of Workshops on CDFs aimed at drafting a toolbox that makes available good practices that will help to improve the effectiveness of a particular governance sector or set of institutions.

The first workshop in Kingston, Jamaica in 2011 saw the development of a set of Principles and Guidelines for CDFs which formed the basis of the Toolbox. It made clear that the successful operation of CDFs depends upon strong involvement and leadership by parliamentarians in facilitating citizen participation to make claims upon government services. The design of the Toolbox and the 'Public Participation' tool was developed at a second workshop, held in Dar-es-Salaam, Tanzania in 2012. The third workshop, held in Papua New Guinea in Waigani, Papua in 2014 developed several tools, namely 'Sourcing and Financing'; 'Procurement'; 'Tendering and Contracting'; and 'Implementation and Operations'.

This Workshop in London, UK, developed the remaining tools of the Toolbox: 'Rules and Procedures' and 'Evaluation and Accountability'. Amongst others, the Workshop considered the introduction to the Toolbox and discussed in detail the remaining two tools. The Toolbox has been published as the Handbook on Constituency Development Funds (CDFs): Principles and Tools for Parliamentarians and is now available in print from the CPA Secretariat as well as on the CPA website www.cpahq.org.

Asian Regional Association of Public Accounts Committees (ARAPAC) Annual Meeting, Kathmandu, Nepal

The Asian Regional Association of Public Accounts Committees (ARAPAC), in partnership with the Commonwealth Parliamentary Association (CPA) and the World Bank Group held its Annual Accountability Conference and Association Meeting hosted by the Nepal PAC in Kathmandu from 9 to 12 September 2015. ARAPAC acts as a platform for knowledge exchange and peer learning on good practices in the oversight of public expenditures in the Asia region. The programme comprised both knowledge sharing activities and a strategic planning meeting for ARAPAC.

6th West Africa Association of Public Accounts Committees (WAAPAC) Annual Meeting, Lomé, Togo

The Commonwealth Parliamentary Association (CPA) in partnership with the World Bank held the 6th West Africa Association of Public Accounts Committees (WAAPAC) Annual General Meeting and Conference in Lomé, Togo from 28 September to 2 October 2015. This meeting brought together participants from invited Commonwealth and non-Commonwealth countries in the West Africa Region with the aim of examining the role of the parliament in the budget process and the set-up and status of Public Accounts Committees. The Conference addressed issues such as the frameworks for effective PACs; holding the government responsible for implementation of parliamentary recommendations; and the role of PACs in overseeing extractive industries.

Below: The CPA in partnership with the World Bank held the 6th West Africa Association of Public Accounts Committees (WAAPAC) Annual General Meeting and Conference in Lomé, Togo.



CPA Parliamentary Staff Development Workshop for Africa Region, Entebbe, Uganda

The CPA organised its biannual Parliamentary Staff Development Workshop (PSDW) for the Africa Region in Entebbe, Uganda from 12 to 16 October 2015. This was arranged in collaboration with CPA Uganda Branch as the host branch. The aims of the workshop were to: *provide exposure to a range of mid-level parliamentary staff at the national and sub-national levels in the Asia and South-East Asia regions to principles of parliamentary democracy; share practices and procedures from a range of jurisdictions in the region where common issues and challenges exist; and suggest practical ways in which good practice can be applied in individual legislatures.*

The CPA Resource Team included: Ms Jessica Mulley, Deputy Principal Clerk, House of Commons, United Kingdom; Mr Patrick Gichohi, former Clerk of the Kenya Parliament; Advocate Saidi Yakubu, Private Secretary to the Deputy Speaker and Parliament Coordinator, CPA Africa Region, Tanzania; as well as the following local resources: Mrs Jane Lubowa Kibirge, Clerk to Parliament; Mr Wabwire Paul, Deputy Clerk - Parliamentary Affairs; Mr Obore Chris, Director Communication and Public Affairs; and Mr Julius Wabwire, Assistant Director Communications & IT Support.

There were 15 participants, drawn from each national Branch of the Africa Region and included representation from Ghana, Kenya, Lesotho, Namibia, Nigeria, Rwanda, Seychelles, Sierra Leone, Swaziland, Tanzania and Zambia.

CPA, United Nations Environment Programme (UNEP) and World Bank Legislators Expert Meeting on Climate Change, London, UK

The CPA and the United Nations Environment Programme (UNEP) jointly convened a Climate Change Workshop with the World Bank in London United Kingdom from 26 to 28 October 2015. The Workshop is part of the CPA's programme of professional development for Members of Parliament and Parliamentary staff. Over 20 Parliamentarians, representing eight of the nine regions of the CPA, were in attendance. The meeting also saw the participation of other organisations involved in the Climate Change dialogue such as the United Nations Framework Convention on Climate Change (UNFCCC), Globe International, Climate Parliament and the Inter Parliamentary Union (IPU).

Right: The CPA and the United Nations Environment Programme jointly convened a Climate Change Workshop in London, United Kingdom.



Above: Delegates at the CPA Parliamentary Staff Development Workshop for the Africa Region in Entebbe, Uganda.

This meeting's objectives were to bring together legislators from the Commonwealth and other Parliaments to engage in discussions on the key thematic areas under negotiations on climate change and to update legislators on the process and other peripheral issues surrounding the negotiations such as caucusing, negotiating techniques and, specifically, the role of parliaments during, before and after the conclusions of negotiations. Closely related to this was the identification and categorization of specific climate related issues and regulatory approaches that can be included in the development of model legislation which can be used as a guide by those countries of regions wishing to develop legislation that underpins climate change. The inclusion of financial mechanisms, relevant institutions and other attendant issues necessary for the proper development and implementation of climate change policy.





CAA Regional Network of PACs Meeting, Port of Spain, Trinidad and Tobago

In November 2015, the World Bank convened a meeting of Chairs of Public Accounts Committees from across the Caribbean, Atlantic and Americas Region, to establish a Network where there is a means to exchange information and ideas to enable PACs to keep up to date with important developments, changing standards and best practices as they emerge. It was agreed that a network of CAA PACs would be an excellent platform in which to do that.



Above: Members of Parliament and delegates attending the CPA-World Bank Extractive Industries Revenue Seminar in London, United Kingdom.

The aims and objectives of the meeting were as follows:

- To agree on the formation of a Network of Caribbean, Atlantic and Americas PACs
- To agree the vision, objectives and priorities of the network moving forward
- To agree on the financing, administration and leadership of the Network
- To agree a programme of work and activities for the Network – both for Parliamentarians and Parliamentary Staff

It was agreed that the network would be established to enhance the knowledge of Members of Parliament, senior professional parliamentary staff and representatives from Supreme Audit Institutions on issues related to effective financial oversight, and to assist parliaments to strengthen their relationships between national audit institutions.

It was agreed at the meeting that the Caribbean Network of PACs has a lot of potential and will make a very significant contribution to the quest for value for money in public spending, effective scrutiny and oversight and enhancing the assertiveness and power of parliaments in holding government spending to account. The CPA joined this meeting remotely by Skype.

CPA-World Bank Extractive Industries Revenue Seminar, London, UK

The CPA-World Bank Extractive Industries Seminar, held from 8 to 10 December 2015 in London, UK provided a valuable and unique opportunity for Parliamentarians, parliamentary officials and staff, experts in governance and influential thought leaders around the world to come together to discuss and share up to date experience and knowledge of an important global issue of current concern for parliamentary development.

Parliaments have a critical role to play in helping steward the use of a nation's natural resources for the benefit of the community. This year's Seminar explored how parliamentary revenue and supply procedures can be used by parliaments to strike a balance between ensuring the state captures sufficient revenues from extractive activity to be able to provide a development dividend, while promoting and sustaining investment in the sector.

The Seminar was opened by the CPA Director of Programmes, Ms Meenakshi Dhar and World Bank representative, Mr Mitchell O'Brien. Following the introduction of all parliamentary delegates, the key note address was presented by Mr Adrian Bailey MP (United Kingdom) on 'Recent Developments in Parliaments in relation to the Extractive Industries'.

The Seminar heard from a wide range of guest speakers and experts including representatives from the African Centre for Parliamentary Affairs (ACEPA), The Oxford Centre for the Analysis of Resource Rich Economies (Oxcarré), the Superintendency of Banks and Financial Institutions of Chile, Adam Smith International, the World Bank, Global Witness, Natural Resource Governance Institute and UK EITI Multi-stakeholder group, TullowOil, the Canadian Federal Parliamentary Budget Office and Global Commodities at Merrill Lynch. The Commonwealth Parliamentarians also had opportunities for networking and had a tour of the Houses of Parliament of the United Kingdom during the seminar.

The CPA Branches represented at the Extractive Industries Seminar included: Cameroon; Kenya; Uganda; Western Australia; Zambia; Nigeria; Northern Territory, Australia; Quebec, Canada; British Columbia, Canada; Pakistan; Malawi; Balochistan, Pakistan; Malaysia; United Kingdom.

Benchmarks Workshop for the Asia, India and South-East Asia Regions, Perak, Malaysia

In 2006, the Commonwealth Parliamentary Association (CPA) published Recommended Benchmarks for Democratic Legislatures, which was the outcome of a CPA Study Group hosted by the Parliament of Bermuda. The Benchmarks provide an opportunity for Commonwealth parliaments to undertake their own self-assessment against the specific Benchmarks, as they seek to identify possible new ways to function as effectively as possible.

Following the successful delivery of a Regional Self-Assessment Workshop for Caribbean, Americas and Atlantic Region in 2014, the CPA Secretariat organized an assessment workshop for the Asia India and South East Asia Regions in 2015.

The activity was hosted by the State Legislature of Perak, Malaysia, and it provided an opportunity for representatives from the Asia, India and South-East Asia regions to self-assess their parliaments against the *Regional Benchmarks for the Asia India and South-East Asia Regions*. The assessment workshop was held from 14 to 17 December 2015, in Ipoh, Perak, and included presiding officers, members, clerks and senior parliamentary staff from 5 of the Branches.

The CPA Resource Team included Mr Tom Duncan, Clerk of the Australia Capital Territory (ACT) Legislative Assembly and Australia Regional Secretary, Mrs Roosme Hamzah, Clerk to the Parliament of Malaysia and the

South-East Asia Regional Secretary and Mr Scott Hubli, from the National Democratic Institute for International Affairs (NDI).

In advance of the assessment workshop, participants assessed their institutions against the CPA Benchmarks for the Asia India and South East Asia using a 5-point scale. Over the course of the assessment workshop, the participants reviewed sections of the Benchmarks to assess the performance of their Parliaments against the regional Benchmarks.

The assessment workshop sought to identify areas where Parliaments in the region are performing well against the Benchmarks and to discuss ways of better meeting the Benchmarks, in areas where Parliaments are only partially meeting the Benchmarks. The workshop was also intended to identify Benchmarks that require further clarification, as well as issues that the Benchmarks do not currently, but perhaps should, address.

Below: The CPA Benchmarks for Democratic Legislatures Workshop took place in Perak, Malaysia for the CPA Asia, India and South-East Asia Regions.





Commonwealth Day and Youth Programmes

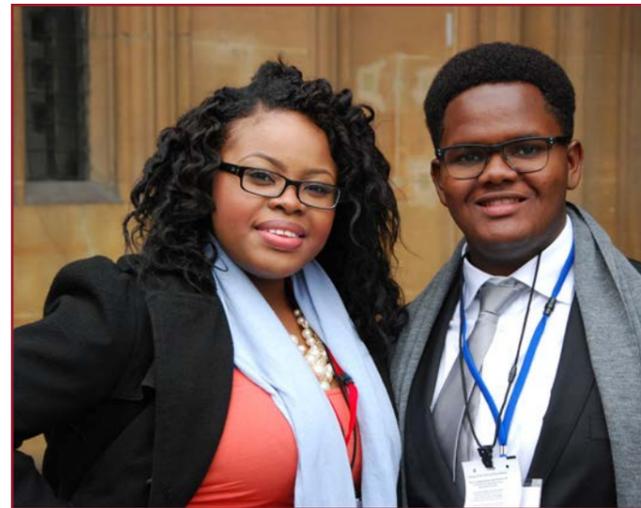
CPA Youth Activities on Commonwealth Day 2015 in London, United Kingdom

Commonwealth Day was observed on 9 March 2015 and this year focused on the theme of 'A Young Commonwealth.' The Commonwealth Parliamentary Association (CPA) Secretariat organised a celebration of the day focussed on engaging the Commonwealth's young citizens.

A one day programme was organised by the CPA Secretariat in London, which welcomed 33 young people nominated by CPA Branches from 6 of the 9 Regions of the CPA.

The programme was opened by CPA Acting Secretary-General and Director of Finance & Administration, Mr Joe Omorodion, and gave participants the opportunity to tour the UK Houses of Parliament at Westminster. The young people also met with two Commonwealth High Commissioners - H.E. Norman Hamilton (Malta) and H.E. Syed Ibne Abbas (Pakistan) – and there was also a session with Human Rights Lawyer, Ms Ulele Burnham, based in London and originally from Guyana.

Participants also attended the multi-faith Commonwealth Day Observance Service held at Westminster Abbey and attended by Her Majesty The Queen, Patron of the CPA and Head of the Commonwealth. The programme concluded with two evening events. The first group of participants attended the Commonwealth Secretary-General's Reception at Marlborough House where Her Majesty The Queen was the Guest of Honour. The second group of participants was taken for an evening view of the city from the London Eye.



Commonwealth Day 2015 in Branches

In addition to the UK-based Commonwealth Day activities, bursary funding was also made available to Branches who had applied for funding to arrange their own celebrations. Grants totalling £7,228 were awarded to the following 17 Branches who applied for assistance with funding their Commonwealth Day activities.

- Africa Region - Zambia, Mpumalanga, Seychelles, Ghana, Osun
- Australia Region - Northern Territory, Norfolk Island
- British Isles and the Mediterranean Region - Falkland Islands, St Helena
- Caribbean, Americas and the Atlantic Region - Dominica, Nevis, Guyana, Jamaica, Antigua and Barbuda
- Pacific Region - Samoa, Niue, Kiribati

Above and below: Youth participants at the CPA Commonwealth Day 2015 Programme.



7th Commonwealth Youth Parliament, Northern Territory, Australia

The 7th Commonwealth Youth Parliament (CYP7) took place in Darwin, Northern Territory, Australia from 1 to 5 November 2015, hosted by the Legislative Assembly of Northern Territory. A total of 53 Commonwealth Youth Parliamentarians (CYPs) and all nine regions of the Commonwealth Parliamentary Association participated in the programme. 2015 also saw the continued involvement of Young Members of Parliament who took the role of mentors to help support and guide the CYPs.

The 7th Commonwealth Youth Parliament brought together delegates from Australia, Canada, India, Asia, South-East Asia, the Pacific, Africa, the Caribbean and the United Kingdom to experience parliamentary life in a real-life situation in the parliamentary chamber which included taking part in parliamentary procedures as party representatives or independents, debating legislation and motions, holding a committee of inquiry and facing the press in a media conference. Focused on the theme 'Deepening the Commonwealth's Commitment to Democracy and Youth Development' - the 7th Commonwealth Youth Parliament saw the participation of over 50 young people from across the Commonwealth.

The first session of the Commonwealth Youth Parliament was opened by the Administrator of the Northern Territory of Australia, His Honour Hon. John Hardy OAM. The Young Parliamentarians were welcomed to the Commonwealth Youth Parliament by the CPA Acting Secretary-General and Director of Finance & Administration, Mr Joe Omorodion and the Speaker of the Legislative Assembly of the Northern Territory, Hon. Kezia Purick MLA.

Speaker Kezia Purick said: "This is an exciting time for young people coming from all over the

Above and below: Young participants and Parliamentarians attending the 7th Commonwealth Youth Parliament in Darwin, Northern Territory, Australia hosted by the Legislative Assembly of Northern Territory.

Commonwealth who will be using the parliamentary chamber for their debates and will have the privilege of CYP7 being opened by his Honour the Administrator of the Northern Territory. We will be showing the world what our parliament has to offer and the public galleries are open to anyone who would like to come and watch. We are very pleased to be welcoming the best from around the Commonwealth of Nations to take part in this event in Darwin and wish them well in their endeavours."

Participants experienced life in the parliamentary spotlight and gained practical experience of the parliamentary system whilst learning how the next generation would approach parliamentary politics. Formal parliamentary practice adapted from several Commonwealth countries was followed and the proceedings were observed under the watchful eyes of experienced parliamentary officials. The agenda included debates, votes on Bills and government motions.

The 8th Commonwealth Youth Parliament (CYP8) is scheduled to take place in British Columbia, Canada in November 2016.



Commonwealth Women Parliamentarians (CWP) Activities

Commonwealth celebration of International Women's Day in London, United Kingdom

International Women's Day (IWD) is celebrated annually on 8 March. This day is identified to highlight issues such as respect and appreciation for women's economic, political and social achievements and the progress made by women in their struggles for democracy, development and peace. In 2015, to observe the event, the Commonwealth Secretariat organized a panel discussion at their Headquarters in London, United Kingdom on 6 March 2015. The theme of this discussion was 'Equality for Women is Progress for All', which was in line with the 2015 UN theme for International Women's Day.

The Commonwealth Parliamentary Association (CPA) was represented by Ms Eleanor Laing MP, Deputy Speaker of the House of Commons and First Deputy Chairman of Ways and Means (United Kingdom) who delivered a Keynote Address on 'Engaging Youth and Civil Society on Women's Empowerment.'

The event focused on Commonwealth achievements towards the Millennium Development Goals (MDGs) and progress made in the areas of economic, political and social development for women. The event also highlighted Commonwealth gender priorities for the post-2015 Development Agenda and focused on what remains to be done to ensure there is equality for all, noting that equality for women is progress for all. The Commonwealth theme also responds to the 2013 Colombo Commonwealth Heads of Government Meeting (CHOGM) mandate and the 10WAMM Communiqué on gender equality and women's empowerment.

British Islands and Mediterranean Region Commonwealth Women Parliamentarians' 2015 Conference, Gibraltar

The British Islands and Mediterranean (BIM) Region Commonwealth Women Parliamentarians' 2015 Conference, hosted by the Parliament of Gibraltar from 6 to 8 February 2015, explored the role of Parliamentarians in ending violence against women and girls. Parliamentarians in attendance from all CPA BIM Region Branches heard from academics, law enforcement professionals, civil society groups and other experts; they were also able to share best practice, success stories and mutual challenges.

Hon. Dr. Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh and Chairperson of the CPA, and Rt Hon. Rebecca Kadaga MP, Speaker of the Parliament of Uganda and Chairperson of the Commonwealth Women Parliamentarians attended the conference.

Annual Consultation of the Commonwealth National Women's Machineries in New York, USA

The Gender Section of the Commonwealth Secretariat organised a series of meetings in New York, USA in the margins of the 59th Session of the United Nations Commission on the Status of Women under the theme 'Beijing Declaration and Platform for Action'.

The event was also held to mark the 20th Anniversary of the Declaration, including current challenges that affect its implementation and the achievement of gender equality and the empowerment of women. The meeting was attended by women Ministers and representatives from Commonwealth National Women's Machineries. The Commonwealth Parliamentary Association (CPA) was represented by the Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Bangladesh Parliament and the Commonwealth Women

Right: The Annual Consultation of the Commonwealth National Women's Machineries took place in New York, USA organised by the Commonwealth Secretariat attended by the Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Bangladesh Parliament and the Commonwealth Women Parliamentarians (CWP) Chairperson, Rt Hon. Rebecca Kadaga MP, Speaker of the Parliament of Uganda.



Parliamentarians (CWP) Chairperson, Rt Hon. Rebecca Kadaga MP, Speaker of the Parliament of Uganda.

The CPA Chairperson delivered a keynote address at the Annual Consultation of National Women's Machineries which took place on 15 March 2015. The CWP Chairperson presented specifically on the 'Parliamentary Experience of Uganda within Beijing and post-2015 development agenda.'

The theme of this meeting was 'Women's Political Leadership within Beijing+20 and post-2015 Development Agenda'. The meeting included a business segment and capacity strengthening for members. The capacity strengthening element focused on good practice employed by member states at increasing the participation of women in cabinets, ministerial positions, public service, local and community governance.

The outcome of this meeting will feed in to the ongoing women in leadership research and side-events planned to identify good practices, strategies and mechanisms for strengthening inclusive participation.

Pacific Region CWP Activities

The CWP Pacific Region has been engaged in various activities to commemorate International Women's Day. The CWP in Samoa hosted its inaugural Parliamentary Programme to mark the occasion in March 2015. The CPA Samoa Branch invited young women between the ages of 18 to 25 years old from the National University of Samoa and the University of the South Pacific to participate. Participants learnt about the roles of the Commonwealth, the CPA and the CWP through presentations and discussions led by the Hon. Gatoloaifaana Amataga Gidlow, Deputy Chairperson of the CWP Steering Committee and also heard from many parliamentary officials and the workings of Parliament.

The Niue CWP Chapter hosted an event, also in March 2015, bringing together past, present and possible future Parliamentarians. The event served to invigorate ideas and to promote further parliamentary engagement of women. The event also helped the CWP Niue Branch to identify potential people to champion women's rights and political participation in the country.

Below: International Women's Day celebrations in the Pacific Region with Commonwealth Women Parliamentarians.



Left: Participants at the British Islands and Mediterranean Region Commonwealth Women Parliamentarians' 2015 Conference, hosted by the Parliament of Gibraltar.





CWP Canada Steering Committee, British Columbia, Canada

The CWP Canada Steering Committee met in British Columbia, Canada in July 2015 to discuss their regional work programme for 2015-2016 including ideas to commemorate the 10th anniversary of the CWP in each of the 13 Provinces and Territories in Canada and potential future partnerships including the YMCA and Scouts Canada.



Above: The CWP Canada Steering Committee met in British Columbia, Canada to discuss their regional work programme for 2015-2016.

The CWP Canada meeting received reports on the CWP Outreach programme in Newfoundland and Labrador 2014, including a CWP video and also discussed forward planning for the outreach programme for 2015 in Ontario on the theme of 'Women engaging to make a difference'. The Committee received a presentation on Commonwealth Election Observation Groups and the role of CPA and possibilities for CWP involvement from Ms. Meenakshi Dhar, Director of Programmes at the CPA Secretariat.

CWP Australia Regional Conference takes place, Sydney, Australia

The Commonwealth Women Parliamentarians (CWP) Australia Regional Conference took place in Sydney in July 2015. The CWP Conference featured two special luncheons as part of the event. The first luncheon was addressed by Dame Quentin Bryce, Australia's first female Governor-General, who launched the Katrina Dawson Foundation for the Education of Girls. Ms Dawson was a victim of the Sydney Lindt Cafe siege in Martin Place in December 2014. The event was attended by her brother, Mr Angus Dawson and 400 current and former MPs, barristers, solicitors and professional women.

During the CWP Conference, the Women MPs Alumnae was also launched with the Patrons being two distinguished former Commonwealth Ministers - Helen Coonan and Rosemary Crowley. Other participants at the Conference included Anna Bligh (Australia's first

Below: The CWP Australia Regional Conference took place in Sydney addressed by Dame Quentin Bryce, Australia's first female Governor-General (centre left).



ever elected female Premier - Queensland), Rosie Batty (Australian of the Year), Catherine Cusack, MLC (CWP Chair Australia) and Jenny Aichison (CWP Steering Committee - NSW Representative). The Women and the Media Forum at the conference was chaired by Monica Attard, winner of five Walkley Awards (Australia's highest honour for journalism) and participants included Senator Marise Payne (Commonwealth Minister) and two of Australia's leading female journalists - Bridget Glanville and feminist icon and author Eva Cox

CWP Africa Region Activities

The Commonwealth Women Parliamentarians (CWP) Africa Region met at the 46th CPA Africa Regional Conference in Nairobi, Kenya from 9 to 15 August 2015. The Africa Region has plans to deliver a Commonwealth Women Parliamentarians (CWP) Conference in Tanzania in 2016. The workshop will be under the theme of 'Increasing Women Participation to Decision Making Structures' and will include interactive sessions on: 'The Electoral System

Below: The CWP Africa Region met at the 46th CPA Africa Regional Conference in Nairobi, Kenya.



- Candidate Support'; 'Legal Instruments; Quotas'; 'Political Party Policies'; and 'Women and the Media'. The Conference will bring together delegates from all of the national CPA Branches in the Region, as well as some sub-national Branches in order for women to share experiences and support each other through developing stronger networks.

CWP Asia Region Activities

The Asia Region has launched a new website <http://cwpasia.org>. The website aims to offer a hub of information to women MPs in the Region both about the work of the Commonwealth Women Parliamentarians (CWP), and also women in politics in the Asia Region. The Region has also produced a leaflet about the CWP Asia Region entitled 'Women empowerment; human development; real democracy', which has been distributed across the Region. The booklet



provides the CWP Asia Region's vision, aims and objectives, as well as key facts about women's development in each Branch within the Region.

CWP Caribbean, Americas and Atlantic Region Activities

The Commonwealth Women Parliamentarians (CWP) Caribbean, Atlantic and Americas Regional Steering Committee took place in Tortola, British Virgin Islands (BVI) prior to the 40th Conference of the Caribbean, Americas and Atlantic Region of the Commonwealth Parliamentary Association (CPA). The Caribbean, Atlantic and Americas Region have plans afoot to host a CWP Awareness Forum, which will take the form of a forum for girls, young women, and advocates for women's rights, with the intention of providing them with an introduction to the work of the CWP and women Parliamentarians.

CWP at the 61st Commonwealth Parliamentary Conference

The CWP Steering Committee was not able to meet in 2015 due to the cancellation of the 61st Commonwealth Parliamentary Conference in Pakistan. However the CWP Steering Committee convened a teleconference meeting which took place on 1 October 2015 where the CWP Steering Committee were able to provide direction on key decisions for the work programme for the coming two years. The next triennial Commonwealth Women Parliamentarians (CWP) Conference will take place in 2016.



Above: The CWP Caribbean, Atlantic and Americas Regional Steering Committee took place in British Virgin Islands prior to the 40th CPA Caribbean Regional Conference.

CWP Publications

CWP Strategic Plan 2014-2018

The CWP Strategic Plan aims to serve as both a strategic communications and a strategic planning tool to enable the CWP to act as a powerful tool for Women Parliamentarians in the CPA. It communicates the mission and work of the CWP to its own women Members, to all other Members of the CPA, Branches of the Association, to the constituents that Members represent across the Commonwealth, as well as to outside organisations and the general public.

The Strategic Plan provides a framework for CWP to identify its achievements, strategically assess the challenges it encounters, build alliances, and undertake actions across the CPA and beyond in order to ensure that both men and women are involved in decision making in legislatures of the Commonwealth and that women Parliamentarians are supported in their work. The CWP, as an integral part of the CPA, works for the better representation of women in legislatures and for the furtherance of gender equality across the Commonwealth. The Strategic Plan has identified three principle strategies to achieve this mission, namely advocacy work, information sharing and learning and strengthening CWP's position in the CPA.

CWP Annual Newsletter 2015

As set out in the CWP Strategic Plan, the CPA Secretariat published a CWP newsletter capturing activities of the CWP during 2015. This newsletter was distributed electronically to CWP Steering Committee Members, CPA Branches and published on the CPA website as well as a hard copy version for use at CWP events and conferences.





Working with Partner Organisations

IPU Global Conference of Young Parliamentarians in Tokyo, Japan

The Acting Secretary-General and Director of Finance & Administration of the CPA, Mr Joe Omorodion attended the IPU Global Conference, hosted jointly by the Inter-Parliamentary Union (IPU) and the National Diet (Parliament) of Japan. The main aim of the Conference was to further strengthen the links between young politicians and devise new and creative solutions for peace and prosperity. The participants comprised of some 200 young Parliamentarians from around 80 countries across the globe.

The IPU established a Forum of Young Parliamentarians in 2013 to enhance youth participation in parliament and provide a youth perspective to the IPU's work. In October 2014, the IPU organised the Global Conference of Young Parliamentarians in Geneva on the theme 'Taking Democracy to Task', offering a unique platform to discuss how to draw young people into the democratic process. The Conference also received the first ever global youth survey Youth participation in national parliaments which was published in 2014.

The Tokyo Conference was aimed at building on the Geneva Conference and addressing other areas in which youth engagement was crucial such as peace and prosperity. The Conference noted that young people between the ages of 15 and 25 accounted for one-fifth of the world's population. Yet, they were almost three times more likely than older segments

of the population to be unemployed; and that young people were over-represented among the direct and indirect victims of crime – whether caused by terrorism or armed conflict. It therefore followed that prosperous, peaceful, inclusive and safe societies required the participation and engagement of young people. The CPA will be looking at different ways of joint working to promote youth projects and participation especially in relation to the annual CPA Commonwealth Youth Parliament.

30th Session of the Steering Committee of the Parliamentary Conference on the WTO in Geneva, Switzerland

The Commonwealth Parliamentary Association (CPA) has a seat on the Steering Committee of the Parliamentary Conference on the World Trade Organization (WTO), based at the IPU Headquarters in Geneva. On 16 February 2015, Members of the Steering Committee considered the text of the preliminary draft outcome document on the Parliamentary Conference on the WTO, as well as the amendments to it, with a view to making the revised draft available to all delegates at the start of the Conference plenary session. The Steering Committee meeting was held at the IPU offices; the Conference was held at the WTO premises.

The consolidated draft outcome document was distributed to all delegates on 17 February for adoption at the closure of the Conference. On the second day, the Conference received reports and presentations on the substantive theme: *Trade as an enabler of peace and better living conditions*. This was then followed by presentations from guest speakers on the topic of: policy, politics and trade: keeping the WTO negotiations on track. Subsequently, there was a hearing from the WTO Director-General, Mr Roberto Azevedo, on: 'Why Trade? Reflections on the WTO anniversary'. The event was attended by the Acting Secretary-General & Director of Finance and Administration, Mr Joe Omorodion.



Provision of Facilities for Member Branches

The Trustees continued to make the Association 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 Association's events.

The Trustees provided Technical Assistance to Members and Parliaments in the form of advice on/or resource persons for seminars and workshops.

During the year, the Trustees provided financial assistance to developing countries to undertake such activities as:

- Purchasing computer equipment and providing ICT support
- Attending Association workshops and seminars.

Visits to the CPA Secretariat and Branch Visits

Visits to the CPA Secretariat

The CPA Secretariat continues to welcome visitors from Branches including Members of Parliament, Parliamentary staff and partner 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 Secretariat welcomed over 100 visitors to the Secretariat in London, UK from Branches and Regions, including Members of Parliament, current and former Executive Committee Members, Parliamentary staff and partner organisations. A full list of visitors to the CPA Secretariat is available by emailing hq.sec@cpahq.org.

Branch Visits

The Acting Secretary-General and Director of Finance & Administration, Mr Joe Omorodion made several Branch visits including New Zealand and the Cook Islands during 2015 to promote the work of the Association.

In November 2015, the Acting Secretary-General visited the Parliament of the Republic of Fiji, which was due to be reinstated as a member of the CPA from 1 January 2016. During the visit, the Acting Secretary-General met a number of dignitaries including Hon. Dr Jiko F Luveni, Speaker of Parliament of Fiji; Mrs. Viniana Namosimalua, Secretary-General to Parliament and Mrs. Jeanette Emberson, Deputy Secretary-General to Parliament; and had a meeting with Women Parliamentarians, Hon. Jilila Kumar, Hon. Salote Radrodoro and Hon. Tupou Draunidalo.



CPA Secretariat staffing

At its meetings in April 2015 and October 2015, the CPA Executive Committee noted the general staff matters of the CPA Secretariat and approved the recommendations of the CPA staffing arrangements.

One new staff member, Mr Jeffrey Hyland, Editor, was recruited during April 2015 and started his full-time employment with the CPA Secretariat in May 2015.

The Acting Secretary-General and Director of Finance & Administration and 11 staff at the CPA Secretariat continued their commitment to support the work of Parliamentarians and parliamentary staff in Branches and Regions of the Association. The CPA Secretariat also continued to support the professional development of staff by giving them opportunities to take courses related to their duties.

The detailed list of CPA Secretariat staff (as at 31 December 2015) is given below:

Mr Joe Omorodion - Acting Secretary-General (5 October 2014-31 December 2015) and Director of Finance & Administration
 Ms Meenakshi Dhar - Director of Programmes
 Mrs Musonda Sandy - Assistant Director, Conference and Events
 Ms Arlene Bussette - Assistant Director of Programmes
 Ms Lucy Pickles - Assistant Director of Programmes
 Mrs Fatmata Kamara - Assistant Director of Finance
 Mr Jeffrey Hyland - Editor (from May 2015)
 Mrs Luseane Chesham - Executive Assistant to Secretary-General
 Mr Ian McIntosh - Executive Officer (Finance)
 Ms Anna Schuesterl - Programmes Assistant
 Ms Wezi Nyirenda - Office/Conference Assistant
 Mr Muhammad Irfan Ramzan - Finance Assistant

The Parliamentarian, Published Materials and the CPA Website

The Trustees provided Members with access to recent information on the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, and other issues affecting Parliaments. These included the publication of *The Parliamentarian* and CPA Update e-newsletters on CPA activities, parliamentary and political events.

These publications helped to strengthen the CPA at Branch, regional and international levels through communications with Members and provided Members and Parliaments with comparative parliamentary information and the sharing of best practice.

The CPA website www.cpahq.org continued to provide a link for the members to review past and future events of the Association.

Publishing for Parliamentarians and Communications Activity

Keeping in line with the CPA Strategic Plan 2013-2017, the CPA Secretariat published the following in the period January to December 2015:

The Parliamentarian

The CPA's flagship journal is published quarterly and each issue contains articles by the CPA Chairperson, the Chairperson of the Commonwealth Women Parliamentarians (CWP) and the Secretary-General of the CPA as well as photographs of CPA activities. Articles and contributions are sourced from Members, Parliamentary Staff and International Organisations/Universities on a wide range of subjects and parliamentary

and legislative news is featured through reports from Clerks and Parliamentary staff at different Commonwealth Parliaments. During 2015, the following issues were published:

- *The Parliamentarian* 2015: Issue One focusing on the Sustainable Development Goals and including the Supplement for the Executive Committee Mid-Year Meeting in Sabah, Malaysia
- *The Parliamentarian* 2015: Issue Two focusing on Rights linked to the anniversary of Magna Carta
- *The Parliamentarian* 2015: Issue Three focusing on Elections and Voting Reform
- *The Parliamentarian* 2015: Issue Four focusing on Democracy and Pluralism

The Parliamentarian Country Profile/Supplement for the Commonwealth Parliamentary Conference in Pakistan was produced by the CPA Secretariat but was not published due to the cancellation of the event.

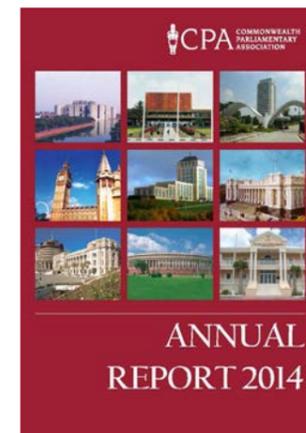
Archived issues of *The Parliamentarian* dating back to 2008 can be accessed from the CPA website and digital editions can also be viewed online.

An Editorial Board for *The Parliamentarian* was established in 2015 comprising the Secretary-General (in 2015, this was the Acting Secretary-General), Director of Finance & Administration, Director of Programmes and the Editor. The Editorial Board met regularly throughout the year to review the work and operations of *The Parliamentarian*, suggest topics for inclusion and ensure that the Editor was supported in delivering this publication.

CPA Update

The CPA electronic newsletter is produced four times a year and is distributed by email and online to CPA Members, Branches and external stakeholders.

- CPA Update e-newsletter – published for period January to June 2015
- CPA Update e-newsletter – published for period July to October 2015
- CPA Update e-newsletter – published for period October to December 2015



CPA Annual Report

The CPA 2014 Annual Report was completed during 2015 and was distributed to CPA Branches and Officers as hard copies and electronically via web link/email. The Annual Report was also published on the CPA website. The CPA Annual Report was due to be distributed to Members at the annual conference but this was postponed following the cancellation of this event.

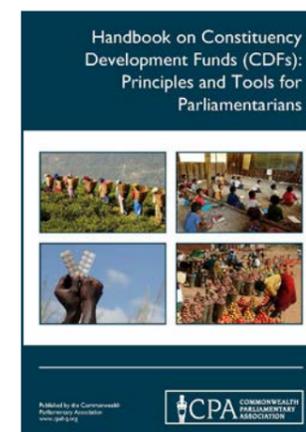
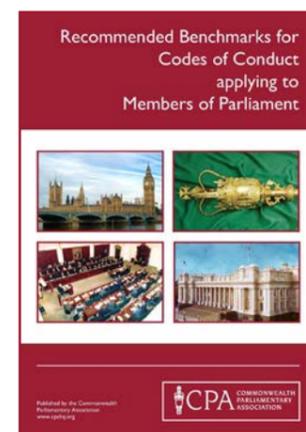
CPA Outcomes and Promotional Publications

The World Bank Group is working on a publication about Benchmarks in partnership with the CPA, with the Association contributing a chapter for the publication and contributions by other CPA Members. This publication is expected to be published in early 2016.

The CPA Secretariat has published new outcomes booklets and toolkits:

- Recommended Benchmarks for Codes of Conduct Applying to Members of Parliament
- Handbook on Constituency Development Funds (CDFs): Principles and Tools for Parliamentarians

Both publications are available on the CPA website for download and as hard copies for CPA Branches from the CPA Secretariat.



Commonwealth Women Parliamentarians (CWP) Publications

The CWP Strategic Plan 2014-2018 has been published and copies distributed to the CWP Steering Committee and the CWP annual newsletter for 2015 has also been published

Data papers

The CPA Secretariat collected background papers to assist delegates attending the 2015 Commonwealth Parliamentary Conference (CPC) and the Small Branches Conference due to take place in Pakistan. Collections of papers were also prepared for the Commonwealth Parliamentary Seminar in Bangladesh and the Post-Election Seminar in Pakistan. Similar papers are also provided for participants in other appropriate CPA programmes.



CPA website www.cpahq.org

In line with the CPA Communications Strategy and Marketing Plan, a review of the current website was undertaken in 2015 and work is ongoing to improve the layout, design and functionality of the website for Members and the general public. This will meet the following Terms of Reference (TOR) from the Plan:

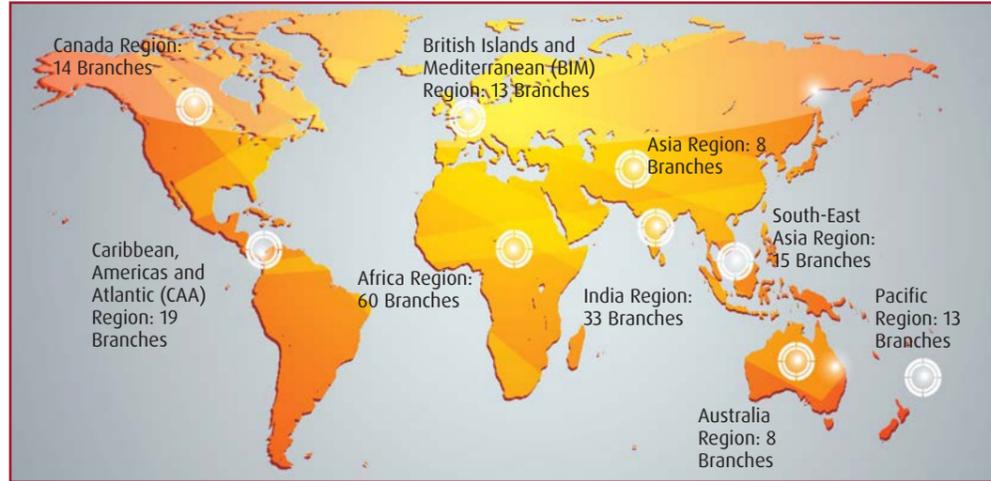
- To achieve better value feedback from the Association's Membership
- To generate and maintain political, financial and member support
- To explore and mitigate communications risks
- To better explain the work and policies of the Association to its stakeholders
- To develop a marketing plan which supports the communications strategy

A revised and redesigned website will be developed in 2016/17.



Commonwealth Parliamentary Association (CPA) Branches

At 31 December 2015, 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 - 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
- The Maldives

AUSTRALIA

- 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 - 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 | Telangana | Tripura | Uttarakhand | Uttar Pradesh | West Bengal

PACIFIC

- Cook Islands
- Fiji (*re-joined in January 2016*)
- Kiribati
- Nauru
- New Zealand
- Niue
- Papua New Guinea - also CPA Branch in: Bougainville
- Samoa
- Solomon Islands
- Tonga
- Tuvalu
- Vanuatu

SOUTH-EAST ASIA

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

Financial Statements and Review 2015



The Financial Statements and Review shows how the Commonwealth Parliamentary Association (CPA) revenues were generated and expended during 2015.

Financial Review

Summary

The total revenue earned in the financial year under review was £2,726,156 (2014: £2,649,522). Of this, the Commonwealth Parliamentary Association's core funding streams were from Branch Membership fees (93%), financial investments (5%) and other sources (2%). During the year, the Association made a surplus of £213,001 before net investment losses (2014: surplus of £91,502). The relatively large surplus was due to some significant movements in income and expenditure flows during the year. Income increased by £76,634 (3%) when compared to the year ended 31 December 2014. This was mainly as a result of increases in investment yields (£3k), membership fees (£49k), partnership and other revenue (£25k).

The total operating costs during the reporting period was £2,513,155 (2014: £2,558,020). The costs of raising funds amounted to £47k (2%) and on direct charitable activities totalled £2.4m (98%). In 2014, these were £48k (2%) and £2.5m (98%) respectively. The cancellation of the CPA plenary conference and the ongoing drive for efficiency savings during the financial year resulted in cost reductions of £45k (1.8%) when compared with the total operating costs of the previous year.

The CPA held £2,019,388 in its General Reserve (2014: £1,780,689) at the end of the financial year together with £1,000,000 (2014: £1,000,000) in a Contingency Reserve. The contingency reserve is held in accordance with the approved reserves policy of the Association. The Trustees resolved during the year to renew and expand the range of programmes and services to be provided for the membership from 2016. These programmes are planned to be partly funded from the reserves.

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 £6,049,185 (2014: £6,146,901). Income from each Trust Fund is used for the benefits of the members.

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 2013 – 2015, and add a more focused sense of direction or purpose to the CPA's existing financial policies and practices. The strategy was implemented during the year, and will be reviewed in 2016 to respond to the strategic priorities in the 2016 – 2017 Business Plan.

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 (2014: £500,000) and a free reserves fund of £500,000 (2014: £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 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 airfares). As at December 2015, this was approximately £500,000. When compared to the level of the Unrestricted Reserves of £2.3m, the Trustees note that it is in excess of the required amount in the reserves policy. However, the Trustees are confident that the reserves will be significantly drawn down during the 2016 and 2017 financial years.

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 based on maximising income. 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 Coutts & Co. in 2015. The Trustees met twice in the year to review the funds' performance.

Investment Performance: The value of the Association's investments decreased by £118,975 (2%) from £5,875,975 on 31 December 2014 to £5,757,184 as at the end of the reporting period. All of the funds invested in by the charity are recognised on a listed stock exchange. Whilst the Association's target for investment income (see 'Investment Policy' above) was not achieved during the year under review, the Trustees continue to feel confident that the investment managers' assurance that the target would be met within the shortest time possible. The Trustees continue to monitor the investment performance very closely.

Future Periods: The life span of the current Business Plan (2013 – 2015) ended on 31 December 2015. A new business plan for the financial years 2016 – 2017 (to coincide with the end period of the Association's current Strategic Plan) will be reviewed and adopted by the Trustees in April 2016. Central to the plan will be a renewed focus on the delivery

of more programmes and services for the membership of the Association. 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.

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

This report was approved by the CPA Executive Committee on 29 April 2016 and signed on its behalf by:

- Hon. Dr Shirin S. Chaudhury, MP, Chairperson of the Executive Committee
- Mr Akbar Khan, Secretary-General

Independent Auditors' Report to the Members of Commonwealth Parliamentary Association

We have audited the financial statements of Commonwealth Parliamentary Association for the year ended 31 December 2015 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). This report is made solely to the charity's members, 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 Auditors' 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.

Respective responsibilities of trustees and auditor: As explained more fully in the Statement of Executive Committee's Responsibilities set out in the Annual Report, the Trustees are responsible for the preparation of financial statements which give a true and fair view. *We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.*

Scope of the audit of the financial statements: A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements: In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2015 and of its incoming resources and application of resources, 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.

Matters on which we are required to report by exception: We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the 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.

haysmacintyre, Chartered Accountants, Statutory Auditor, 26 Red Lion Square, London, WC1R 4AG.
haysmacintyre is eligible to act as auditor in terms of section 1212 of the Companies Act 2006.

Commonwealth Parliamentary Association Statement of Financial Activities for the year ending 31 December 2015

	Note	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
Income from:					
Investments	2	10,654	129,746	140,400	137,579
<i>Charitable activities</i>					
Branch membership fees		2,541,745	-	2,541,745	2,492,365
Subscriptions for <i>The Parliamentarian</i>		5,675	-	5,675	5,384
Partnership income	3	-	38,121	38,121	-
Other income		215	-	215	14,194
Total income		2,558,289	167,867	2,726,156	2,649,522
Expenditure on:					
<i>Raising funds</i>					
Investment Management Costs		-	47,508	47,508	48,246
<i>Charitable activities</i>					
Publications & Communications		447,632	-	447,632	690,632
Conferences		451,001	107,936	558,937	683,585
Seminars, Projects & Commonwealth Development		1,179,699	38,121	1,217,820	918,574
Technical Assistance Programmes		241,258	-	241,258	216,983
Total expenditure	6	2,319,590	193,565	2,513,155	2,558,020
Net income/(expenditure) before (losses)/gains on investments		238,699	(25,698)	213,001	91,502
Net (losses)/gains on investments	17	-	(72,018)	(72,018)	283,822
Net movement in funds		238,699	(97,716)	140,983	375,324
Reconciliation of funds					
Balance brought forward on 1 January 2015	22	2,780,689	6,146,901	8,927,590	8,552,266
Balance carried forward on 31 December 2015	22	3,019,388	6,049,185	9,068,573	8,927,590

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.

The above figures have been represented in FRS102 (SORP 2015) format for the comparative period as required in note 25.

Commonwealth Parliamentary Association Balance sheet as at 31 December 2015

	Note	2015 £	2015 £	2014 £	2014 £
Fixed asset					
Tangible assets	16		13,577		11,863
Investments	17		5,757,184		5,875,979
Totals			5,770,761		5,887,842
Current assets					
Short term deposit	18	3,713,415		3,587,309	
Debtors	19	374,339		258,239	
Cash at bank and in hand		513,764		253,711	
Totals		4,601,518		4,099,259	
Creditors: amounts falling due within one year	20	(1,303,706)		(1,059,511)	
Net current assets			3,297,812		3,039,748
Net assets			9,068,573		8,927,590
Funds					
General fund	22		2,019,388		1,780,689
Contingency reserve	22		1,000,000		1,000,000
Conference assistance fund	22		2,571,330		2,566,407
Working capital fund	22		3,477,855		3,580,494
Totals			9,068,573		8,552,266

The Financial Statements were approved, and authorised for distribution, by the CPA Executive Committee on 29 April 2016 and signed on its behalf by:

Hon. Dr Shirin S. Chaudhury, MP
Chairperson of the Executive Committee

Mr Akbar Khan
Secretary-General

Commonwealth Parliamentary Association

Cash flow statement for the year ending 31 December 2015

	2015 £	2014 £
Cash flows from operating activities	<u>210,562</u>	<u>163,190</u>
Cash flows from investing activities		
Dividends and interest	140,400	137,579
Purchase of property, plant and equipment	(11,580)	(17,421)
Purchase of investments	(1,862,130)	(3,433,694)
Proceeds from the sale of investments	1,813,202	2,747,440
Movement in investment cash account	95,705	403,920
Net cash provided by/(used in) investing activities	<u>175,597</u>	<u>(162,176)</u>
Change in cash and cash equivalents in the reporting period	386,159	1,014
Cash and cash equivalents at the beginning of the reporting period	<u>3,841,020</u>	<u>3,840,006</u>
Cash and cash equivalents at the end of the reporting period	<u>4,227,179</u>	<u>3,841,020</u>

Notes to the cash flow statement	2015 £	2014 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net income for the reporting period	140,983	375,324
Depreciation charges	9,866	10,328
(Increase) in debtors	(116,100)	(93,198)
Increase in creditors	244,195	292,137
Interest and Dividends	(140,400)	(137,579)
Losses/(gains) on investments	72,018	(283,822)
Net cash provided by operating activities	<u>210,562</u>	<u>163,190</u>

Analysis of Cash and Cash Equivalents	2015 £	2014 £
Cash at bank and in hand	513,764	253,711
Short term deposits	3,713,415	3,587,309
Totals	<u>4,227,179</u>	<u>3,841,020</u>

Notes to the accounts for the year ending 31 December 2015

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) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

(g) 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.

(h) 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.

(i) 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.

(j) 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.

(k) 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.

(l) 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.

(m) 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.

(n) 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

Notes to the accounts for the year ending 31 December 2015 (continued)

year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(o) Stocks

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

(p) 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.

(q) 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.

(r) Statement of cash flow

The charity's cash flow statement reflects the presentation requirements of FRS 102, which is different to that

prepared under FRS 1. In addition, the cash flow statement reconciles cash and cash equivalents whereas under previous UK GAAP the statement reconciled to cash.

(s) 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.

(t) 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, 2016, 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 the economic weather.

2. Investment Income	Unrestricted funds	Restricted funds	Total 2015	Total 2014
	£	£	£	£
Dividends – equities	-	109,593	109,593	99,023
Interest – fixed interest securities	-	19,579	19,579	23,761
Interest on cash and money market deposits	10,654	574	11,228	14,795
	<u>10,654</u>	<u>129,746</u>	<u>140,400</u>	<u>137,579</u>

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

3. Partnership Income

	Total 2015	Total 2014
	£	£
CPA/WBI Annual Conference: Extractive Industries	-	2,975
CPA/UNEP Conference: Climate Change	-	<u>2,975</u>

4. Staff Costs

	Note	Total 2015	Total 2014
		£	£
Salaries and wages		709,543	771,068
Social security costs		73,644	78,681
Pension costs	5	105,342	104,226
Totals	7	<u>888,529</u>	<u>953,975</u>

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.

	2015	2014
	No.	No.
The average number of staff employed during the year was		
Management	2	3
Charitable activities	11	10
Totals	<u>13</u>	<u>13</u>

The key management personnel comprised members of the Senior Management Team (SMT). In 2015, the SMT was made up of the Acting Secretary-General and Director of Finance & Administration and the Director of Programmes. During the 2014 financial year, the SMT comprised of the Secretary-General (to 4 October 2014), the Acting Secretary-General (from 5 October 2014) and Director of Finance & Administration and the Director of Programmes.

The total employee benefits of the key management personnel of the charity were £236,458 (2014: £322,101). Staff receiving emoluments in excess of £60,000, (exclusive of pension contributions paid by the CPA Secretariat), during the year were as follows:

	Total 2015	Total 2014
	No.	No.
£70,000 - £80,000	-	1
£90,000 - £100,000	1	1
£101,000 - £150,000	1	-
£150,001 - £160,000	-	1
Totals	<u>2</u>	<u>3</u>

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £37,572 (2014: £40,077) for these employees.

A total of £125,650 was reimbursed to 42 Parliaments of members of the Executive Committee for their travel to Executive Committee meetings (2014: £106,789 to 33 Parliaments).

5. Pension scheme

The CPA 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 2015	Total 2014
	£	£
Total Premiums paid	138,041	132,789
Less: Contributions from employees	(32,699)	(28,563)
Employer Contributions	<u>105,342</u>	<u>104,226</u>

Notes to the accounts for the year ending 31 December 2015 (continued)

6. Total Resources Expended	Note	Direct costs £	Support costs £	Total 2015 £	Total 2014 £
<i>Cost of generating funds</i>					
Investment management costs		47,508	-	47,508	48,246
<i>Cost of charitable activities</i>					
Publications & Communications	8	194,591	253,041	447,632	690,632
Conferences	9	285,931	273,006	558,937	683,585
Seminars, Projects & Commonwealth Development	10	822,183	395,637	1,217,820	918,574
Technical Assistance Programmes	11	48,171	193,087	241,258	216,983
Totals		1,398,384	1,114,771	2,513,155	2,558,020

6a. Allocation of Support Costs	Staff costs Note 4) £	HR costs £	IT support costs £	Legal £	Facilities £	Depreciation £	Governance £	Total 2015 £	Total 2014 £
<i>Cost of charitable activities</i>									
Publications & Communications	129,216	12,030	20,777	401	49,721	4,933	35,963	253,041	511,297
Conferences	204,058	6,181	6,926	802	17,010	1,645	36,384	273,006	274,073
Seminars, Projects & Commonwealth Development	311,570	6,181	6,926	802	17,010	1,644	51,504	395,637	196,167
Technical Assistance Programmes	134,128	6,182	6,924	802	16,892	1,644	26,515	193,087	196,147
<i>Governance costs</i>	109,557	5,381	-	5,215	30,213	-	(150,366)	-	-
Totals	888,529	35,955	41,553	8,022	130,846	9,866	-	1,114,771	1,177,684

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.

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:

	2015 £	2014 £
External Auditors' remuneration:		
Current year	14,520	14,300
Non-audit fees	2,400	(846)
Internal Auditors' remuneration	-	32,195
Mid-year Executive meeting	137,466	200,074
Secretary-General's recruitment	70,216	-
Secretary-General's contingency fund	6,930	14,811
Secretary-General's ex-gratia payment	*310,047	-
Legal & professional fees	5,280	33,736
Consultants' fees	38,038	78,790
Apportionment of support costs	150,366	183,624
Totals	735,263	556,684

*During the year, following receipt of legal advice and the approval of the Charity Commission, the Trustees authorised a goodwill payment of £310,047 to the family of the late CPA Secretary-General, Dr William F. Shija.

8. Direct Publications & Communications Costs	2015 £	2014 £
<i>The Parliamentarian</i>		
Printing	49,482	59,879
Distribution	44,357	49,253
Fees to contributors	1,575	1,900
Subtotals	95,414	111,032
Annual Report	845	10,356
Promoting parliamentary democracy	-	4,056
CPA Website	10,785	240
Books, periodicals and information	3,294	3,427
<i>Governance costs</i>	84,253	50,224
Totals	194,591	179,335

9. Direct Conference Costs	2015 £	2014 £
Annual conference including subvention	228,285	331,288
Less: Prior year accrued airfares no longer required	(66,155)	(36,462)
<i>Governance costs</i>	123,801	114,686
Totals	285,931	409,512

Direct costs of annual conference airfares, which are lower than those of the prior year because of the cancellation of the annual conference by the CPA Executive Committee, include £7,469 paid to member organisations (2014: £73,453). In addition, travel and accommodation costs are reimbursed for individuals attending conferences. All payments are detailed in the following notes to the accounts. Details of payments available from the CPA Secretariat Finance Department.

10. Direct Seminars, Projects and Commonwealth Development Costs	2015 £	2014 £
Canadian Parliamentary Seminar	12,500	13,314
Overseas visits	12	59,859
CPA Youth Parliament	52,281	40,094
Post-Election Seminars	13	11,134
Co-sponsored seminars/projects	14	90,818
Commonwealth & Parliamentary Development activities	15	239,605
<i>Governance costs</i>	355,986	202,315
Totals	822,183	722,408

11. Direct Technical Assistance Programmes	2015 £	2014 £
St Helena (2014: Guyana)	12,314	15,000
Niue	15,000	-
<i>Governance costs</i>	20,857	5,835
Totals	48,171	20,835

Notes to the accounts for the year ending 31 December 2015 (continued)

12. Overseas visits	2015	2014
	£	£
Chairperson	15,813	13,530
Vice-Chairperson	-	4,280
Treasurer	7,490	9,460
CWP Chairperson	-	(2,659)
Secretary-General	16,805	3,736
Staff	19,751	17,097
Totals	<u>59,859</u>	<u>45,444</u>
13. Post-Election Seminars	2015	2014
	£	£
Pakistan	11,134	-
Swaziland	-	14,754
Malawi	-	9,927
The Bahamas	-	4,742
Totals	<u>11,134</u>	<u>29,423</u>
14. Co-sponsored seminars/projects	2015	2014
	£	£
ComSec: Regional Seminar on the International Trading System in WTO: Africa	141	-
CPA/WBI Annual Conference	40,076	15,000
McGill University: Training Programme for Parliamentary Staff	23,433	18,348
CPA/UNEP: Climate Change Conference	27,168	-
Totals	<u>90,818</u>	<u>33,348</u>
15. Commonwealth and Parliamentary Development Activities	2015	2014
	£	£
Commonwealth Day	12,628	9,086
Training Workshop for Parliamentary Staff:		
Africa	14,053	-
Caribbean	-	12,059
Pacific	-	10,289
India	-	9,044
Support for attendance at workshops	(4,264)	5,000
Development of Public Accounts Committees (financial oversight):		
Africa	9,806	16,953
Asia	9,395	2,239
Constituency Development Fund in London (2014: PNG)	9,600	10,507
Commonwealth Women Parliamentarians (CWP) Annual Meetings & CWP Work Programme	(17,339)	21,670
CWP Regional Strengthening & CWP Conference	111,257	38,374
CWP Pan-Commonwealth Activity	(5,225)	32,897
Hospitality	797	2,603
Benchmarking Workshops: Pacific, India, Asia (2014: CAA, Bahamas)	12,507	19,645
Regional Seminar on Human Rights in New Zealand (2014: Seychelles)	35,417	29,637
Climate Change in Peru	-	4,774
Parliamentary Agricultural committees (Africa, Malawi)	(13,807)	30,000
Parliamentary Agricultural committees (India, Punjab)	(13,457)	26,032
Global Financial Crisis (Asia, Bangladesh, Dhaka)	(1,121)	19,737
Parliamentary Codes Benchmark Meeting in Victoria, Australia (2014: Cameroon)	40,904	25,000
Developing Parliamentarians' Capacity for ICT in Trinidad & Tobago	(2,223)	32,924
Parliament and the Media in Andhra Pradesh, India	20,480	-
Small Branches Committees Workshop in the Isle of Man	20,197	-
Totals	<u>239,605</u>	<u>358,470</u>

16. Tangible Assets	2015	2014		
Tangible fixed assets comprises of computer and office equipment.	£	£		
Cost				
At 1 January	31,035	18,528		
Additions	11,580	17,421		
Eliminated on disposal	(12,967)	(4,914)		
At 31 December	<u>29,648</u>	<u>31,035</u>		
Depreciation				
At 1 January	19,172	13,758		
Charge for the year	9,866	10,328		
Eliminated on disposal	(12,967)	(4,914)		
At 31 December	<u>16,071</u>	<u>19,172</u>		
Net book value at 31 December	<u>13,577</u>	<u>11,863</u>		
17. Investments	2015	2014		
	£	£		
Market value at 1 January	5,875,979	5,309,823		
Additions	1,862,130	3,433,694		
Disposed Proceeds	(1,813,202)	(2,747,440)		
Investment cash account movement	(95,705)	(403,920)		
Net investment gains/(losses)	(72,018)	283,822		
Market value at 31 December	<u>5,757,184</u>	<u>5,875,979</u>		
Historic cost value at 31 December	<u>5,795,063</u>	<u>5,935,539</u>		
Analysis of investment assets				
	Fixed interest securities	Equities	Total	
	£	£	£	
Totals	<u>2,015,732</u>	<u>3,860,247</u>	<u>5,875,979</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	2015	2014		
	£	£		
National Westminster Bank 95-Day Account (Deposit and Reserve Accounts)	3,713,415	3,587,309		
Totals	<u>3,713,415</u>	<u>3,587,309</u>		
19. Deferred income	At 1 Jan 2015	Released to incoming resources	Deferred in the year	At 31 Dec 2015
	£	£	£	£
Branch fees	380,417	(380,417)	429,813	429,813
Totals	<u>380,417</u>	<u>(380,417)</u>	<u>429,813</u>	<u>429,813</u>

Notes to the accounts for the year ending 31 December 2015 (continued)

20. Debtors	2015 £	2014 £
Branch fees (see below)	297,161	180,050
Staff advances	1,839	2,360
Other debtors and prepayments	75,339	75,829
Totals	374,339	258,239
<i>Branch fees comprise the following:</i>		
Abia	29,077	29,077
Adamawa	7,524	-
Akwa Ibom	1,000	-
Anambra	7,524	366
Antigua & Barbuda	6,477	2,716
Bauchi	22,320	14,796
Belize	44,390	44,390
Benue	23,041	23,041
Borno	14,922	7,398
Cameroon	-	1,533
Delta	14,922	7,398
Edo	7,598	74
Ekiti	7,524	-
Enugu	22,320	14,796
The Gambia	78,536	78,536
Gombe	7,524	-
Grenada	7,398	22,194
Imo	14,922	-
Jigawa	7,524	-
Kaduna	14,922	7,398
Kano	7,524	-
Katsina	14,922	7,398
Kebbi	14,922	7,398
Kogi	5,615	5,615
Kwara	22,317	14,793
Lagos	5,744	-
Maharashtra	-	5,307
Nasarawa	14,922	7,398
Nauru	15,050	-
Niger	7,524	-
Ogun	7,518	-
Ondo	6,291	-
Osun	7,524	-
Oyo	14,922	7,398
Plateau	-	7,398
Sokoto	14,820	7,296
St. Lucia	-	14,798
Taraba	7,524	-
Vanuatu	7,760	7,760
Zamfara	2,472	2,472
Zambia	73	-
Totals	516,909	348,744
<i>Less: Provision for doubtful debts</i>	<i>(219,748)</i>	<i>(168,694)</i>
Total branch fees	297,161	180,050

21. Creditors: Amounts Falling Due Within One Year	Note	2015 £	2014 £
<i>Included within other creditors in 2015 is a pension fund creditor of £Nil (2014: £Nil).</i>			
Trade creditors		124,284	142,127
General accruals		532,674	182,695
Conference fares accruals		107,964	239,443
Mid-year executive committee fares accruals		71,201	81,995
Tax and social security		35,659	26,391
Deferred income	19	429,813	380,417
Other creditors		2,111	6,443
Totals		1,303,706	1,059,511

22. Movement in funds	At 1 Jan 2015 £	Income £	Expenditure /Transfers £	Gains/ (Losses) £	At 31 Dec 2015 £
<i>Unrestricted funds</i>					
General reserve	1,780,689	2,558,289	(2,319,590)	-	2,019,388
Contingency reserve	1,000,000	-	-	-	1,000,000
Total unrestricted funds	2,780,689	2,558,289	(2,319,590)	-	3,019,388
<i>Restricted Funds</i>					
Conference Assistance Fund (CAF)	2,412,273	-	(48,350)	-	2,363,923
CAF Retained Income Fund	154,134	52,588	29,900	(29,215)	207,407
Working Capital Fund (WCF)	3,463,706	-	(70,745)	-	-
WCF Retained Income Fund	116,788	77,158	(66,249)	(42,803)	3,392,961
					84,894
Partner Revenue from World Bank Institute (WBI) and United Nations Environment Programme (UNEP) conferences for Extractive Industries and Climate Change	-	38,121	(38,121)	-	-
Total restricted funds	6,146,901	167,867	(193,565)	(72,018)	6,049,185
Total funds	8,927,590	2,726,156	(2,513,155)	(72,018)	9,068,573

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 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.

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.

Notes to the accounts for the year ending 31 December 2015 (continued)

23. Analysis of net assets between funds	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £	Total Funds 2014 £
Tangible fixed assets	13,577	-	13,577	11,863
Fixed asset investment	-	5,757,184	5,757,184	5,875,979
Current assets	4,209,441	392,077	4,601,518	4,099,259
Current liabilities	(1,203,630)	(100,076)	(1,303,706)	(1,059,511)
Totals	<u>3,019,388</u>	<u>6,049,185</u>	<u>9,068,573</u>	<u>8,927,590</u>

24. Financial commitments

The primary contract terms with Canon for the two photocopiers expired on 30 January and 30 April 2013 respectively. After these dates the rental agreement reverted to zero-rental charges, hence there are no financial commitments expected under the lease agreement within one year.

25. Statement of Financial Activities for the year ended 31 December 2014

	Unrestricted funds £	Restricted funds £	Total 2014 £
Income from:			
Investments	14,125	123,454	137,579
Charitable activities	2,492,365	-	2,492,365
Branch membership fees	5,384	-	5,384
Subscriptions for <i>The Parliamentarian</i>	-	-	-
Partnership income	14,194	-	14,194
Other income			
	<u>2,526,068</u>	<u>123,454</u>	<u>2,649,522</u>
Total income			
Expenditure on:			
Raising funds			
Investment Management Costs	-	48,246	48,246
Charitable activities			
Publications & Communications	690,632	-	690,632
Conferences	609,931	73,654	683,585
Seminars, Projects & Commonwealth Development	918,574	-	918,574
Technical Assistance Programmes	216,983	-	216,983
Total expenditure	<u>2,436,120</u>	<u>121,900</u>	<u>2,558,020</u>
Net income/(expenditure) before (losses)/gains on investments	89,948	1,554	91,502
Net (losses)/gains on investments	-	283,822	283,822
Net movement in funds	89,948	285,376	375,324
Reconciliation of funds			
Balance brought forward on 1 January 2015	<u>2,690,741</u>	<u>5,861,525</u>	<u>8,552,266</u>
Balance carried forward on 31 December 2015	<u>2,780,689</u>	<u>6,146,901</u>	<u>8,927,590</u>

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.

The above figures have been represented in FRS102 (SORP 2015) format for the comparative period as required.

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