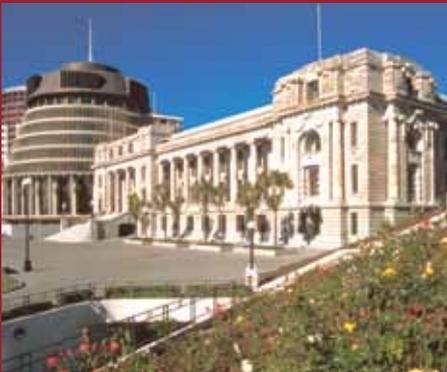




COMMONWEALTH
PARLIAMENTARY
ASSOCIATION



ANNUAL REPORT 2014

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 181 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 Headquarters in London. The annual subscription is determined at the Association's annual meeting of the General Assembly.

Front cover images representing the Parliaments and Assemblies of the nine regions of the CPA: (top row left to right) Parliament of Bangladesh (Asia Region); Parliament of Zambia (Africa Region); Parliament of Malaysia (South East Asia Region); (middle row left to right) Parliament of the United Kingdom (British Islands and Mediterranean Region); Newfoundland and Labrador House of Assembly (Canada Region); Parliament of Victoria, Australia (Australia Region); (bottom row left to right) Parliament of New Zealand (Pacific Region); Parliament of India (India Region); Legislative Council of the Turks and Caicos Islands (Caribbean, Americas and Atlantic Region).

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Patrons, Officers, Professional Advisers and Associated Organisations

Patron and Vice-Patron

Patron	H.M. Queen Elizabeth II, Head of the Commonwealth
Vice-Patron	H.E. Mamnoon Hussain, President of the Islamic Republic of Pakistan.



Executive Committee Members (Trustees 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	Hon. Sardar Ayaz Sadiq, MNA, National Assembly of Pakistan, Islamabad (Pakistan) 2014 – to date
Vice-President	Vacant
Chairperson	Hon. Dr Shirin Sharmin Chaudhury, MP, Parliament of Bangladesh (Bangladesh) 2014 – to date
Vice-Chairperson	Hon. Datuk Ronald Kiandee, MP, Parliament of Malaysia, Kuala Lumpur (Malaysia) 2013 – to date
Treasurer	Hon. Request Muntanga, MP, National Assembly of Zambia, Lusaka (Zambia) 2014 – to date
CWP Chairperson	Commonwealth Women Parliamentarians (CWP) Chairperson: Rt. Hon.Rebecca Kadaga, MP, Parliament of the Republic of Uganda, Kampala (Uganda) 2013 - to date

Members of the Executive Committee (Regional Representatives)

Africa Region	Hon. Thandi Modise, MP, Parliament of South Africa, Capetown (South Africa) 2014 – to date
	Hon. Hon. Mutimura Zeno, MP, Parliament of Rwanda, Kigali (Rwanda) 2014 – to date
	Hon. Alban Sumana Kingsford Bagbin, MP, Parliament of Ghana, Accra (Ghana) 2014 – to date
	Hon. Hon. Themba Msibi, MP, Parliament of Swaziland, Lobamba (Swaziland) 2014 – to date
	Hon. Sheku Badara Basiru Dumbuya, MP, Parliament of Sierra Leone (Sierra Leone) 2013 – to date
	Hon. Machana Ronald Shamukuni, MP, National Assembly of Botswana, Gaborone (Botswana) 2014 – to date

Asia Region	Hon. Mian Tariq Mehmood, MPA, Provincial Assembly of the Punjab, Lahore (Pakistan) 2014 – to date
	Hon. Abdulla Shahid, MP, The People's Majlis (Maldives) 2012 – to date
	Hon. Chamal Rajapaksa, MP, Parliament of Sri Lanka, Kotte (Sri Lanka) 2013 – to date

Australia Region	Hon. Kezia Purick, MLA, Northern Territory Legislative Assembly, Darwin (Australia) 2014 – to date
	Hon David Buffett AM, MLA, Legislative Assembly of Norfolk Islands (Australia) 2012 to – date
	Ms Vicki Dunne, MLA, Legislative Assembly for the ACT, Canberra (Australia) 2013 – to date

British Islands and Mediterranean Region

Hon. Derek Thomas, MLC, Legislature of St Helena (St Helena) 2013 – to date
Dr Roberta Blackman-Woods, MP, House of Commons, London (United Kingdom) 2012 – to date
Hon Carmelo Abela, MP, House of Representatives, Valletta (Malta) 2013 – to date

Canada Region

Hon. David Laxton, MLA, Yukon Legislative Assembly, Yukon (Canada) 2014 – to date
Hon. Wade Verge, MHA, House of Assembly, Newfoundland and Labrador (Canada) 2014 – to date
Mr Russ Hiebert, MP, Ottawa, Ontario (Canada) 2012 – to date

The Caribbean, Americas and the Atlantic Region

Hon. Hendrick Alexander, OBE, MP, House of Assembly (St Vincent) 2013 - to date
Hon Teresina Bodkin, MP, Legislative Assembly of Montserrat (Montserrat) 2013 - to date
Hon Michael Peyrefitte, MP, House of Representatives, Belize (Belize) 2014 – to date

India Region

Shri Prem Das Rai, MP, Parliament of India, The Lok Sabha, New Delhi (India) 2012 – to date
Dr Charnjit Singh Atwal, MLA, Punjab Legislative Assembly, Chandigarh, Punjab (India) 2014 – to date
Hon. Shri Rajendra Arlekar, MLA, Goa Legislative Assembly, Porvorim, Goa (India) 2014 – to date

Pacific Region

Mr Paul Foster-Bell, MP, House of Representatives, Wellington (New Zealand) 2014 – to date
Lord Tu'ivakano (Siale 'Ataongo Kaho), Parliament of Tonga, Nuku'alofa (Tonga) 2014 – to date
Hon. Hon. Niki Rattle, MP, Parliament of Cook Islands, Rarotonga (Cook Islands) 2014 – to date

South-East Asia Region

Mr Lim Biow Chuan MP, Parliament of Singapore (Singapore) 2014 – to date
Hon S K Devamany, MP, Perak Legislative Assembly, Perak (Malaysia) 2013 – to date

Former Vice-Patrons and Officers of the Executive Committee

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

Vice-Patron	His Excellency, Paul Biya, President of Cameroon, 2013 – 2014
President	Rt Hon. Cavayé Yéguié Djibril, MP, Speaker of the National Assembly (Cameroon) 2013 – 2014
Vice-President	Vacant 2013 – 2014
Chairperson	Rt. Hon. Sir Alan Haselhurst, MP, House of Commons, Westminster, London (United Kingdom) 2011 – 2014
Treasurer	Hon. Marwick Khumalo, MP, Houses of Parliament, Lobamba (Swaziland) 2011 – 2014

Former Members of the Executive Committee (Regional Representatives)

Africa Region	Dr the Hon. Benjamin Bewa-Nyog Kunbour, MP (Ghana) 2013 – 2014
	Hon NomaIndia Cathleen Mfeketo, MP (South Africa) 2013 - 2014
	Hon. Senator Letapata Makhaola, Parliament of the Kingdom of Lesotho (Lesotho) 2011 – 2014
	Hon. Elijah Okupa, MP, Parliament House (Uganda) 2011 – 2014
	Hon. (Rtd. Maj. Gen) Moeng Pheto, MP (Botswana) 2013 - 2014
Asia Region	Hon. Rana Muhammad Iqbal Khan, MPA, Provincial Assembly (Pakistan) 2011 – 2014
Australia Region	Hon. Barry House, MLC, Western Australia (Australia) 2011 – 2014
British Islands and Mediterranean Region	Deputy Michael George O'Hara, Guernsey (Channel Islands) 2012 – 2014
Canada Region	Hon. Gene Zwozdesky, MLA, Legislative Assembly, Alberta (Canada) 2012 – 2014
	Hon. Ross Wiseman, MHA (Newfoundland and Labrador, Canada) 2013 – 2014
The Caribbean, Americas and the Atlantic Region	Dr the Hon. Kendal Major, MP, Nassau (The Bahamas) and Americas 2012 – 2014
India Region	Hon. Kiyaniilie Peseyie, MLA, Legislative Assembly, Nagaland (India) 2011 – to date
	Hon. Nadendla Manohar, MLA, Legislative Assembly, Andhra Pradesh (India) 2013 - 2014
Pacific Region	Ms Moana Mackey, MP (New Zealand) 2010 – 2014
	Lord Fatafehi Fakafanua (Tonga) 2012 – 2014
	Hon. Ludwig Scotty, MP, (Nauru Island) 2011– 2014
South-East Asia Region	Dr Lam Pin Min, MP, Parliament House (Singapore) 2011 – 2014

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 IM 13PW	Dr William F. Shija Secretary-General (to 4 October 2014) CPA Secretariat Suite 700, 7 Millbank London SW1P 3JA	Mr Joe Omorodion Acting Secretary-General (from 5 October 2014) CPA Secretariat Suite 700, 7 Millbank London SW1P 3JA
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Senior Management Team (SMT)

Secretary-General and Chief Executive Officer	Dr William F. Shija (to 4 October 2014)
Acting Secretary-General	Mr Joe Omorodion (from 5 October 2014)
Director of Finance & Administration	Mr Joe Omorodion
Director of Programmes	Ms Meenakshi Dhar

Professional Advisers

External Auditors	Haysmacintyre, Registered Auditors, 26 Red Lion Square, London WC1R 4AG
Internal Auditors	Crowe Clark Whitehill LLP, St. Bride's House, 10 Salisbury Square, London EC4Y 8EH
Bank	National Westminster Bank plc, 27-29 Horseferry Road, London SW1P 2AZ
Investment Managers	Coutts & Co. 440 Strand, London WC2R 0QS
Legal Advisers	Dentons UKMEA LLP, One Fleet Place, London EC4M 7WS

Partner Organisations



Commonwealth Secretariat, Marlborough House Pall Mall, London SW1Y 5HX, United Kingdom
The Commonwealth Secretariat is the government 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 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.



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.



Chairperson's Foreword

I am pleased to present to you the CPA Annual Report for 2014. It is a pleasure for me to share the effort of my fellow Parliamentarians in strengthening the role of the Commonwealth Parliamentary Association (CPA) across the Commonwealth through various events and activities. The year 2014 has been a very busy time for the CPA. I was elected to the

position of Chairperson of the Executive Committee at the CPA Annual Conference held in October 2014 in Cameroon.

The many tributes to the Secretary-General of the CPA, the late Dr William Ferdinand Shija was testament to his presence within the Commonwealth Parliamentary Community and the work that he led in developing the CPA's role since 2007. I would also like to thank the outgoing Chairperson of the CPA Executive Committee, Rt. Hon. Sir Alan Haselhurst, MP (United Kingdom) for his work with the CPA over his term of office.

The CPA has continued to enhance the number and quality of its programmes and has undergone significant organisational change this year. Much of this change will improve the effectiveness of communication between the Secretariat and 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 2014.

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 pending and emerging issues must be resolved on the basis of consensus of member Parliaments and branches in the regions.

Over 500 delegates attended the Annual Conference, testament to the commitment to uphold the long cherished values of the CPA and the importance placed on our annual conference by Commonwealth Parliamentarians. I extend my thanks to the 2014 organising team for hosting a most memorable conference in Yaoundé. I also extend my thanks to the CPA Secretariat for the mid-year Executive Committee meeting in April/May 2014. Many important agendas were addressed and resolved in the said meeting.

Within the pages of this Annual Report you will find descriptions of the CPA regional conferences held in 2014 and also the parliamentary seminars, post-election seminars, professional development programmes and Commonwealth Women Parliamentarians (CWP) events in the regions of the Commonwealth. I, as Chairperson of the CPA, had the unique opportunity to take part in the celebration of Commonwealth Day and address the august gathering and to represent the CPA in the presence of Her Majesty The Queen in Westminster Abbey. It is essential the CPA continues to appeal and reach out to the millions of young people in the Commonwealth. The 6th Commonwealth Youth Parliament took place in South Africa in November 2014. I am delighted that the programme for the Youth Parliament will continue in the coming year.

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 focused approach. 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 2014. As Chairperson of the CPA Executive Committee, I recommend this 2014 Annual Report to colleagues.

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

Acting Secretary-General's Foreword

2014 was a very eventful year for the Commonwealth Parliamentary Association (CPA). During the 60th Commonwealth Parliamentary Conference in Cameroon, we received the sad news of the passing of the Secretary-General of the CPA, the late Dr William Ferdinand Shija in London following a brief illness. For those who had met Dr Shija, he was a truly unique person and embodied integrity, strength, honesty, humility, tactfulness, diplomacy and strong sense of justice. The CPA received tributes to Dr Shija from across the Commonwealth and around the world. Following his passing, I have been tasked with the dual responsibility of Acting Secretary General and Director of Finance by the CPA International Executive Committee. There was continuity in this arrangement as I have been instrumental in the decision-making process at the CPA Secretariat over the last eight years, developing strategic plans, the financial strategy, reserves policy and the 2013 – 2015 business plan. I have also been at the heart of general corporate governance, other organisational renewal processes and policy development matters over these years.

During my time as Acting Secretary-General & Director of Finance and Administration, with good support being received from the Members, the CPA International Executive Committee and my colleagues at the Secretariat, I have driven forward with vigour the implementation of the strategic objectives and key performance targets set out in the current business plan. My modus operandi since joining the Secretariat has always been to operate on a basis of financial transparency, accountability and responsiveness, with effective corporate governance being at the heart of all this.

During the period under review, I have continued the successful implementation of the outstanding HR-related matters on the high priority list of the previous Secretary-General. Other CPA governance and Secretariat-related policy initiatives were also progressed, developed or implemented during the period: performance scorecard for the business plan; communications and marketing strategy; review of CPA delegate entitlement to the annual conference; a more strategic approach to the development of, the content and presentation of, the Trustees' Annual Report.

The annual conference also saw the succession of the Chairperson of the CPA Executive Committee from the outgoing Chairperson, Rt. Hon. Sir Alan Haselhurst, MP (United Kingdom) to a new Chairperson, Hon. Dr Shirin Sharmin Chaudhury, MP (Bangladesh). I would like to thank the outgoing Chairperson for his extensive work with the CPA and the CPA Secretariat look forward to working with the new Chairperson in continuing and developing the work of the CPA.

As a Member-driven organisation, the CPA will always focus on the needs and wishes of its members. This is why just over two-thirds of our annual budget goes into the provision of programmes and services for its membership. The Association continues to maintain a very strong financial position and the Executive Committee has naturally decided to draw down on the accumulated reserves in

accordance with the Association's Financial Strategy. The purpose of all this is to ensure we continue to remain relevant to the needs of our Members.

As the 2014 Annual Report demonstrates, the CPA has enhanced the number and quality of its programmes and has continued its development, based upon the CPA Strategic Plan 2013-2017. The focus of this plan has been on Members and Member needs so that everyone feels they have the opportunity to seek new and greater involvement with the CPA. One of the key CPA events in our annual calendar is the Commonwealth Parliamentary Conference. It is one of the largest annual CPA gatherings bringing together Parliamentarians from across the Commonwealth and beyond to discuss parliamentary and political issues in an effort to improve the way Parliaments work and broaden the understanding of Members. With approximately 600 people from 52 countries coming together as a collective, the annual conference not only provides a crucial platform for Members and parliamentary officials to discuss and share ideas, it also provides an opportunity for the Host Branch to showcase their country as well as their Parliament. The concept of hosting programmes, meetings, events and conferences is integral to the CPA and encouragement is given to Branches keen to host a CPA event.

The theme of the annual conference was 'Repositioning the Commonwealth for the post-2015 Development Agenda.' This theme was relevant and timely because the global community has been discussing the successor development goals to the current United Nations Millennium Development Goals (MDGs) which are being evaluated in 2015. This theme gave the Commonwealth Parliamentary Community the opportunity to discuss the extent to which it could contribute to this discussion in the post-2015 MDG Agenda.

The CPA's activities continue to be a huge success. The Commonwealth Youth Parliament has been held as an annual event in 2014 in South Africa and is due to be hosted in Australia in 2015 and the work of the Commonwealth Women Parliamentarians (CWP) continues to grow. Other ongoing programmes include the CPA's work on Codes of Conduct and Public Accounts Committees as well as the Human Rights and Climate Change programmes. 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 Joe Omorodion
Acting Secretary-General &
Director of Finance and Administration





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 1(1) of the CPA Constitution provides that the "aims of the Association are to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, with particular reference to the countries of the Commonwealth of Nations."

These, according to Articles 1(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.

The Executive Committee of the CPA meet before the 60th Annual Conference in Cameroon in October 2014.



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 Co-ordinating Committee and two Sub-Committees.

The Executive Committee, which has two Sub-Committees (Planning and Review Sub-Committee and Finance Sub-Committee), 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 and Review Sub-Committee; Finance Sub-Committee and Audit Sub-Committee. The Audit Sub-Committee was formally created in April 2014.

The Executive Committee is made up of 35 Members, who are also the Trustees of the Association. They are comprised of Members of all three Subcommittees, except the Chairperson of the Audit Sub-Committee (Mr Jim Oatridge CPFA, OBE) who is an independent member of the subcommittee.

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 2014, the Executive Committee and its Subcommittees met in April (London, UK) and October (Yaoundé, Cameroon). 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 and Director of Programmes. The Secretary-General reports on the operations of the CPA Secretariat directly to the Executive Committee, and via the Co-ordinating 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 and Director of Programmes make up the Senior Management Team (SMT).



Commonwealth Parliamentary Association (CPA) Activities in 2014: Commonwealth Parliamentary Conferences, other conferences, seminars, meetings and study groups

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.

Commonwealth Parliamentary Association (CPA) 60th Annual Conference in Cameroon

The annual Commonwealth Parliamentary Conference brings parliamentarians together to discuss parliamentary and political issues in an effort to improve the way Parliaments work and broaden the understanding of Members of Parliament.

The conference was hosted by the Parliament of Cameroon under the leadership of the Speaker of the National Assembly, Rt Hon. Cavayé Yéguié Djibril, MP, the 2014 President of the Association. The conference was officially opened on 5 October 2014 by the President of the Republic of Cameroon and Vice Patron of the CPA (2013-2014), His Excellency, Paul Biya. The British High Commissioner to Cameroon read the message from Her Majesty Queen Elizabeth II, Patron of the CPA, at the event.

The conference provided an opportunity for Parliamentarians to make their expert contributions to the ongoing discussion of the formulation of the post-2015 development agenda.

The CPA Acting Secretary-General & Director of Finance and Administration, Mr Joe Omorodion; representative of the Commonwealth Secretary-General, Mr Amitav Banerji and Inter-Parliamentary Union Secretary-General, Mr Martin Chungong, addressed the conference on Parliamentary and Governmental activities respectively.

As well as the plenary and workshop sessions, the 60th Commonwealth Parliamentary Conference hosted the 34th Small Branches Conference, and a Commonwealth Women Parliamentarians Business Meeting and Session.

A Conference of the Society of Clerks-at-the-Table (SOCATT) in Commonwealth Parliaments was also held in the wings of the annual conference.

At the end of the conference, a Conference Summary Statement was produced. As mandated by the Executive Committee, the following Statement was circulated to Heads of Government, Heads of International Organizations and High Commissioners by the CPA Secretariat on 14 October 2014:

Parliamentarians attending the 60th Commonwealth Parliamentary Conference and associated meetings recognized the Commonwealth's commitment to equality and the respect of political, economic, social and cultural rights, including the right to development, in light of the conference theme "*Repositioning the Commonwealth for the Post-2015 Development Agenda*".

The conference, hosted by the Parliament of Cameroon from 2 to 10 October in Yaoundé, was attended by over 500 Members and clerks representing Parliaments and legislatures from across the Commonwealth.

The meeting was chaired by the Speaker of the National Assembly of Cameroon and 2014 President of the CPA, Hon. Cavayé Yéguié Djibril, MP.

This concluding statement contains:

- the topics of discussion,
- a summary of delegates' discussions, and
- recommendations that were either endorsed or noted.



First Plenary:

Acknowledging that this meeting is taking place in the shadow of tragedy, the 60th CPC First Plenary paid homage to Dr William Ferdinand Shija, late CPA Secretary-General, who passed away on 4 October 2014.

The First Plenary, chaired by the CPA President, heard from Mr Joe Omorodion, Acting CPA Secretary-General & Director of Finance and Administration, Mr Amitav Banerji, Director of Political Affairs Division at the Commonwealth Secretariat, the representative of the Commonwealth Secretary-General, H.E. Kamallesh Sharma, and the Secretary-General of the Inter-Parliamentary Union, Mr Martin Chungong.

The Conference acknowledged that Parliaments have a crucial role to play in defining the post-MDG era. The CPA provided a unique blend of experience for the 60th CPC Conference theme '*Repositioning the Commonwealth for the Post-2015 Development Agenda*', from their work with Parliaments old and new, large and small, national and provincial, with both Westminster and presidential style Parliaments.

Everyone recognized that Parliaments are no longer only concerned with issues within their national boundaries; but are engaging in global debates at the national level;

Delegates at the Commonwealth Parliamentary Association (CPA) 60th Annual Conference in Cameroon pictured with the President of Cameroon, His Excellency Paul Biya (front centre) in October 2014.

empowering Members to turn their attention to local and international realities alike.

The Conference heard that public trust is crucial to the life of a Parliament. It is a matter that needs urgent attention and comes only when people feel that Members are successfully articulating the views of citizens. Members were urged to use technology and social media to bring Parliament closer to the people. The Plenary heard that Parliaments must be truly representative of society, with more women, more young people, and more Members of marginalized groups.

In order for Parliament to properly contribute to the new development agenda, it must be democratic and modern. The Commonwealth community must focus on democratic governance, to transform societies. Parliament must use its power to make laws and provide oversight to its people. It must be accountable to its people and uphold the constitution to improve the Commonwealth for the good of its citizens.



The eight conference workshops and their recommendations were as follows:

Workshop A: Unity in diversity: The role of Parliament
Section 65 of the Constitution of Cameroon mentions 'unity in diversity.' The concept of unity underpins the diversity within Cameroonian society, a true asset to the nation. Delegates discussed the importance of protecting this unique diversity and nourishing the cultural differences Cameroon enjoys.

Cameroon has English and French influences, as well as its diverse indigenous cultures and languages. All Cameroonians speak a local dialect as well as French and/or English; political parties have actively embraced the linguistic and cultural diversity of Cameroon since independence and campaigned to protect the various cultures contributing to Cameroon's people today. Members debated how local languages and indigenous law should be protected, as well as the influences of European languages and cultures in the country. They recognized that national unity is the basis for ensuring and embracing diversity.

Recommendations from the workshop were:

- Parliament must ensure that unity in diversity, as enshrined in the constitution of Cameroon, continues to be the foundation on which the Cameroonian nation reposes
 - Parliament must ensure that its inter-Parliamentary diplomacy enhances the spirit of 'unity in diversity', a peculiarity of Cameroon which is essential for growth and development of Cameroon
 - Parliament should ensure that diversity, which is the foundation of a strong society, is properly assessed and harnessed within constituencies with the view to building development programmes
 - Parliament must ensure that, in its internal process as well as in its public expression, national cohesion in Cameroon is being consolidated.
- All recommendations from the workshop were endorsed.

Workshop B: Joining hands for women's rights: The role of Parliamentarians in gender empowerment

Members attested the need to go 'beyond numbers' when reflecting on the representation of women in Parliaments across the Commonwealth. Members discussed the importance of creating women's caucuses across party lines in Parliaments, which can develop and strengthen women's presence in Parliament. Members considered improving international links between women Parliamentarians for mutual support and sharing best practice.

Reaching out to gender empowerment organizations can help to understand how women are excluded in society. Members agreed that it is essential to understand the challenges specific to women to influence the development

agenda on gender. Tracking legislation is important to ensure gender equity is achieved.

Parliamentarians agreed that mentoring schemes for women Parliamentarians are key to furthering women in the political sphere and that getting communities to encourage more women to enter public office is vital to increase numbers of women in legislatures.

Recommendations from the workshop were:

- Intensive lobbying for more Bills that encourage more women in politics and allocate funds to create rehabilitation homes for abused and abandoned aged women
 - Access to justice, equal treatment, right to own property, right to access credit, fairness in the distribution of family inheritance and obligations to children in case of divorce or separation
 - Education is the key that opens doors of opportunities for women and also empowers them to take routine risk that someone else would shrink from.
- All recommendations from the workshop were endorsed.

Workshop C: Evaluating the emergent content of the post-2015 development agenda against the standards set out in the Commonwealth Charter

Members considered how Commonwealth Parliaments could help develop and implement the new Sustainable Development Goals (SDGs). It was agreed that any action taken in Commonwealth countries should be linked to the aims of the Commonwealth Charter.

Members also discussed the important role that Parliaments can play during the finalization of the SDGs, and in ensuring their governments implement them effectively.

The workshop noted that although some progress had been made in achieving the Millennium Development Goals (MDGs), there were still many outstanding issues to tackle, and it was therefore extremely important that the process dealing with the new SDGs was robust and effective. There has been an exhaustive consultation process for developing the SDGs, collaborating with working groups, technical support teams and civil society. Though the current draft goals and targets need to be refined, they cover a much wider range of human activity than the MDGs.

Members referred to situations in their respective countries and parliaments. Some had created Parliamentary task forces to review the draft SDGs. Other Members were concerned for the lack of a specific goal in the draft on HIV/AIDS, which has now been encompassed into a more general health goal.

Recommendations from the workshop were:

- Implementation support to developing countries in the Commonwealth should tackle domestic revenue collection, policy and institutional coherence as well as institutional and human resource capacity,
 - Sanctorum: The will of democracy, governance, peace, freedom, tolerance, moderation, law, protection, inclusiveness, social equity demands a pragmatic action plan nationally and internationally
 - Commonwealth Charter commitments to good governance should inform SDG implementation by Commonwealth Governments, and mean that Commonwealth parliaments should be well informed to monitor such implementation.
- All recommendations from the workshop were endorsed.

Workshop D: Good governance for the 21st century: Transparency and accountability continue to be needs and requirements throughout the Commonwealth

Members affirmed that the first accountability for Parliamentarians throughout the Commonwealth is to the people they serve. In doing so, every elected member should accept their responsibility as a public officer, and always act in the best interests of the people. Above all, they have a duty to hold the government to account. Parliament must be independent in its practice of financial

scrutiny, ensuring that proper checks and balances are placed on all government expenditures.

It was attested that responsible government should reflect how the executive is responsible to Parliament and not the other way around. The principle lies in the supremacy of parliament, with the executive accountable to it. Robust access to information systems, an independent commission reporting to Parliament, and the establishment of a public accounts committee would accomplish this.

Recommendations from the workshop were:

- Legislatures and parliaments can achieve sustained and detailed transparency and accountability of government when elected Members are adequately supported in their scrutiny role
 - Parliament has the responsibility to ensure accountability and openness of Executive government through powers including; oversight of government agencies, programmes and service delivery; scrutiny committees; and minimizing opportunities for corruption
 - That legislatures throughout the Commonwealth each deliver an open government partnership action plan developed with public consultation, and commit to independent reporting on their progress.
- All recommendations from the workshop were endorsed.



Delegates from the CPA Gibraltar Branch arrive at the 60th Annual Conference in Cameroon



Workshop E: How can Parliament ensure that young people are placed at the centre of sustainable development: The role of education

Members were informed of a variety of potential actions and solutions around this. The discussion focused on the need to create an enabling environment whereby young people are meaningfully involved in the dialogue on sustainable development. This in turn will ensure their voices are heard, and their stake in the future is fully acknowledged.

Discussion leaders and Members also examined the need to integrate educational curriculum with skill development. This includes aligning vocational and technical training with current economic and employment opportunities, to achieve truly global and sustainable development. Educational programmes must become more accessible to young people regardless of economic circumstance or gender. Everyone agreed that legislators and policymakers have a myriad of tools at their disposal to ensure young people take their rightful place in society and help to shape sustainable development.

Recommendations from the workshop were:

- Legislatures should enact laws to empower youth and ensure sustainable; Governments should make policies and allocate funds for vocational and technical education
- Parliaments need to ensure that the education system of their jurisdiction actively engages young people in shaping how sustainable development is planned for and delivered

- Parliaments ought to create enabling environments for young people to participate in scrutinizing programmes designed to facilitate job creation and skills development through public hearings

- Parliament must, for sustainable development to be achieved, master and use its powers to legislate and oversee the implementation of a visionary educational policy. All recommendations from the workshop were endorsed.

Workshop F: Financial oversight in Westminster style and francophone parliaments: sharing good practice

Discussion leaders shared their experiences of good practice in their individual legislatures. Members remarked on the considerable body of knowledge on Westminster style financial oversight, and on the lack of similar information on francophone Parliaments.

Members and discussion leaders discussed the differences in practices between the Napoleonic and Westminster systems, noting the strengths and weaknesses of each. The lack of public trust in Parliaments' ability to effectively enforce financial oversight was a common theme among Members' comments. The public will lose faith in the system of government if Parliaments do not continue to perform this vitally important role.

Members noted the lack of confidence and trust in the institution of Parliament, and agreed this is largely due to the public knowing more and having better technology, enabling them to see where Parliaments' shortfalls lie.

Members agreed that it is incumbent that all Parliamentarians act transparently and accountably. Preparing and training for committee proceedings will ensure that legislatures improve financial oversight. It is important that the Legislature has access to resources for this, so their committees can operate and research effectively.

Recommendations from the workshop were:

- That transparency and effective information for the public be the primary objectives of any reform of the financial oversight exercised by Parliaments
- Parliament must ensure that effective financial oversight depends on the independence, objectiveness, solidness of structures and the level of its cooperation with the audit institutions
- Parliaments must ensure that committee Members undergo training in questioning techniques and the preparation of questions to ensure they deliver effective financial scrutiny of government departments

- Acknowledging that Parliaments in English- and French-speaking countries share common objectives regarding budgetary oversight, greater collaboration and sharing of good practices is recommended. All recommendations from the workshop were endorsed.

Workshop G: What is the role of Parliament in providing for the most vulnerable in society?

The workshop focused upon two main aspects. The first related to the legislative aspect of transforming the lives of the most vulnerable. This requires a properly functioning democracy with a secure human rights regime in place and the will of legislators to ensure that the most vulnerable are protected.

The second aspect was directed less towards legislation itself, and more towards the framework in which legislators operate. It was stressed that Parliamentarians need to use Parliamentary tools to achieve their ends.

Parliamentarians debated the extent to which Parliamentary resources should be dedicated to the plight of the vulnerable and in turn, relieving patterns of inequality.

Recommendations from the workshop were:

- Parliaments and governments should work together with civil society and faith groups to transform the lives and opportunities of the most vulnerable people in society
- As a key aspect of their duty of representation, Parliaments should have regard to the particular importance of dismantling entrenched patterns of inequality. All recommendations from the workshop were endorsed.

Workshop H: Parliamentarians and public trust: Do codes of conduct help?

Members heard the perspective of a UK Parliamentarian who described the crisis of public trust in Parliamentarians that stemmed from an expenses scandal. The consequent review of the code of conduct has resulted in a more robust system. Delegates discussed the impact of such scandals on the public's trust of politicians, negative media on politicians and lack of faith in the Parliamentary system. They considered the responsibility of the media to continue to hold politicians to account, but stressed that balance is key, and that Members should demand reason and perspective from the media.

Discussions centred on the role of an MP as a public officer, occupying a position of trust, authority or service under constituted authority. Codes of conduct reflect the very purposes of Parliamentary democracy and should advance public trust in Parliaments as institutions and Parliamentarians as representatives of the public.

Members agreed on the importance of the position of non-political commissioners who are charged with

enforcing standards. Though sanctions set out in codes vary immensely, from expulsion, which is rare, to admonishment, the most important variation is the cultural underpinning of the enforcement of rules. Culture affects how codes are enforced and Members agreed that developing a culture of standards within political parties is also paramount to the integrity of politics.

Recommendations from the workshop were:

- That benchmarks be prepared to guide Parliaments in the development of codes of conduct which aim to enhance public trust in Parliaments and Parliamentarians
- Codes of conduct only improve trust in Parliamentarians if the public see that they are upheld, and that Parliamentarians represent all their constituents equally. All recommendations from the workshop were endorsed.

Commonwealth Women Parliamentarians session: Increasing women's political representation in the commonwealth in the post-2015 era: challenges and way forward

Members received an account of the increase in women in Cameroonian politics and Members congratulated Cameroon for its example. Delegates discussed the importance of mentoring, mobilizing and motivating women in or entering politics. They stressed the importance of involving men in gender equality work and received resounding assent.

Members agreed that women politicians must be unified in their voices, strong and consistent in their calls for equality in all sectors of society and all development efforts. Members discussed the biggest obstacles to women in politics, which included the amount of family and household responsibilities they undertake, the discrepancy in income between men and women and the fact that fewer opportunities are afforded to women.

There was a strong call from Members to show unity and engage international organizations in enhancing female representation in politics, to share experiences and examples of best practice and embrace mentoring opportunities in the pursuit of absolute gender equality.

Recommendations from the workshop were:

- Despite socio-cultural beliefs and patriarchy, Cameroon's significant increase in female political representation makes a case for further legislation. Sustained progress, however, depends on capacity building
- We have been speaking about getting more women in Parliament for many years. We now have to propose new, unique strategies to realize our goals
- That the CPA and member states establish mentorship programmes to provide support and guidance to women aspiring to run for political office at the municipal, provincial and national level.



Speaker of the National Assembly of Kenya, Justin Muturi speaks at one of the workshops and discussions taking place at the 60th Annual Conference in Cameroon.





Commonwealth Parliamentary Association (CPA) 34th Small Branches Conference in Cameroon



Members of the CPA Small Branches Committee pictured with the CPA Executive Committee and Parliamentary officials at the 34th Small Branches Conference in Cameroon in October 2014.

First Plenary: The challenges of small states' vulnerabilities in their quest for social and economic development

It was recognized that improving the skills of the local workforce in small states improved the wider labour force, increasing potential revenues for social spending. In addition, studies showed that nations with higher educational standards had an increased GDP with one study concluding that a country with literacy scores that were 1% above the average could expect to see GDP per capita up to 1.5% higher. Better education also leads to better health, both indirectly, with inter-generational effects of better educated parents on the health of their children, and directly, with greater self-esteem and well-being for the educated.

Participants recognized that it was important to ensure that education linked to the needs of the community and that vocational education and apprenticeships were as important as purely academic education. Those who worked in sectors where wages had traditionally been lower should not be undervalued: many small states found that it is often necessary to rely on immigrant labour to undertake these lower paid roles if locals did not.

The recommendation from the first Plenary was:

- Education is fundamental to improving small states resilience to improve social and economic outcomes that will be central to all policy decisions.

The recommendation from the workshop was endorsed.

Second Plenary: What is the role of Parliament in providing for the most vulnerable in society?

Members outlined three vital points to consider when providing for vulnerable people in society: commitment to transformation, understanding of the nature of the

transformation by listening to vulnerable people's needs, and partnering with non-government organizations (NGOs), which are often better placed than government to help vulnerable people.

Parliament needs to know where the key vulnerabilities lie, and lead and represent vulnerable people. They could do this by representing the most vulnerable groups in Parliament, especially women and indigenous people. Members agreed that political parties also played a role in ensuring the pre-selection of vulnerable groups. That, in turn, leads to parliament legislating accordingly, but also to raise awareness of particular issues:

Parliamentarians have the ability to cajole, influence and give airtime to vulnerability issues. By scrutinising, Parliamentarians should ensure that policies are enhancing solutions for these issues and the budget allocates sufficient funds to mitigate vulnerability.

Recommendations from the second Plenary were:

- Parliaments and governments should work together with civil society and faith groups to transform the lives and opportunities of the most vulnerable people in society
- That all Parliamentarians, government or opposition, accept their responsibility for providing recommendations to support the vulnerable in society
- It is the duty and responsibility of all Parliaments to legislate to ensure effective social protection in particular of the most vulnerable
- As a key aspect of their duty of representation, Parliaments should have regard to the particular importance of dismantling entrenched patterns of inequality.

All recommendations from the workshop were endorsed.

Other Conferences, Seminars and Meetings

In addition to the annual Plenary and Small Branches conferences, the following events were successfully organised during the year:

CPA Regional Conferences

Africa Region Conference, Arusha

The 45th Africa Regional Conference was held in Arusha, Tanzania, from 16 to 27 July 2014. The Conference theme was 'Utilizing Commonwealth Parliaments to Combat the Challenges to Socio-Economic Development in Africa'.

Australia and Pacific Regional Conference

The Australia and Pacific Regions were due to hold a joint regional conference but the late withdrawal of the host Branch caused the event to be cancelled.

44th British Islands and Mediterranean Regional Conference, Wales

The 44th British Isles and Mediterranean Regional (BIMR) Conference was hosted by the CPA Wales Branch in Cardiff from 27 to 29 May 2014.

The Wales Branch was delighted to welcome over 50 delegates, representing 15 different UK and International

Legislatures, including international observers from Australia, Canada and the Caribbean to the iconic Senedd in Cardiff Bay.

The Conference was considered successful and innovative in its approach in examining the conference theme of 'Equality of Access to Democracy', as well as in conducting the BIMR annual general meeting. Meetings included a simultaneously-translated session in Welsh and English discussing bilingualism and official languages in Parliaments, and a session on engaging young people in politics with members of the Welsh World Schools debating team.

Delegates at the CPA British Islands and Mediterranean Regional Conference in May 2014 pictured at the Senedd in Cardiff Bay, Wales.





52nd Canadian Regional Conference, New Brunswick, Canada

More than 120 delegates and accompanying persons convened in Fredericton, New Brunswick for the 52nd Commonwealth Parliamentary Association, Canadian Regional Conference, from 20-26 July 2014.

Prior to the beginning of the Regional Conference, the Canadian chapter of the Commonwealth Women Parliamentarians gathered for two days of business meetings and guest presentations. Following introductory remarks from CPA Chairperson Sir Alan Haselhurst and CWP Chair Rt Hon. Rebecca Kadaga, MP, and several other speakers, including former New Brunswick provincial parliamentarian Elizabeth Weir and the province's Access to Information and Privacy Commissioner, Anne Bertrand, delivered well-received presentations about women in public life.



Regional Conference organizers presented a diverse line-up of eight sessions which covered a variety of issues before Canadian parliaments as well as situations which parliamentarians may encounter in their roles as public representatives. Newfoundland MHA and Deputy Speaker Wade Verge discussed the challenges of being a government backbencher who must decide whether to defend a government decision that is unpopular among constituents or publicly break with his colleagues. Quebec's National Assembly President Jacques Chagnon used Quebec's end-of-life legislation to argue in favour of debating social issues in Parliament. Leonard Lee-White, Assistant Deputy Minister in New Brunswick's Department of Finance, shared lessons learned from the host province's public sector pension plan reforms. Elaine Taylor, Yukon's Deputy Premier, and Brigadier-General Greg Loos, Commander of the Joint Task Force (North), co-presented a session on Department of National Defence Aid to Civil Authorities.

British Columbia Speaker Linda Reid reported on her Legislature's successful Speaker in the Schools Program. Speaker of the Senate Noël Kinsella's presentation on what the recent Supreme Court of Canada reference means for possible Senate reform prompted much debate from delegates across the political and regional spectrum. Nova Scotia Speaker Kevin Murphy delivered a very personal story about how he suffered a debilitating injury while playing hockey as a youth and his subsequent experiences as a Parliamentarian with a disability. The conference concluded with a roundtable discussion with Saskatchewan Speaker Dan D'Autremont, and Manitoba MLAs Cliff Cullen and Melanie Wight on the recent flooding in the Prairie provinces.

The Caribbean, Americas and the Atlantic Regional Conference, Barbados

The Caribbean, Americas and the Atlantic Regional Conference was held in Bridgetown, Barbados from 25 July to 2 August 2014 at the Barbados Hilton Hotel, Needham's Point. The Hon. Michael Carrington, MP, Speaker of the House of Assembly of Barbados, served as Chairman for the Conference and presided over the meeting of the Executive Committee and the Annual General Meeting.

A total of 45 people participated in different aspects of the conference programme. Fourteen Branches were represented: Anguilla, Bahamas, Barbados, Bermuda, British Virgin Islands, Cayman Islands, Grenada, Guyana, Jamaica, Montserrat, Nevis Island, St. Christopher & Nevis, Trinidad and Tobago and Turks & Caicos Islands.

The session topics were: *Addressing the Peculiar Challenges of Small Developing Economies; The Role of Parliament in Combating Non-communicable Diseases: is it legislative or moral? Its place on the legislative agenda; A new Development Model: How can we effectively emerge from the Global Financial and Economic Crisis?; Challenges to Government-subsidized Health Care in Small Developing States; what are the options?; Enhancing Parliamentary Democracy - A Road Map for Co-operation between Government and Opposition; The Role of Youth in Ensuring the Survival of Parliamentary Democracy; and Securing our Borders: shared responsibility.*

Parliamentary Seminars

25th Commonwealth Parliamentary Seminar, Dar es Salaam, Tanzania

The Commonwealth's varied parliamentary practices and procedures were discussed by more than 35 Parliamentarians representing 8 of the 9 regions of the CPA when they met in Dar es Salaam, Tanzania from 25 to 31 May 2014.

Topics discussed included: *The Role of the Presiding Officer and Staff of Parliament; The Member of Parliament and the Party; Parliamentary Ethics, Transparency and Accountability; Parliamentary Committees and the Committee System; Parliament and the National Economy; Parliament and HIV/AIDS; Parliament, Gender and Human Rights; and Parliament, the Member and the Media.*

The sessions were presented by a group of resource persons who were drawn from academic, civil society and Parliamentarians. They included: Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda, and CWP Chairperson; Hon. Ronald Kiandee, MP, Deputy Speaker, House of Representatives and CPA Executive Committee Vice-Chairperson, Malaysia; Hon. Mussa Azzan Zungu, MP, CPA Tanzania Branch Chairperson; Dr the Hon. Benjamin Bewa-Nyog Kunbour, MP, Minister for Government & Majority Leader and CPA Executive Committee Member, Ghana; Hon. Barry House, MLC, President of the Legislative Council, Western Australia; Hon. Mr Md. Mahbub Ali, MP, Bangladesh; Hon.



Delegates at the CPA 25th Commonwealth Parliamentary Seminar, Dar es Salaam, Tanzania

Ledian Mng'ong'o, MP, Chairperson of the Tanzania Parliamentarians Aids Coalition, Tanzania; Mr Ludovic Utouh, Controller and Auditor General, Tanzania; Mr Fergus Reid, Deputy Principal Clerk in the Public Bill Office, House of Commons, United Kingdom; Dr Elly Mpango, Tanzania National Planning Commission; and Dr Ayoub Rioba, Lecturer at the University of Dar es Salaam, Tanzania; Ms Wilhelmina Mensah, Regional Coordinator, CHRI Ghana; and Ms Boemo Sekgoma, Director Programs & HIV/AIDS Policy Advisor SADC Parliamentary Forum.

The Seminar is aimed towards new Parliamentarians who are likely to play significant future roles in their Parliaments.

Post-Election Seminar, The Bahamas

A CPA Post-Election Seminar was held for the Parliament of The Bahamas from the 26 to 29 March, 2014. The General Election which took place in May 2012, resulted in a change in government with the then opposition winning 30 of the 38 seats. Topics discussed included: *The Role of Members of Parliament; Deepening Democracy through Parliament; Party Organisation within Parliament and the Role of the Second Chamber in Bicameral Parliaments.*

The CPA Resource Team included: Hon. Michael A. Carrington, MP - Speaker of the House of Assembly, Parliament of Barbados; Senator Raynell Andreychuk - Senate, Canada; Ms. Jacqui Sampson-Meiguel - Clerk of the House of Representative, Parliament of Trinidad and Tobago.

Other locally based Resource Persons included: Senator The Hon.



Members of Parliament at the CPA Post-Election Seminar in The Bahamas in March 2014.



Members of Parliament in Malawi pictured attending the CPA organised Post-Election Seminar for Malawi in June 2014

Post-Election Seminar, Malawi

The National Assembly of Malawi, in collaboration with the CPA, held a Post-Election Seminar from 11 to 14 June 2014 at the Bingu International Conference Centre for the newly-elected 192 Members of Parliament – 139 of whom had been elected for the first time. The theme of the seminar was ‘Taking Parliament Seriously’.

The Elections, which took place on 20 May 2014, were the country’s first tripartite elections to select the President, Members of Parliament and Local Government. The seminar programme was designed to assist and develop the capacity of the newly-elected Parliamentarians.

The CPA Resource Team included the CPA Secretary-General, Dr William F. Shija; the former Speaker of the Parliament of Zambia, Hon. Amusaa Mwanamwambwa; and Hon. Liam McArthur, MSP, a Member of the Scottish Parliament.

The Seminar was officially opened on 3 September by Senate President, Gelane Zwane and Hon. Request Muntanga MP, who acted on behalf of the CPA Secretary-General, Dr William F. Shija. The Seminar, held at the Royal Swazi Spa Convention Centre, was attended by approximately 50 Members and parliamentary staff.

The CPA Resource Team was selected from within the Africa Region and the UK, with three respected Parliamentarians and one retired senior Parliamentary Clerk from the UK House of Commons. It consisted of the following persons: Hon. Request Muntanga MP, Parliament of Zambia; Hon. Dr Benjamin Kunbuor, MP, Minister for Defence, Parliament of Ghana; Hon. Chief Zwelivelile Mandela, MP, Parliament of South Africa; Mr Douglas Millar – former Clerk in the House of Commons, UK; The Learned Attorney General Majahenkhaba Dlamini, Parliament of Swaziland.



The topics of Parliamentary practice and the separation of powers were frequently returned to in discussions.

Delegates and the resource team members at the CPA Post-Election Seminar which was held in Ezulwini, Swaziland in September 2014.

Professional Development Programmes

African Regional Consultation for Members of Parliament on the Role of Parliamentarians in the Promotion and Protection of Human Rights, Mahé, Seychelles

The Commonwealth Parliamentary Association (CPA) and the Commonwealth Secretariat convened a three-day regional Seminar for African countries focused on strengthening the role of Parliamentarians in the promotion and protection of human rights. The workshop was hosted by the Parliament of the Seychelles in Mahé, from 19 to 21 March 2014.

The Consultation was the second in a series of workshops with the Commonwealth Secretariat which explores the role of Parliamentarians in the promotion and protection of human rights. The first was held in Trinidad and Tobago for the Caribbean Region in 2013 with two further Seminars planned for the Asia/India regions and the Pacific/Australia regions.

The objectives of the Seminar included: providing up-to-date information on regional and international human rights protection mechanisms and standards and their application in the region; promoting discussion on experiences, issues and good practices relating to human rights ratification, reporting and implementation; strengthening the capacity of Parliamentarians to assist in the effective and sustainable implementation of accepted Universal Periodic Review recommendations; and discussing key human rights issues relevant to the region and taking a practical approach to building Parliamentarians’ capacity to address them.

The Seminar was attended by a total of 24 participants representing 13 of the National Branches in the Africa region. At the end of their deliberations, the Mahé Declaration was issued which recommended that attending Members would, amongst other things ‘take forward their responsibility as Parliamentarians in raising awareness of international, regional and national human rights mechanisms, and Parliamentarians’ concomitant roles and responsibilities in engaging with them.’



Workshop on Parliamentary Agriculture Committees for the Africa Region, Malawi

The Commonwealth Parliamentary Association (CPA) in partnership with the Natural Resources Institute (NRI) of the University of Greenwich (UK) organised a programme which explored the role played by Parliamentary Agriculture Committees in promoting good governance. The programme was hosted by the Parliament of Malawi in Lilongwe, Malawi from 4 to 6 March, 2014.

The objective of the programme was to develop a greater understanding of the operations of these Committees in the Africa region in order to improve their quality of work and the support to them.

The workshop was officially opened by the Speaker of Parliament, Rt Hon. Henry Chimunthu Banda, MP and was attended by eleven Chairs or Vice Chairs of Agriculture Committees of Ghana, Kenya, Malawi, Mozambique, Nigeria, Rwanda, Sierra Leone, South Africa, Tanzania, Uganda and Zambia. In addition, five Committee Members from the host Parliament of Malawi also participated.

The Resource Team included: Mr Guy Poulter, Natural Resources Institute, University of Greenwich, UK; Mr Tony Worthington, Chair of the Natural Resources Institute’s Development Group, UK; Professor Idah Sithole-Niang, University of Zimbabwe’s Department of Biochemistry; Dr Siphso Moyo, Africa Director, ONE Foundation and Mr Nixon Bugo, Program Officer, Growing Africa’s Agriculture (AGRA).

The Speaker of the Malawi Parliament, Rt. Hon. Henry Chimunthu Banda MP meets delegates at the CPA Workshop on Parliamentary Agriculture Committees held in Malawi in March, 2014.



The Role of Parliamentary Agriculture Committees in the Asia, India and South East Asia Regions, Punjab, India

The CPA and the NRI of the University of Greenwich, in cooperation with the Punjab Legislative Assembly (India), convened a two day workshop on Parliamentary Agriculture Committees for the Asia, India and South East Asia Regions on the challenges facing parliaments in overseeing and legislating on issues concerning agriculture. The Seminar hosted by the Legislative Assembly of Punjab was held in Chandigarh, India from 29 to 31 October 2014 and attended by nine participants from six countries with different levels of exposure to aspects of agricultural usage of land.

The Members exchanged views on the constitutional role allocated to parliamentary committees; women's land ownership in the Indian context; the contribution of agricultural science; the geographical and environmental challenges to sustainable agriculture; agriculture and nutrition; maximising incentives and opportunities for the rural poor; and technical innovations in the agricultural sector.

Participants considered, amongst other aspects, to:

- Effectively assert themselves in introducing and ensuring the passage of laws with the aim of protecting the interest of the small-scale farmers and women as well as the agricultural sector as a whole
- Play a more effective role in ensuring that sufficient funds are allocated in the national budget for the protection and advancement of agriculture and actively monitor related expenditure
- Ensure that government spending in the area of agriculture is effectively scrutinized through audit reports and the committee's own inquiries.

This was the second major meeting in this conference series on parliamentary agriculture committees.

Benchmarks Workshop for the Caribbean, Americas and Atlantic Region, Barbados

In 2006, the Commonwealth Parliamentary Association (CPA) published *Recommended Benchmarks for Democratic Legislatures*, which was the product 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.

At the official request of the Regional Secretary for the Caribbean, Americas and the Atlantic (CAA) Region, the CPA Secretariat organized this assessment workshop, hosted by the Parliament of Barbados, to provide an opportunity for representatives from the region to self-assess their Parliaments against the CAA Regional Benchmarks. The assessment workshop was held from 25 to 26 July 2014, in Bridgetown, Barbados, and included presiding officers, members, clerks and senior parliamentary staff from nine of the Branches from the region.

The CPA Resource Team included Mr Tom Duncan, Clerk of the Australia Capital Territory (ACT) Legislative Assembly and Australia Regional Secretary; Mr Kevin Whitehouse; Director at the Parliament of Canada; Mrs Heather Cooke, Clerk to Parliaments, Jamaica and Caribbean, Americas and the Atlantic (CAA) 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 Caribbean, Americas and Atlantic using a 5-point scale. Over the course of the assessment workshop, the participants reviewed sections to assess the performance of their Parliaments against the regional Benchmarks.



CPA Benchmarks Workshop for the CAA Region in Barbados in July 2014.

The assessment workshop sought to identify areas where Parliaments in the region were performing well against the Benchmarks and to discuss ways of better meeting them, in areas where Parliaments were only partially meeting the standards.

The workshop was also intended to identify Benchmarks that require further clarification, as well as issues that they do not currently, but perhaps should, address.



Delegates attending the 5th West Africa Association of Public Accounts Committees (WAAPAC) Annual General Meeting in Burkina Faso in July 2014.

Constituency Development Funds (CDF) Workshop, Papua New Guinea

The 3rd Commonwealth Parliamentary Association (CPA) and State University of New York (SUNY) Constituency Development Fund (CDF) Workshop was held in Port Moresby, Papua New Guinea from 13 to 14 August 2014. The workshop was co-hosted by the National Parliament of Papua New Guinea and the Papua New Guinea CPA Branch. Participants from Bougainville, Nauru, Papua New Guinea (PNG), Pakistan, and Sri Lanka attended, and the CPA Pacific Regional Secretariat provided administrative support on behalf of the CPA.

An Opening Address was delivered by the Speaker of the Parliament of Papua New Guinea, Hon. Theo Zurenuoc, MP, and a welcome message was delivered by the Mr Daniel Tasker Pacific Regional Secretariat on behalf of the Association.

Over the two days of the workshop members from Asia and the Pacific Region were able to give their thoughts and input into the development of the CDF Toolbox, developed in collaboration with Dr. Mark Baskin, the key facilitator from SUNY. Robust and constructive discussions provided a valuable contribution to the project.

Along with an overview of the work done on CDFs by the CPA and the SUNY, a presentation of the Three CDF Tools: Sourcing and Financing; Rules and Procedures; and Public Participation, and a discussion of the Sourcing and Financing Tool also constituted day one of the workshop programme.

On day two, participants discussed: A revised Tendering and Procurement Tool; A revised Implementation and Operations tool; and the noting/adoption of the final revisions to the Three Tools.



5th West Africa Association of Public Accounts Committees (WAAPAC) Annual General Meeting, Burkina Faso

The CPA in partnership with the World Bank Institute (WBI) and the African Centre for Parliamentary Affairs held the fifth West Africa Association of Public Accounts Committees (WAAPAC) Annual General Meeting and Accountability Conference, which took place at the Azalai Hotel, Ouagadougou, Burkina Faso from 13 to 18 July 2014.

This meeting brought together over 30 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 focused on the theme of 'Accountability and Transparency: Vital Tools for National Development.'

The CPA supported delegations from the Ghana, Nigeria and Sierra Leone with each of these delegations comprised of four participants representing two Members of the Public Accounts Committee (PAC), the Clerk responsible for PAC and the Auditor General or a representative.

Annual Accountability Conference in conjunction with ARAPAC, Thailand

The CPA partnered with the World Bank and the Asia Regional Association of Public Accounts Committees (ARAPAC) to deliver an annual meeting in Bangkok, Thailand from 11 to 13 November 2014. The annual meeting was on the theme of 'Accountability'.

ARAPAC is a regional parliamentary practitioner network consisting of oversight committees from Asian parliaments tasked with overseeing the implementation of the budget and holding public officials to account for the effective and timely implementation of the programmes supported under the budget. Formal membership of ARAPAC is open to Public Accounts Committees (PACs) or similar legislative committees from parliaments across Asia.

Members of the network include both the parliamentarians who are members of their respective committees and the technical staff that support the functions of the committee. The objectives of the meeting were to enhance delegates' understanding of the role of parliaments in overseeing the budget; provide technical training opportunities to ARAPAC Members and parliamentary staff on key topics identified by the practitioner network; and convene members of ARAPAC in order to advance the PAC knowledge agenda in Asia. Delegates discussed the various oversight models across the region, the role of the Clerk, linking National Development Plans and the Budget and Working with the Supreme Audit Institutions across Asia.

The CPA sponsored the attendance of four CPA Branches which included Sri Lanka, the Maldives, Malaysia and Pakistan.



Parliamentary Staff Development Workshop, Pacific Region, Cook Islands

A CPA Parliamentary Staff Development Workshop for the Pacific Region took place from 25 to 27 March 2014 in Rarotonga in the Cook Islands.

The three-day Workshop was intended to further enhance parliamentary members of staff's capacity in service delivery focussing on crucial areas relating to parliamentary work. Subject areas covered included:

- Big challenges for small Parliaments
- The role and accountability of MPs
- Parliamentary privileges
- The administration and funding of Parliament
- Parliament and development: curbing corruption
- Practice and procedure in the House.

Attendees included members of staff from Parliaments and Legislative Assemblies of Kiribati, Nauru, New Zealand, Samoa, Tonga, Western Australia and the Cook Islands.

The New Zealand and Western Australian Parliaments provided the resource people together with specifically selected participants in conducting the various sessions. It was an approach that was well received by the participants as it helped retain the attention of all attendees with the differences of personalities in presentation approaches and techniques.

The interactions amongst participants, created by such a "participatory approach", proved useful throughout the Workshop; and this was recommended for future workshops of the same nature.

The Parliament of the Cook Islands hosted the CPA Parliamentary Staff Development Workshop for the Pacific Region in March 2014.



International Executive Training Programme for Parliamentary Staff, Montreal Canada

In April 2014, the third International Executive Training Programme for Parliamentary Staff was hosted by McGill University, The World Bank Institute and in collaboration with the Commonwealth Parliamentary Association. The programme is designed in close collaboration with peers in Parliaments across Asia, Europe, North America, Africa and Australia to ensure its relevance to all participants.

Bringing together 28 participants from around the world, the CPA sponsored 6 delegates from Sri Lanka, Bangladesh, Samoa, Sierra Leone, Canada and the Cayman Islands, who were able to join their counterparts from Liberia, Seychelles, Trinidad and Tobago, Nigeria, Cambodia and Papua New Guinea.

The participants completed a week long intensive residential, face to face seminar programme which covered a range of subject areas including: *Democracy, Accountability and Parliaments, Government Accountability, the Representation and Oversight of Parliament, Legislative-Executive Relations, Corporate Management of Parliament, Research, Benchmarking, Committees and Constituency Development Funds*. The second phase of the programme, an online distance learning course then began to build on their experience in Montreal.

Parliamentary Staff Development Workshop, Caribbean, Americas and the Atlantic Region, Belize City, Belize

The CPA organised a Parliamentary Staff Development Workshop for the Caribbean, Atlantic and Americas (CAA) Region. It was held in Belize City, Belize from 11 to 15 August 2014.

As part of the CPA's core programme of support for parliamentary staff, all CAA Branches were invited to attend. The programme was attended by 10 Branches from the Region, including the host.

The seminar was officially opened by the Speaker of the National Assembly of Belize, Hon. Michael Peyrefitte, and Ms Jacqui Sampson, Clerk to the House of Representatives, Trinidad and Tobago, who represented the Association.

Among other subjects, participants discussed: *Practice and Procedure in the House; Impartiality of Clerks and Relationship with Parliamentarians; Committee Administration and Procedure in Committees; Procedural Research Tools: Giving Sound Parliamentary Advice through Effective Research and Interpretation of Parliamentary Practice; The Administration and Funding of Parliament; Parliament, Civil Society and the Media; Parliament and the Budget; and Parliament and Gender*.

The Resource Team included: former Clerk of the Canadian Senate, Mr Paul Belisle, Clerk of the House of Representatives in Trinidad and Tobago, Ms Jacqui Sampson and Assistant Clerk to the Parliament of Jamaica, Ms Cheryl Gibson.



Delegates at the CPA Parliamentary Staff Development Workshop (PSDW) for the Asia and South East Asia Regions in Sabah, Malaysia in June 2014.

Parliamentary Staff Development Workshop, Asia and South East Asia Regions

The CPA organized its biannual Parliamentary Staff Development Workshop (PSDW) for the Asia and South East Asia Regions in Sabah, Malaysia, from 23 to 27 June 2014. This was arranged in collaboration with hosts the CPA Sabah Branch.

The PSDW brings together parliamentary staff from across the two regions to take part in a programme that aims to develop their professional skills. It is recognized that parliamentary staff play an important role in providing an efficient framework for the Legislature and that there is a need for focussed programmes that address their specific requirements for training and professional development.

The aims of the workshop were to:

1. Provide exposure to a range of mid-level parliamentary staff at the national and sub-national levels in the Asia and SE Asia regions to principles of parliamentary democracy
2. Share practices and procedures from a range of jurisdictions in the region where common issues and challenges exist

3. Suggest practical ways in which good practice can be applied in individual legislatures.

The two and a half day workshop had a total of 10 Sessions with the final one addressing 'Evaluation, Feedback and Moving Forward – Shaping Clerks for the Modern Parliament'.

Attendance on all three days of the Workshop was high, with the keen interest and role played by the Host Branch Clerk, Dato Bernard Dalinting. The inputs from the senior Clerks present, namely Mr Dhammika Dasanayake, Secretary-General of the Parliament of Sri Lanka and Mr Ahmed Mohamed, Secretary-General of the People's Majlis, Maldives, were greatly appreciated by the participants, given their immense experience of the Commonwealth.

This workshop provided a unique opportunity for parliamentary staff, particularly those of the state legislative assemblies of Malaysia, to interact with their peers who share a common background and similar challenges.



Commonwealth Parliamentary Association, International Monetary Fund and the Bangladesh Parliament Workshop on 'Economic and Financial Challenges for Emerging Economies' South East Asia, Asia and India Regions

A workshop, hosted by Hon. Dr Shirin Sharmin Chaudhury MP, the Speaker of the Bangladesh Parliament, Chairperson of the CPA International Executive Committee and Branch President of the CPA Bangladesh Branch, brought together Members of Parliament and parliamentary staff to consider the economic and financial challenges faced by emerging economies.

The workshop, held in Dhaka on 18 to 19 November 2014, for the Asia, South East Asia and India Regions of the CPA, was supported by the CPA and the International Monetary Fund. Proposals to strengthen financial frameworks in order to benefit economic growth, reduce poverty and narrow the inequality gap were identified and debated by some 20 participants.

The five key areas of discussion were the requisite socio-political environment for the development of a strong and stable economy; delivering more inclusive growth, taxation policies; financial inclusion and barriers to financial services; government partnerships with the private sector; and climate change and energy pricing.

Participating CPA Branches included Bangladesh; Chhattisgarh, India; Lok Sabha, India; Pakistan; Sabah, Malaysia and Sri Lanka, together with the International Monetary Fund and the CPA Secretariat.

The objective of the workshops was to bring together Parliamentarians and high-level staff to examine common economic and financial challenges in the participating regions. The event also gave a platform for the IMF to offer expertise and give an overview of its activities. Parliamentarians also had the opportunity to share experiences and good practice in financial policy.

Delegates at the CPA Workshop on 'Economic and Financial Challenges for Emerging Economies' held in Bangladesh in November 2014



Developing Parliamentarians' capacity in Information and Communication Technology, Trinidad and Tobago

The CPA, in collaboration with the Commonwealth Telecommunications Organisation (CTO), delivered a two-day Workshop for Parliamentarians on information and communication technologies (ICTs) from 1 to 4 December, 2014. Discussions focused on how to legislate effectively on ICTs and how to use ICTs for the parliamentary process.

The Workshop, hosted by the Parliament of the Republic of Trinidad and Tobago in Port of Spain was attended by 17 Parliamentarians from Anguilla, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Grenada, Guyana, Jamaica, Montserrat, Nevis Island, St Lucia, Turks and Caicos and Trinidad and Tobago CPA Branches.

The Hon. Wade Mark, MP, the Speaker of the House of Representatives of Trinidad and Tobago, opened the workshop, saying that ICTs underpin all the operations of Parliament, making it connected, efficient, greener and transparent.

The Acting Secretary-General & Director of Finance and Administration of the CPA, Mr Joe Omorodion, spoke on how ICTs had revolutionised the way people communicate. They could be a highly effective tool for Parliamentarians, but there were pitfalls.

Key points from the workshop included:

- The expertise available within the public sector has to constantly improve, in line with the advances in the ICT sector
- It is important to create clear boundaries between information to be disseminated and not to be disseminated
- Setting up an integrated management system to serve Parliamentarians individually and regionally would improve the use of ICTs by Parliamentarians
- The CPA and CTO should work closely with Parliamentarians in the CPA Caribbean, Americas and Atlantic Region over the next two years. A seminar should be held within two years to review the implementation of recommendations from the workshop.

Commonwealth Promotion

Commonwealth Day at CPA Headquarters

Commonwealth Day 2014 took place on Monday 10 March focusing on the theme "Team Commonwealth". The CPA Headquarters collaborated with the CPA UK Branch to deliver a one-day programme which included a debate session on the subject 'How will this year's theme, *Team Commonwealth, foster prosperity and cooperation across the Commonwealth?*' The session was an added bonus to the programme and allowed the young people to gain practical experience of parliamentary debate.

CPA Secretariat and CPA UK Branch jointly hosted 50 young people who represented seven of the nine Regions of the Commonwealth (the two unrepresented regions were Canada and India). The programme allowed participants to engage with Members of Parliament, including the CPA Chairperson Rt Hon. Sir Alan Haselhurst, MP, United Kingdom as well as with parliamentary officials and High Commissioners. The High Commissioner for the Republic of Trinidad and Tobago, H.E. Garvin Nicholas, and His Excellency the Rt Hon. Sir Lockwood Smith, KNZM, Ph.D, the High Commissioner for New Zealand, also participated in the programme.

The participants also attended the multi-faith Observance held at Westminster Abbey which was also attended by HM The Queen. The programme concluded with two evening receptions; the first, the Commonwealth Secretary-General's Reception at Marlborough House where HM The Queen was the Guest of Honour and, the second, Afternoon Tea at the Terrace Pavilion at the Houses of Parliament.

Commonwealth Day in Branches

Grants totalling £5,200 were given by the CPA International HQ to the following 11 Branches who applied for assistance with funding their Commonwealth Day activities in their own jurisdictions: Africa (Zambia, Seychelles, Uganda); Asia (Pakistan); Australia (Northern Territory); British Isles and the Mediterranean (St Helena); Caribbean/Americas/Atlantic (Dominica, Guyana, Jamaica); India (Chhattisgarh); Pacific (Kiribati).

6th Commonwealth Youth Parliament, South Africa

The theme of the 6th Commonwealth Youth Parliament, which took place in Mmabatho, North West Province, South Africa from 2 to 8 November 2014, was 'Deepening the Commonwealth's Commitment to Democracy and Youth Development'. The Youth Parliament was opened by Hon. Susanna Dantjie, MPL, Speaker of the North West Provincial Legislature.

A total of 43 Commonwealth Youth Parliamentarians representing seven (Africa, Asia, Australia, British Islands and Mediterranean, Caribbean, Americas and Atlantic, India and South East Asia) of the nine regions

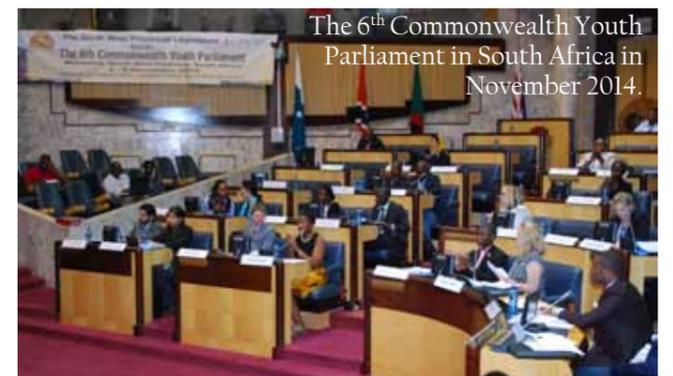


50 young people representing seven of the nine Regions of the CPA take part in Commonwealth Day events in London in March 2014.

of the Commonwealth participated. This year also saw the introduction of Young Members of Parliament, who took the role of mentors to help support and guide the Commonwealth Young Parliamentarians. The Young Members were under 35 years of age and Parliamentarians from a Commonwealth jurisdiction.

The Youth Parliament Programme included learning sessions in the form of presentations from both the visiting Young Members as well as locally based Parliamentarians and Clerks. The broad range of topics covered included governance, oral Parliamentary questions and the Committee system. The Youth Parliament enabled participants to experience life in the spotlight whilst receiving practical experience of the Parliamentary system through mock sessions on specific areas of procedure such as Question Time, Opposition Motion, Ten-minute Rule Bill and Committee of the Whole.

Participants were also confronted with the possibility of a minority government. This was later followed by a vote of no confidence which resulted in a temporary shift in power. Attending from the North West Provincial Legislature were: Speaker of the Provincial, Hon. Sussana Rebecca Dantjie, MPL; Deputy Speaker of the Provincial Legislature, Hon. Jane Manganye; Secretary of the Provincial Legislature, Mrs Mmamokoena Gaoretelelwe; Deputy Secretary of the Provincial Legislature, Mr. Albert Kekesi. The 7th Commonwealth Youth Parliament is scheduled to take place in Northern Territory, Australia, in November 2015.



The 6th Commonwealth Youth Parliament in South Africa in November 2014.



Commonwealth Women Parliamentarians (CWP)

Pan-Commonwealth Conference, London, UK

The CWP Chairperson, Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda, invited the CWP Steering Committee Members and an additional regional representative from each of the nine CPA regions to meet ahead of the CPA Annual Conference in Cameroon.

The theme of the CPA Annual Conference in 2014 was 'Repositioning the Commonwealth for the Post-2015 Development Agenda' and the conference provided CWP Members with the opportunity to develop the CWP's considerations of the role of women, girls and gender equality in the post Millennium Development Goal period. With this in mind, the CWP Pan-Commonwealth Conference theme was 'Women in the Post Millennium Development Goal Era'.

Eight of the nine CPA Regions were represented with a total of 18 participants, including the CWP President, Senator Hon. Emma Lafon from Cameroon.

The Conference provided participants with the opportunity to gain a better understanding of the current thinking behind the negotiations for the Post-2015 agenda, and to reflect on the progress made against the MDGs, the importance of gender issues in social policy when legislating, and how to work to strike a better deal for gender equality going forward.

Following the conference which concluded on Friday 27 June 2014, the Steering Committee Members met for an informal meeting for the first time since the previous Commonwealth Parliamentary Conference in Johannesburg in September 2013.

CWP Regional Strengthening Activities

At the request of the CWP Steering Committee and following the approval of the CPA Executive Committee, each CPA Region was offered the opportunity to apply for CWP Regional Strengthening Funds, which enables and empowers each respective region to establish CWP structures where they do not exist, and to undertake a specifically tailored programme relevant to their unique needs.

In 2014, the following Regions undertook their unique Regional Strengthening Activities:

Caribbean, Americas & Atlantic (CAA) Regional CWP Conference

The Caribbean, Atlantic and Americas Region utilised their regional strengthening funding for 2013 and 2014 to hold a two-day meeting which was held from 22 to 23 May 2014. This was following a commitment made at the 6th CWP Regional Conference held in Antigua & Barbuda in July 2013 to revive the Regional CWP Chapter under the theme: *Women: The Voice! The Vote! The Victory!*

The main objectives of the meeting that took place in Nassau, Bahamas, were to develop a strategic plan for the Region, with the ultimate goal of promoting the participation of women in representational politics, and to establish a Steering Committee to ensure that plans were implemented in the period between conferences. Around 30 participants attended, representing 10 regional Branches. They included the Bahamas, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Guyana, Jamaica, Nevis Island, Trinidad & Tobago, and Turks and Caicos Islands.



CWP Steering Committee Members meet with the Secretary-General at the CPA Secretariat Headquarters as part of the Pan-Commonwealth Conference in London.



CWP Steering Committee Members pictured at their 2014 Meeting in Yaoundé, Cameroon with CWP President, Senator Eno Emma Lafon (Cameroon), CPA President, Rt Hon. Cavayé Yéguie Djibril, MP (Cameroon) and CWP Chairperson, Rt Hon. Rebecca Kadaga, MP (Uganda).

British Islands and Mediterranean Regional CWP Conference and Steering Committee Meeting

The British Islands and Mediterranean Region utilised their 2013 and a portion of their 2014 regional strengthening funding allocation for a CWP Conference and a Steering Committee Meeting. Following the establishment of a CWP regional steering committee, the Region undertook an inaugural conference and plenary session, which was held in Scotland on 15-16 March 2014, to discuss issues surrounding gender and politics and to mark International Women's Day.

There were over 40 Members present from across BIMR as well as 2 observers from the Africa Region. The conference focused on 4 main areas – strengths and weaknesses of the region's Parliament in promoting access to women; the role of CWP BIMR and the Commonwealth Charter; pre and post-selection challenges for women entering politics and media representation of women in politics. A Steering Committee Meeting was held in December 2014 to set out the plans for the CWP regional activities for the year ahead.

Pacific Region CWP Leaflets: Values and Vision of the CWP

The CWP Pacific Regional Chairperson outlined two key factors critical to increasing women's participation in public office: strong networks for women in decision making positions seeking parliamentary election and ensuring women in the Pacific are aware of how to access the support, mentoring and encouragement available to them. The CWP Pacific Region produced pamphlets outlining the objectives, vision and mission statement of the CWP Pacific Region. The booklets were published in many different Pacific languages and distributed across the Region.

Canada Region CWP Activity

The Canada Regional CWP Chairperson sought funding from the 2013 and 2014 allocations to print a brochure setting out the aims of CWP which encourages more women to become part of the political process, and for

these publications to be distributed in all provinces across Canada. In addition, the CWP Chairperson visited potential partnering organisations such as the Girl Guides to explore opportunities to undertake cross-generational work. An outreach session including select women's groups and university students were also brought together to raise awareness about CWP. As a result of the successful outreach session, the Canada Region undertook a project to promote the work of the CWP through a bilingual video. The video has been completed and shared across the region and is available on the CPA website.

CWP Activity at the 60th Annual Conference, Cameroon

The Steering Committee met ahead of the Commonwealth Parliamentary Conference, on 1 October 2014, in Yaoundé, Cameroon. Women delegates and observers, as well as some male parliamentarians attended the CWP Business Meeting which took place in Yaoundé, Cameroon on 8 October 2014. There was also a CWP Session on 8 October 2014, on 'Increasing Women's Political Representation in the Commonwealth in the post-2015 era: Challenges and Way Forward'.

International Representation of CWP

The CWP was represented by the Vice Chair of the CWP, Ms Patricia Ferguson, MSP, at the invitation of the National Assembly of Quebec (ANQ), to an inter-parliamentary seminar to mark the 20th Anniversary of the Beijing Declaration and Platform for Action. The seminar took place in January 2014 in Quebec City and was organised with the aim of mobilising women parliamentarians ahead of the 59th Session of the UN's Commission on the Status of Women.

The meeting brought together members of the Network of Women of the Parliamentary Assembly of Francophonie, executive committee members of the Network of Women Parliamentarians of the Americas and the CWP representative. The key themes of the event were violence against women, economic empowerment of women and access of women to political and economic decision-making processes.



Working with Other Organisations

In 2014, the CPA partnered with a number international organisations to deliver a series of professional development conferences, seminars and workshops, including the World Bank, Commonwealth Secretariat, State University of New York, United Nations Development Programme, Natural Resources Institute at Greenwich University, SADC Parliamentary Forum and the Commonwealth Human Rights Initiative, amongst others. In addition, work with other organisations, included:

22nd Conference of Speakers and Presiding Officers of the Commonwealth, Wellington, New Zealand

The 22nd Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) was held in Wellington at Parliament Buildings from 21 to 24 January 2014. The CPA Chairperson, Rt Hon. Sir Alan Haselhurst, MP, attended the meeting. The Speaker of the House, the Rt Hon. David Carter, hosted the event, where Speakers and Presiding Officers from all over the Commonwealth were represented. Approximately 180 delegates attended CSPOC, including more than 50 Speakers and Presiding Officers, along with observers. Many bicameral or two-house Parliaments were represented by both the Presiding Officers in their Upper and Lower Houses.

20th Anniversary of the Beijing Platform, Quebec, Canada

The CWP was invited to send a representative to the National Assembly of Quebec (ANQ) to an inter-parliamentary Seminar to mark the 20th Anniversary of the Beijing Declaration and Platform for Action. The Seminar took place in January 2014 in Quebec City. The Seminar was organized with the aim of mobilising women Parliamentarians ahead of the 59th Session of the UN's Commission on the Status of Women. Organised by the ANQ, the meeting brought together members of the Network of Women of the Parliamentary Assembly

of Francophonie, Executive Committee members of the Network of Women Parliamentarians of the Americas and CWP Steering Committee members. The Chairperson of the CWP nominated the CWP Vice-Chairperson, Ms Patricia Ferguson, MSP, to attend. The key themes of the event were violence against women; economic empowerment of women; and access of women to political and economic decision-making processes. The CPA Secretariat sponsored the CWP Vice-Chair's attendance at this event.

International Women's Day – London, United Kingdom

To commemorate International Women's Day 2014, the Commonwealth Secretariat organized a panel discussion at their Headquarters in London, United Kingdom on 7 March 2014. The theme of the discussion was *'Intergenerational Dialogue To End Violence Against Women And Girls In The Commonwealth'*, which was in line with the 2014 UN theme for International Women's Day of *'Inspiring Change: For Greater Awareness on Women's Equality.'* The CPA was represented by Mr Gavin Shuker, MP, Shadow Minister for International Development (United Kingdom) who delivered a Keynote Address on *'Ending Violence Against Women for Sustainable Development in the Commonwealth.'*

United Nations Climate Change Conference (COP20/CPM10), Peru

Hon. Michael Carrington, MP, the Speaker of the House of Parliament, Barbados, was the CPA representative attending a Parliamentary Meeting on the occasion of the United Nations Climate Change Conference (COP20/CPM10), in Lima, Peru. Hon. Michael Carrington made an interactive presentation in the session entitled *'Low-carbon future: A case for concerted action by national legislators and local authorities'*. Two one-day meetings were organized by the Congress of the Republic of Peru, in conjunction with the Inter-Parliamentary Union, with the support of the geopolitical Group of Latin America and the Caribbean (GRULAC), from 8 to 9 December 2014. The meetings provided Parliamentarians with an opportunity to obtain first-hand information about the main issues at the UN Conference.



Speakers from across the Commonwealth attend the 22nd Conference of Speakers and Presiding Officers of the Commonwealth in Wellington, New Zealand in January 2014.

CPA Benchmarks

Developing benchmarks for Parliamentary Codes of Conduct

The CPA is working in collaboration with Associate Professor Hon. Dr Ken Coghill of Monash University, Australia, to develop a set of benchmarks for Parliamentary Codes of Conduct across the Commonwealth.

Professor Coghill and Dr Abel Kinyondo, of the University of Dar es Salaam, Tanzania, attended the 60th CPC in Cameroon to research existing Parliamentary Codes of Conduct and Ethics.

Professor Coghill and Dr Kinyondo conducted more than 40 interviews with Members of Parliament and Clerks, to investigate the design, provisions and effectiveness of codes of Parliamentary conduct in each jurisdiction. Prof. Coghill also spoke at a dedicated Workshop on the topic *'Parliamentarians and Public Trust: Do Codes of Conduct help?'* on 8 October 2014.

The CPA will undertake another workshop, in partnership with Professor Coghill, in 2015.



Provision of facilities for the exchange of visits between Members of the Branches of the Association

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 Secretariat

The CPA Secretariat welcomed just over 110 visitors to the Secretariat from Branches, including Members of Parliament, Current and Former Executive Committee Members, 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.

CPA Branch Visits

The Secretary-General, Dr William F. Shija (to 4 October 2014) and Acting Secretary-General & Director of Finance and Administration, Mr Joe Omorodion (from 5 October 2014), made numerous Branch visits to different Regions of the Commonwealth to promote the work of the CPA Secretariat and Association, and encourage them to continue to request for, and use, the Association's services.



Publishing material relevant to the aims and activities of the Association

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 periodicals on CPA activities, parliamentary and political events. The CPA website continued to provide a link for the members to review past and future events of the Association.

Keeping in line with the CPA Strategic Plan 2013-2017, the Association published four issues of *The Parliamentarian* along with three issues of CPA Update and several new publications, to help strengthen the CPA at Branch, regional and international levels through communications and provide Members and Parliaments with comparative parliamentary information and promote the development of good practices.

Though a profile for the 2014 Executive Committee Mid-Year Meeting was not produced, given the change of venue from the Maldives to London, a Profile for the Annual Conference in Cameroon was produced and work has begun on a Sabah profile ahead of the mid-year Executive Committee Meeting in April 2015. Archived issues of *The Parliamentarian* dating back to 2008 can be accessed from the CPA website, under the 'Our Services/Publications' menu.

The Parliamentarian

The CPA's flagship journal is published quarterly and each Issue contains articles by the Chairperson, the Chairperson of the CWP and the Secretary-General/Acting Secretary-General. Articles and contributions are sourced from Members,

Parliamentary Staff and International Organisations/Universities.

Issue One: 2014 of the *The Parliamentarian* focused on the theme of International Women's Day (IWD), an apt subject given the timing of the magazine in March 2014. Articles included the Trinidad and Tobago government's efforts on driving more women into politics, reserving seats to encourage more women into Parliament in the Pacific and UNDP's efforts to meet the global target of 30% women's representation in Parliament. Small states' interests and codes of conduct also featured in Issue One.

Issue Two: 2014 celebrated a number of milestones, the lead story celebrating 20 years of freedom, democracy and peace in South Africa. The issue also included articles on the activities of the CWP chapter in the British Islands and Mediterranean Region, the territory status of Norfolk Island, Australia, Sri Lanka's impeachment procedural process and India's anti-corruption Bill, the Lokpal and Lokayukta Act 2013.

Issue Three: 2014 looked at issues such as Rwanda's progress to inclusive governance twenty years on from the genocide of 1994, women in Parliament with particular reference to the Practice Parliament for women in the Pacific, workers' rights in Singapore, water management in Western Australia, procedures in the Indian Parliament and assessing Bermuda's Parliament against the CPA Benchmarks for Democratic Legislatures.

Issue Four: 2014 looked at issues such as Rwanda's progress to inclusive governance twenty years on from the genocide of 1994, women in Parliament with particular reference to the Practice Parliament for women in the Pacific, workers' rights in Singapore, water management in Western Australia, procedures in the Indian Parliament and assessing Bermuda's Parliament against the CPA Benchmarks for Democratic Legislatures.

The 60th Commonwealth Parliamentary Conference in Cameroon was the focus for Issue Four: 2014. Reports of the plenary sessions,

workshop sessions as well as the 34th Small Branches Conference and the Commonwealth Women Parliamentarians (CWP) session and associated meetings featured in the journal. As in previous years, Issue Four was circulated not just to Members but also to Heads of Commonwealth governments and Opposition Leaders and heads of relevant intergovernmental agencies.

The circulation of the journal remained constant during the period and printing and distribution continued to be undertaken by companies in the United Kingdom, India and Singapore.

Other Publications

The Concluding Statement of the Role of Parliamentary Agricultural Committees in the Africa Region that took place in Malawi, along with the Declaration of the Seminar on Strengthening the Role of Parliamentarians in the Promotion and Protection of Human Rights, that took place in the Seychelles, were published on the CPA website. Both events took place in March 2014 and the relevant documents have been archived in the relevant section on the website.

Four new booklets were published in 2014. The first two on explaining to Branches, 'Hosting the CPA Annual Conference - What's involved?' and 'Guidelines for Hosting Mid-Year Meetings of the Executive Committee' were produced in January. The third was a leaflet outlining Post-Election Seminars. The fourth was a CWP Pan-Conference 2014 Booklet which was published in August as a product of the CWP Pan-Conference that took place in June. The booklet, which outlines the recommendations from the conference was also published with the intention of reaching a wider audience.

Issues of the electronic newsletter CPA Update were published by the Secretariat in May, September and December, and circulated electronically to all Branches and to Members involved in Association events.

Maintaining a centre for the dissemination and exchange of information on parliamentary matters at the CPA Secretariat

The CPA Parliamentary Research Service (CPRS) continued to provide general and researched-based information to the Members from approximately 185 Parliaments and Legislatures during the year.

The CPRS makes full use of digital media so comparative Commonwealth parliamentary information and the CPA name is readily and rapidly available to Members and the Public. It utilizes, in addition to the CPA Website, electronic media, including multimedia, social media and Twitter. It is uniquely placed to be an authoritative information source relevant to the needs of Branches and the new work patterns of Members and officials and has

Two books produced in conjunction with the World Bank Institute are nearing completion. The books cover the roles of Public Accounts Committees and the development of parliamentary benchmarks. Both should be published during 2015.

Background Information/ Data Papers

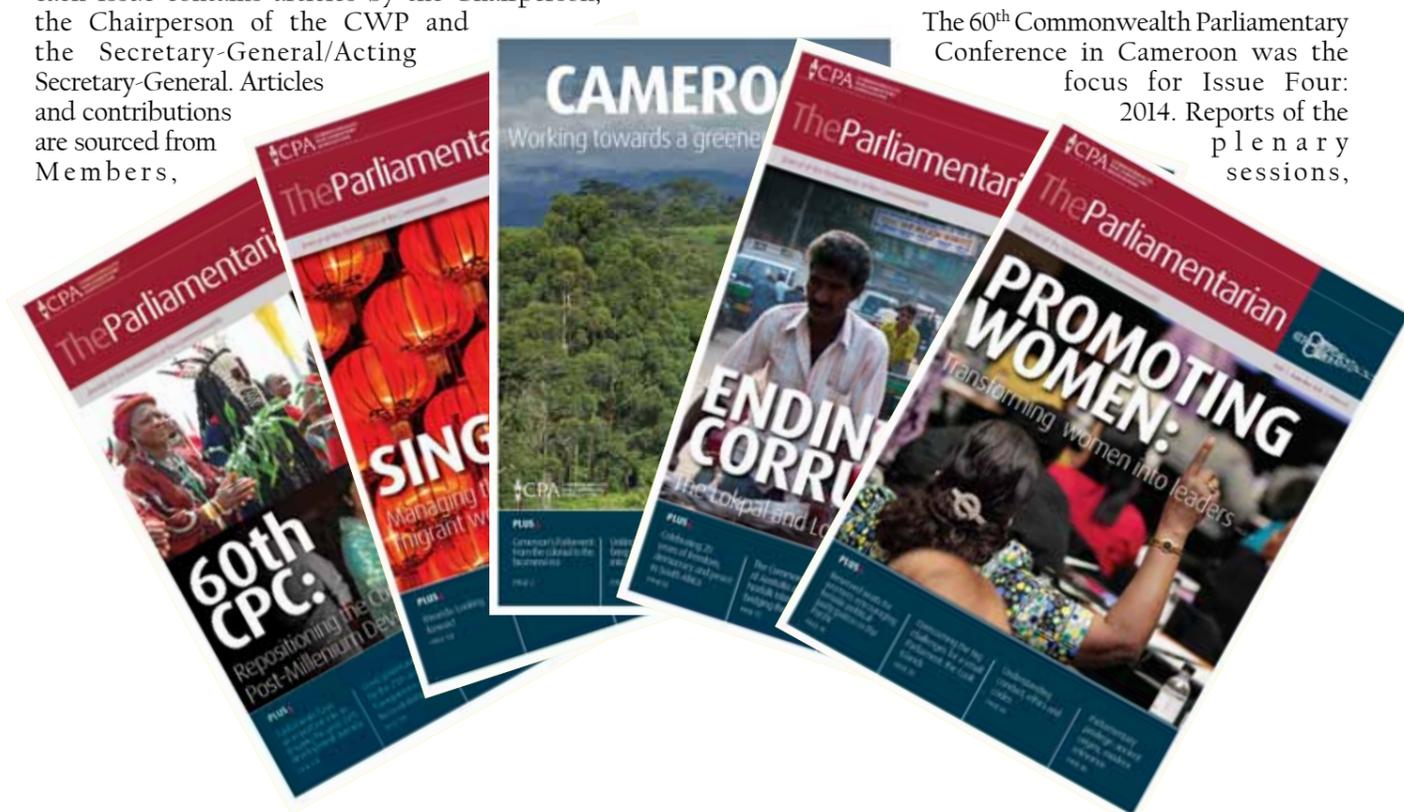
The Secretariat collected background papers to assist delegates attending the Commonwealth Parliamentary Conference and the Small Branches Conference in Cameroon. Collections of papers were also prepared for the Commonwealth Parliamentary Seminar in Tanzania and the Post-Election Seminars in the Bahamas and Malawi respectively. Similar papers were also provided for participants in other appropriate CPA programmes.

Electronic communications and CPA Website

The Parliamentarian was made available during the year on all Apple devices such as iPhones and iPads via the Apple Newsstand. Initial uptake of this has been minimal, and in view of the cost of approximately £5,500 per annum, the Secretariat reviewed the online publication strategy. It was then decided to continue with the existing approach but make further efforts to publicise the availability of the publications online. The usage figures will be reviewed in November 2015.

In addition to the re-design of the CPA website at the beginning of the year, some changes such as minor format alterations to the homepage were made during the year.

A new fibre optic cable was installed to help improve connectivity issues related to the CPA website.





CPA Staff and Secretariat Matters

The Secretary-General (to 4 October 2014) and Acting Secretary-General & Director of Finance and Administration (from 5 October 2014), and 10 staff at the Secretariat continued their commitment to support the work of Parliamentarians and parliamentary staff in Branches and Regions of the Association.

The 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 staff as at 31 December 2014 was as follows:

Mr Joe Omorodion - Acting Secretary-General & Director of Finance and Administration (from 5 October 2014)
 Ms Meenakshi Dhar - Director of Programmes
 Mrs Musonda Sandy - Assistant Director, Conference and Events
 Ms Arlene Bussette - Assistant Director, Programmes (2)
 Ms Lucy Pickles - Assistant Director of Programmes (1)
 Mrs Fatmata Kamara - Assistant Director of Finance
 Mrs Luseane Chesham - Executive Assistant to the Secretary-General
 Mr Ian McIntosh - Executive Officer (Finance)
 Ms Anna Schuesterl - Programmes Assistant
 Ms Wezi Nyirenda - Office/Conference Assistant
 Mr Irfan Muhammad Ramzan - Finance Assistant

Visits to the CPA Secretariat Headquarters

During 2014, the Secretary-General/Acting Secretary-General & Director of Finance and Administration welcomed a wide range of distinguished visitors and guests to the CPA Secretariat Headquarters in London, United Kingdom. A full list of visitors is available from the CPA Secretariat.



State Funeral of the late Secretary-General Dr William F. Shija Dar es Salaam, Tanzania

News of the passing of the Secretary-General Dr William F. Shija was received on 4 October 2014, the opening day of the Small Branches Conference at the 60th Commonwealth Parliamentary Conference in Yaoundé Cameroon. The Chairperson read the following tribute to the late Secretary-General, Dr William Ferdinand Shija. The Executive Committee agreed that the following tribute to the late Secretary-General (prepared by the CPA Secretariat), in written form, would be available on every seat and be read at the 60th Commonwealth Parliamentary Conference Opening Ceremony on 6 October 2014, followed by a minute's silence in tribute to Dr Shija:

"It is with deep regret that the CPA Secretariat informs the Commonwealth Parliamentary Association's Executive Committee of the passing of the Secretary-General of the Association, Dr William Ferdinand Shija. Dr Shija died this morning, 4th October 2014, in London, United Kingdom. Dr Shija served as Secretary-General of the Commonwealth Parliamentary Association from 1st January 2007 to 4th October 2014.

He was the first black African Secretary-General in the Association's history. Dr Shija was educated in Dar-es-Salaam, Tanzania, at Chang'ombe Education College, where he received a Diploma in Education. He pursued his studies further in New Delhi, India, where he obtained a BA in Journalism. His post graduate education includes a Masters Degree and Ph.D. in Mass Communication from Howard University in Washington DC in the United States. He served as lecturer and principal lecturer at Nyegezi Social Development College from 1978 to 1982, and a tutor at Civil Service College in 1972. He also worked as Senior Instructor at Tabora Secretarial College from 1972 to 1976.

Prior to joining the CPA, Dr Shija served as a Member of the National Assembly of Tanzania from 1999 to 2005. During this time, he also served as a Minister in the following Ministries, Industry and Trade, Energy and Minerals, Information and Broadcasting, Science and Technology, and Higher Education. He also held a position of Chairman of the Foreign Affairs Committee from 1999 to 2005, and was a Member and Chairman of the Committee on Education, Culture, Tourism and Human Resources at the Pan African Parliament from 2004 to 2005.

He authored numerous academic, government and parliamentary policy papers in political economy, education, communications and development issues. He also served as Head of the African Union observer team at the Malawi 2004 presidential and parliamentary general elections. As the CPA's Chief Executive Officer, Dr Shija was responsible for the interpretation and implementation of the CPA's policies, as well as the enhancement of its activities. He headed a team of 13 staff members at the CPA Secretariat, located in London.

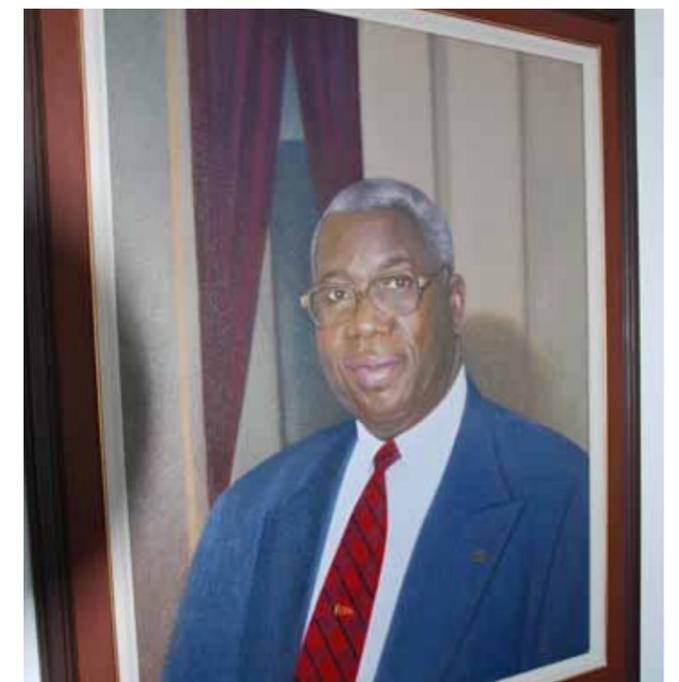
Dr Shija was born on 28th April 1947. He is survived by his wife, Mrs Gertruda Peter Shija and five children. He will be widely mourned and long remembered."

On 10 October 2014, Mr Joe Omorodion, the Acting Secretary-General & Director of Finance and Administration, Mrs Luseane Chesham, Executive Assistant to the Acting Secretary-General and Mr Ian McIntosh, Executive Officer, departed Yaoundé to attend Dr Shija's state funeral in Dar es Salaam, Tanzania. The CPA Secretariat staff attended a Holy Mass service at the late Dr Shija's house in the suburbs of the capital along with family, distinguished guests and other mourners.

The following day a state funeral had been organised at Karimjee Grounds, Old Parliament Building, Dar es Salaam, with the permission of the Tanzanian Parliament. Distinguished guests included the President of the United Republic of Tanzania Dr Jakaya Mrisho Kikwete, Vice-President Dr Mohamed Gharib Bilal and Rt Hon. Anne Semamba Makinda, Speaker of the National Assembly of Tanzania. Dr Shija's obituary was read by Hon Zitto Zuberi Kabwe.

The Acting Secretary-General & Director of Finance and Administration and others read condolence messages. The President led mourners to pay their last respects and sign the book of condolences, which had also been signed by CPA Members at the 60th CPC. The book was handed to Ms Anna Shija by the Acting Secretary-General and Director of Finance.

On 21 April 2015, a new portrait of the late Secretary-General Dr William F. Shija was unveiled by the Acting Secretary-General & Director of Finance and Administration, Mr Joe Omorodion in the presence of CPA Secretariat staff members at the CPA Headquarters.





Commonwealth Parliamentary Association (CPA) Branches and Annual Conference Participation

At 31 December 2014, the Commonwealth Parliamentary Association (CPA) had 181 active branches. The CPA branches were distributed across the CPA's nine regions as follows:



Annual Conference Delegate List 2014

The following list shows the attendance and gender representation of branches, on a regional basis, at the 60th Commonwealth Parliamentary Conference held in Cameroon in October 2014.

[KEY: ExCo = CPA Executive Committee; CWPSC = Commonwealth Women Parliamentarians Steering Committee]

AFRICA

- Botswana – Not Attended
- Cameroon – Delegation x 3 (1 Male 2 Female). ExCo x 1 (1 Male). Observers x 3 (2 Male 1 Female).
- The Gambia – Not Attended
- Ghana – Delegation x 3 (3 Male). ExCo x 1 (1 Male). Observers x 2 (2 Male).
- Kenya – Delegation x 3 (2 Male 1 Female)
- Lesotho – Delegation x 3 (2 Male 1 Female). ExCo x 1 (1 Male). Observers x 1 (1 Female)
- Malawi – Delegation x 3 (2 Male 1 Female). Observers x 2 (2 Male)
- Mauritius – Delegation x 2 (2 Male)
- Mozambique – Delegation x 3 (1 Male 2 Female)
- Namibia – Delegation x 3 (2 Male 1 Female). Observers x 4 (2 Male 2 Female)
- Nigeria – Delegation x 5 (5 Male). Observers x 5 (2 Male 3 Female)
 - Abia – Not Attended
 - Akwa-Ibom – Delegation x 1 (1 Male). Observers x 12 (11 Male 1 Female)
 - Adamawa – Delegation x 1 (1 Male)

- Anambra – Not Attended
- Bauchi – Not Attended
- Bayelsa – Not Attended
- Benue – Not Attended
- Borno – Not Attended
- Cross River – Delegation x 1 (1 Male). Observers x 14 (14 Male)
- Delta – Not Attended
- Ebonyi – Not Attended
- Edo – Not Attended
- Ekiti – Delegation x 1 (1 Male). Observers x 7 (7 Male)
- Enugu – Not Attended
- Gombe – Not Attended
- Imo – Not Attended
- Jigawa – Not Attended
- Kaduna – Not Attended
- Kano – Delegation x 1 (1 Male). Observers x 2 (2 Male)
- Katsina – Not Attended
- Kebbi – Not Attended
- Kogi – Not Attended

- Kwara – Not Attended
 - Lagos – Not Attended
 - Nasarawa – Not Attended
 - Niger – Delegation x 1 (1 Male). Observers x 17 (16 Male 1 Female)
 - Ogun – Not Attended
 - Ondo – Not Attended
 - Osun – Not Attended
 - Oyo – Not Attended
 - Plateau – Not Attended
 - River State – Delegation x 1 (1 Male). Observers x 5 (3 Male 2 Female)
 - Sokoto – Not Attended
 - Taraba – Delegation x 1 (1 Male). Observers x 1 (1 Female)
 - Yobe – Delegation x 1 (1 Male). Observers x 1 (1 Male)
 - Zamfara – Not Attended
 - Rwanda – Delegation x 2 (1 Male 1 Female)
 - Seychelles – Delegation x 2 (1 Male 1 Female)
 - Sierra Leone – Not Attended
 - South Africa – Delegation x 5 (2 Male 3 Female). Observers x 3 (1 Male 2 Female)
 - Eastern Cape – Delegation x 1 (1 Female). Observers x 1 (1 Female)
 - Free State – Delegation x 1 (1 Female). Observers x 5 (2 Male 3 Female)
 - Gauteng – Delegation x 1 (1 Female). Observers x 4 (1 Male 3 Female)
 - KwaZulu-Natal – Delegation x 1 (1 Female). Observers x 5 (3 Male 2 Female)
 - Limpopo – Delegation x 1 (1 Female). Observers x 7 (4 Male 3 Female)
 - Mpumalanga – Delegation x 1 (1 Male). Observers x 4 (1 Male 3 Female)
 - North-West – Not Attended
 - Northern Cape – Delegation x 1 (1 Female). Observers x 4 (1 Male 3 Female)
 - Northern Province – Not Attended
 - Western Cape – Not Attended
 - Swaziland – Delegation x 3 (3 Female)
 - Tanzania – Delegation x 3 (2 Male 1 Female). Observers x 5 (3 Male 2 Female)
 - Zanzibar – Delegation x 1 (1 Male). Observers x 2 (1 Male 1 Female)
 - Uganda – Delegation x 3 (2 Male 1 Female). ExCo x 2 (1 Male 1 Female including CWP Chair)
 - Zambia – Delegation x 3 (2 Male 1 Female). ExCo x 1 (1 Male). Observers x 2 (1 Male 1 Female)
- #### ASIA
- Bangladesh – Delegation x 3 (3 Male) ExCo x 1 (1 Female). Observers x 2 (2 Male). CWPSC x 1 (1 Female)
 - Pakistan – Delegation x 6 (4 Male 2 Female). Observers x 2 (2 Male)
 - Balochistan – Delegation x 1 (1 Male). Observers x 5 (3 Male 2 Female)
 - Khyber Pakhtunkhwa – Delegation x 1 (1 Male). Observers x 2 (2 Male)

- Punjab – Delegation x 1 (1 Male). ExCo x 1 (1 Male). Observers x 1 (1 Male)
- Sindh – Delegation x 1 (1 Male). Observers x 1 (1 Male)
- Sri Lanka – Delegation x 4 (3 Male 1 Female). ExCo x 1 (1 Male). Observers x 2 (2 Male)
- The Maldives – Delegation x 3 (3 Male). ExCo x 1 (1 Male). Observers x 1 (1 Male)

AUSTRALIA

- Australia – Not Attended
 - Australian Capital Territory – ExCo x 1 (1 Female). Observers x 1 (1 Male)
 - New South Wales – Delegation x 1 (1 Male). Observers x 1 (1 Female). CWPSC x 1 (1 Female)
 - Norfolk Island – Delegation x 1 (1 Female). ExCo x 1 (1 Male)
 - Northern Territory – Delegation x 1 (1 Male)
 - Queensland – Delegation x 2 (2 Male)
 - South Australia – Not Attended
 - Tasmania – Delegation x 1 (1 Male)
 - Victoria – Delegation x 1 (1 Male)
 - Western Australia – Delegation x 1 (1 Male). ExCo x 1 (1 Male)

BRITISH ISLANDS AND MEDITERRANEAN

- Alderney – Not Attended
- Cyprus – Not Attended
- Falkland Islands – Delegation x 2 (1 Male 1 Female)
- Gibraltar – Delegation x 2 (1 Male 1 Female)
- Guernsey – Delegation x 3 (2 Male 1 Female). ExCo x 1 (1 Male)
- Isle of Man – Delegation x 2 (2 Male). Observers x 1 (1 Male)
- Jersey – Delegation x 3 (3 Male)
- Malta – Delegation x 3 (3 Male). ExCo x 1 (1 Male). Observers x 1 (1 Male)
- St Helena – Delegation x 1 (1 Female)
- United Kingdom – Delegation x 10 (8 Male 2 Female). ExCo x 2 (1 Male 1 Female). Observers x 2 (1 Male 1 Female)
 - Northern Ireland – Not Attended
 - Scotland – Delegation x 1 (1 Male). CWPSC x 1 (1 Female)
 - Wales – Not Attended

CANADA

- Canada – Delegation x 6 (3 Male 3 Female). ExCo x 1 (1 Male). Observers x 1 (1 Male)
 - Alberta – ExCo x 1 (1 Male)
 - British Columbia – Not Attended
 - Manitoba – Delegation x 1 (1 Male). CWPSC x 1 (1 Female)
 - New Brunswick – Not Attended
 - Newfoundland & Labrador – Not Attended
 - Northwest Territories – Delegation x 1 (1 Male). Observers x 1 (1 Male)
 - Nova Scotia – Delegation x 1 (1 Male)
 - Nunavut – Not Attended
 - Ontario – Not Attended
 - Prince Edward Island – Not Attended
 - Quebec – Delegation x 1 (1 Male). Observers x 3 (1 Male 2 Female)
 - Saskatchewan – Delegation x 1 (1 Male). Observers x 1 (1 Male)
 - Yukon – Not Attended



Commonwealth Parliamentary Association (CPA) Branches and Annual Conference Participation (continued)

CARIBBEAN, AMERICAS AND ATLANTIC

- Anguilla – Delegation x 1 (1 Female)
- Antigua & Barbuda – Not Attended
- The Bahamas – Not Attended
- Barbados – Not Attended
- Belize – Not Attended
- Bermuda – Delegation x 3 (3 Male)
- British Virgin Islands – Delegation x 1 (1 Female). Observers x 1 (1 Female)
- Cayman Islands – Delegation x 1 (1 Female)
- Dominica – Delegation x 1 (1 Female)
- Grenada – Not Attended
- Guyana – Delegation x 2 (2 Male)
- Jamaica – Delegation x 3 (3 Male)
- Montserrat – Not Attended
- St Christopher & Nevis – Delegation x 1 (1 Male). Observers x 1 (1 Male)
Nevis Islands – Delegation x 1 (1 Male)
- St Lucia – Not Attended
- St Vincent & the Grenadines – Not Attended
- Trinidad & Tobago – Not Attended
- Turks & Caicos Islands – Not Attended

- Tamil Nadu – Delegation x 1 (1 Male).
- Telangana – Observers x 3 (3 Male)
- Tripura – Delegation x 1 (1 Male).
- Uttarakhand – Delegation x 1 (1 Male).
- Uttar Pradesh – Delegation x 1 (1 Male). Observers x 1 (1 Male)
- West Bengal – Not Attended

PACIFIC

- Bougainville – Delegation x 1 (1 Male)
- Cook Islands – Not Attended
- Fiji Islands – Not Attended
- Kiribati – Delegation x 2 (2 Male)
- Nauru – ExCo x 1 (1 Male)
- New Zealand – Delegation x 2 (2 Male)
- Niue – Not Attended
- Papua New Guinea – Not Attended
- Samoa – Delegation x 3 (3 Male)
- Solomon Islands – Not Attended
- Tonga – Not Attended
- Tuvalu – Delegation x 1 (1 Male)
- Vanuatu – Not Attended

INDIA

- India – Delegation x 4 (4 Male). ExCo x 1 (1 Male)
Andhra Pradesh – Delegation x 1 (1 Male). Observers x 1 (1 Male)
Arunachal Pradesh – Delegation x 1 (1 Male)
Assam – Delegation x 1 (1 Male)
Bihar – Delegation x 1 (1 Male)
Chhattisgarh – Delegation x 1 (1 Male)
Delhi – Not Attended
Goa – Delegation x 1 (1 Male)
Gujarat – Delegation x 1 (1 Male). Observers x 2 (2 Male)
Haryana – Not Attended
Himachal Pradesh – Delegation x 1 (1 Male)
Jammu & Kashmir – Delegation x 1 (1 Male). Observers x 2 (2 Male)
Jharkhand – Not Attended
Karnataka – Delegation x 1 (1 Male). Observers x 1 (1 Male)
Kerala – Delegation x 1 (1 Male).
Madhya Pradesh – Delegation x 1 (1 Male).
Maharashtra – Not Attended
Manipur – Delegation x 1 (1 Male).
Meghalaya – Delegation x 1 (1 Male).
Mizoram – Delegation x 1 (1 Male).
Nagaland – Delegation x 1 (1 Male). ExCo x 1 (1 Male). Observers x 1 (1 Male)
Odisha – Delegation x 1 (1 Male).
Puducherry – Delegation x 1 (1 Male).
Punjab – ExCo x 1 (1 Male)
Rajasthan – Delegation x 1 (1 Male).
Sikkim – Delegation x 1 (1 Male).

SOUTH-EAST ASIA

- Malaysia – Delegation x 3 (1 Male 2 Female). ExCo x 1 (1 Male). Observers x 3 (2 Male 1 Female)
Johore – Delegation x 1 (1 Male). Observers x 5 (4 Male 1 Female)
Kedah Darulaman – Delegation x 1 (1 Male). Observers x 1 (1 Male)
Kelantan – Delegation x 1 (1 Male). Observers x 3 (3 Male)
Malacca – Delegation x 1 (1 Male). Observers x 1 (1 Male)
Negeri Sembilan – Delegation x 1 (1 Male). Observers x 1 (1 Male)
Pahang – Not Attended
Penang – Not Attended
Perak – Delegation x 1 (1 Male). ExCo x 1 (1 Male). Observers x 2 (2 Male)
Perlis – Not Attended
Sabah – Delegation x 1 (1 Male). Observers x 1 (1 Male)
Sarawak – Not Attended
Selangor – Not Attended
Terengganu – Delegation x 1 (1 Male). Observers x 3 (3 Male)
- Singapore – Delegation x 4 (3 Male 1 Female). ExCo x 1 (1 Male)

Financial Statements and Review 2014



The Financial Statements and Review shows how the Commonwealth Parliamentary Association (CPA) revenues were generated and expended during 2014.

Financial Review

During the 2014 financial year, the Association made a surplus of £91,502 before net investment gains (2013: deficit of £31,217). The surplus was due to the following movements in income and expenditure activities during the year. Income decreased by £55,265 (2%) when compared to the year ended 31 December 2013 mainly as a result of reductions in investment yields (£11k), membership fees (£34k), partnership revenue (£3k) and other income (£7k).

The continued drive for efficiency savings from the implementation of various governance and organisational development (OD) initiatives from 1 January 2014 has resulted in cost reductions, including those from staffing costs, of £178k when compared with the previous year.

The CPA held £1,780,689 in its General Reserve (2013: £1,690,741) at the end of the financial year together with £1,000,000 (2013: £1,000,000) in a Contingency Reserve. The contingency reserve is held in accordance with the approved reserves policy of the Association. In addition, both the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £6,146,901 (2013: £5,861,525). Income from each Trust Fund is used for the benefits of the members.

Financial Strategy

The Executive Committee 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.

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 (2013: £500,000) and a free reserves fund of £500,000 (2013: £500,000). The unforeseen liabilities fund deals with events such as: a sudden increase in the cost of airfares; a need to find a new venue for the Annual Plenary Commonwealth Parliamentary Conference as a result of a sudden cancellation by a potential host Branch; or such other unforeseen liabilities which have arisen due to circumstances beyond the control of the Association.

The free reserves fund is to cover three months of the Association's net annual operating costs (i.e. annual operating costs less annual conference 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.

The Association also holds a general fund of £1.8m (2013: £1.7m). Whilst reviewing the reserves level during the

year, the Trustees resolved that the accumulated surplus would be available, and drawn upon, for spending on CPA's objectives in 2015 and beyond.

Investment Policy

The CPA has investments in two trust funds under the guidance and supervision of the Trustees. During 2014 these funds were managed by Coutts & Co. The Trustees met twice in the year to review the funds' performance. 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 and, within this strategy, the Trustees 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 standards, the Trust Deeds of the Fund(s) and the Trustee Act of 2000 as amended from time to time.

Investment Performance

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 would be realised in due course. The Trustees continue to monitor the investment performance very closely. The market value of the investment portfolio increased by £566,156 (2013: increased by £224,531).

Future Periods

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 CPA's assets are considered adequate to meet its annual obligations in the next three 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 Charity (Accounts and Reports) Regulations 2008 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 Executive Committee on 29 April 2015 and signed on its behalf by:

- Hon. Dr Shirin S. Chaudhury, MP, Chairperson of the Executive Committee
- Mr Joe Omorodion, Acting Secretary-General & Director of Finance and Administration

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 2014 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 2014 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.

Statement of Financial Activities for the year ended 31 December 2014

	Note	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Investment income	2	14,125	123,454	137,579	148,891
<i>Incoming resources from Charitable activities</i>					
Branch membership fees		2,492,365	-	2,492,365	2,526,271
Subscriptions for The Parliamentarian		5,384	-	5,384	6,725
Partnership income	3	-	-	-	2,975
Other incoming resources		14,194	-	14,194	19,925
Total incoming resources		<u>2,526,068</u>	<u>123,454</u>	<u>2,649,522</u>	<u>2,704,787</u>
Resources expended					
<i>Costs of generating funds</i>					
Investment Management Costs		-	48,246	48,246	40,002
<i>Charitable activities</i>					
Publications & Communications		561,865	-	561,865	730,833
Conferences		457,926	67,933	525,859	537,340
Seminars, Projects & Commonwealth Development		685,236	-	685,236	441,522
Technical Assistance Programmes		180,130	-	180,130	248,007
Governance Costs		550,963	5,721	556,684	738,300
Total resources expended	6	<u>2,436,120</u>	<u>121,900</u>	<u>2,558,020</u>	<u>2,736,004</u>
Net (outgoing)/ incoming resources before other recognised gains and losses		89,948	1,554	91,502	(31,217)
Other recognised gains					
Gains on investment assets	17	-	283,822	283,822	263,415
Net movement in funds		89,948	285,376	375,324	232,198
Reconciliation of funds					
Balance brought forward on 1 January 2014	22	<u>2,690,741</u>	<u>5,861,525</u>	<u>8,552,266</u>	<u>8,320,068</u>
Balance carried forward on 31 December 2014	22	<u>2,780,689</u>	<u>6,146,901</u>	<u>8,927,590</u>	<u>8,552,266</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.

Balance sheet as at 31 December 2014

	Note	2014 £	2014 £	2013 £	2013 £
Fixed asset					
Tangible assets	16		11,863		4,770
Investments	17		5,875,979		5,309,823
Totals			<u>5,887,842</u>		<u>5,314,593</u>
Current assets					
Short term deposit	18	3,587,309		3,428,923	
Debtors	19	258,239		165,041	
Cash at bank and in hand		253,711		411,083	
Totals		<u>4,099,259</u>		<u>4,005,047</u>	
Creditors: amounts falling due within one year	20	(1,059,511)		(767,374)	
Net current assets			<u>3,039,748</u>		<u>3,237,673</u>
Net assets			<u>8,927,590</u>		<u>8,552,266</u>
Funds					
General fund	22		1,780,689		1,690,741
Contingency reserve	22		1,000,000		1,000,000
Conference assistance fund	22		2,566,407		2,426,391
Working capital fund	22		3,580,494		3,435,134
Totals			<u>8,927,590</u>		<u>8,552,266</u>

The financial statements were approved, and authorised for distribution, by the Executive Committee on 29 April 2015 and signed on its behalf by:

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

Mr Joe Omorodion
Acting Secretary-General
& Director of Finance and Administration

Notes to the accounts for the year ended 31 December 2014

1. Accounting policies

The principal accounting policies have been applied consistently in dealing with items which are considered material in relation to Commonwealth Parliamentary Association's Financial Statements.

a) Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception that investments are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 2011.

b) Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

c) Apportionment of direct charitable and support costs for the charity

- Cost of generating funds includes management costs associated with the charity's investment portfolio.

- Charitable expenditure comprises those costs incurred by the Association in the delivery of its activities and services for its members. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

- Governance costs comprise the costs of running the Association, external audit, any legal advice for the Executive Committee, and all the costs of complying with constitutional and statutory requirements, such as the costs of Executive Committee meetings and of preparing statutory accounts and satisfying public accountability.

- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

d) Fixed asset investments

Investments are stated at market value as at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

e) Tangible assets and depreciation

Tangible assets (comprising IT and other equipment) are shown at cost. Depreciation is provided on a straight line basis, in order to write down the cost of the assets over their useful economic lives, of 3 years. Assets below £350 are not capitalised.

f) Investment 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 opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later). Realised and unrealised gains are not separated in the Statement of Financial Activities.

g) Stocks

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

h) 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.

i) Cash flow statement

A cashflow statement has not been produced under the exemption allowed for small bodies detailed within Financial Reporting Standard Number 1 (revised).

j) Pension costs

The 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.

k) 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.

l) 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.

m) 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.

2. Investment Income	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Investment income from securities	-	122,784	122,784	120,506
Bank interest	14,125	670	14,795	28,385
	<u>14,125</u>	<u>123,454</u>	<u>137,579</u>	<u>148,891</u>

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

3. Partnership Income

	Total 2014 £	Total 2013 £
Commonwealth Secretariat (CommSec): Latimer House Principles Dialogue & Training Toolkit	-	2,975
	-	<u>2,975</u>

4. Staff Costs

	Note	Total 2014 £	Total 2013 £
<i>Employee costs amounted to:</i>			
Wages and salaries		711,931	856,162
Temporary staff costs		15,498	45,190
Benefits-in-kind costs		43,639	47,505
Social security costs	5	78,681	90,310
Pension costs		104,226	265,478
	6a	<u>953,975</u>	<u>1,304,645</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.

	2014 No.	2013 No.
<i>The average number of staff employed during the year was:</i>		
Management	2	2
Charitable activities	11	11
Totals	<u>13</u>	<u>13</u>

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

	Total 2014 No.	Total 2013 No.
£60,000 - £70,000	-	2
£70,001 - £80,000	2	1
£80,001 - £90,000	-	1
£140,000 - £150,000	-	1
£150,001 - £160,000	1	-
Totals	<u>3</u>	<u>5</u>

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £40,077 (2013: £216,375) for these employees. The Secretariat contributed a total of £20,409 towards the Secretary-General's pension fund in the year (2013: £24,298). The Secretary-General, who was also a Trustee, received a total remuneration of £142,488 from January to October 2014 (January to December 2013: £149,732). The Secretary-General did not receive any remuneration in his capacity as Trustee as the appointment to Trustee is automatic. The other Trustees did not receive any remuneration during the year (2013: Nil).

Notes to the accounts for the year ended 31 December 2014 (continued)

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 2014 £	Total 2013 £
Total Premiums paid	132,789	307,414
Less: Contributions from employees	(28,563)	(41,936)
Employer Contributions	104,226	265,478

The decrease in employer pension premiums on the previous year is due to the one-off enhanced pension contributions that were made to staff as part of an agreed severance payment arrangement in the previous year.

6. Total Resources Expended	Note	Direct costs £	Support costs £	Total 2014 £	Total 2013 £
<i>Cost of generating funds</i>					
Investment management costs		48,246	-	48,246	40,002
<i>Cost of charitable activities</i>					
Publications & Communications	8	129,111	432,754	561,865	730,833
Conferences	9	294,826	231,033	525,859	537,340
Seminars, Projects & Commonwealth Development	10	520,093	165,143	685,236	441,522
Technical Assistance Programmes	11	15,000	165,130	180,130	248,007
<i>Governance costs</i>	7	373,060	183,624	556,684	738,300
Totals		1,380,336	1,177,684	2,558,020	2,736,004

6a. Allocation of Support Costs	Staff costs (Note 4) £	HR costs £	IT support costs £	Legal £	Facilities £	Depreciation £	Total 2014 £	Total 2013 £
<i>Cost of charitable activities</i>								
Publications & Communications	342,179	11,683	30,486	335	42,907	5,164	432,754	602,346
Conferences	198,812	4,988	10,162	670	14,679	1,722	231,033	352,928
Seminars, Projects & Commonwealth Development	132,923	4,988	10,162	670	14,679	1,721	165,143	229,617
Technical Assistance Programmes	132,918	4,984	10,161	668	14,678	1,721	165,130	228,561
<i>Governance costs</i>	147,143	6,160	-	4,352	25,969	-	183,624	257,020
Totals	953,975	32,803	60,971	6,695	112,912	10,328	1,177,684	1,670,472

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:

	2014 £	2013 £
External Auditors' remuneration:		
Current year	14,300	13,920
In respect of previous year	(846)	10,726
Non-audit fees	-	2,799
Internal Auditors' remuneration	32,195	-
Mid-year Executive meeting	200,074	217,010
Secretary-General's contingency fund	14,811	6,480
Legal & professional fees	33,736	62,325
Consultants' fees	78,790	168,020
Apportionment of support costs	183,624	257,020
Totals	556,684	738,300

A total of £106,789 was reimbursed to 33 Parliaments of members of the Executive Committee for their travel to Executive Committee meetings (2013: £132,028 to 29 Parliaments).

8. Direct Publications & Communications Costs

	2014 £	2013 £
<i>The Parliamentarian</i>		
Printing	59,879	68,134
Distribution	49,253	46,168
Fees to contributors	1,900	1,850
Subtotals	111,032	116,152
Annual Report	10,356	5,588
Promoting parliamentary democracy	4,056	1,073
Miscellaneous publications	-	947
CPA Website	240	4,494
Books, periodicals and information	3,427	233
Totals	129,111	128,487

9. Direct Conference Costs

	2014 £	2013 £
Annual conference including subvention	331,288	246,604
Less: Prior year accrued airfares no longer required	(36,462)	(62,192)
Totals	294,826	184,412

Direct costs of annual conference airfares include £73,453 paid to member organisations (2013: £130,998). 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 head office.

10. Direct Seminars, Projects and Commonwealth Development Costs	Note	2014 £	2013 £
Canadian Parliamentary Seminar		13,314	17,776
Overseas visits	12	45,444	110,797
CPA Youth Parliament		40,094	8,247
Post election seminars	13	29,423	29,357
Co-sponsored seminars/projects	14	33,348	9,904
Commonwealth and Parliamentary Development activities	15	358,470	35,824
Totals		520,093	211,905

Notes to the accounts for the year ended 31 December 2014 (continued)

II. Overseas visits	2014	2013
	£	£
Chairperson	13,530	21,433
Vice Chairperson	4,280	7,993
Treasurer	9,460	8,808
CWP Chairperson	(2,659)	10,960
Secretary-General	3,736	9,758
Staff	17,097	51,845
Totals	<u>45,444</u>	<u>110,797</u>
12. Post-Election Seminars	2014	2013
	£	£
Swaziland (2013: Sierra Leone)	14,754	11,126
Malawi (2013: Lesotho)	9,927	9,316
The Bahamas (2013: Cayman Islands)	4,742	8,915
Totals	<u>29,423</u>	<u>29,357</u>
13. Co-sponsored seminars/projects	2014	2013
	£	£
ComSec: Regional Seminar on the International Trading System in WTO: Africa	-	(2,000)
CPA/WBI Annual Conference	15,000	3,354
Training Programme for Parliamentary Staff	18,348	8,550
Totals	<u>33,348</u>	<u>9,904</u>
14. Commonwealth and Parliamentary Development Activities	2014	2013
	£	£
Commonwealth Day	9,086	6,794
Training Workshop for Parliamentary Staff:		
Africa	-	4,753
Caribbean (Belize)	12,059	-
Pacific (Cook Islands)	10,289	-
India	9,044	-
Support for attendance at workshops	5,000	-
Development of Public Accounts Committees (financial oversight):		
Africa	16,953	4,755
Asia	2,239	-
Canada	-	1,536
Caribbean	-	(9,137)
Pacific	-	3,513
Gender Workshop: Africa (Botswana)	-	840
Constituency Development Fund in PNG (2012: Tanzania)	10,507	(5,000)
Commonwealth Women Parliamentarians (CWP) Annual Meetings & CWP Work Programme	21,670	(31,565)
CWP Regional Strengthening & CWP Conference	38,374	20,968
CWP Pan-Commonwealth Activity	32,897	-
Hospitality	2,603	3,989
Benchmarking Workshops, CAA, Bahamas (2013: London)	19,645	11,077
Regional Seminar on Human Rights (Seychelles)	29,637	10,023
Workshop on Cyber Security (Cameroon)	-	8,552
Climate Change (Peru)	4,774	-
10th Women's Affairs Ministerial Meeting (WAMM), Bangladesh	-	4,726
Parliamentary Agricultural committees (Africa, Malawi)	30,000	-
Parliamentary Agricultural committees (India, Punjab)	26,032	-
Global Financial Crisis 0 (Asia, Bangladesh, Dhaka)	19,737	-
Parliamentary Codes, Cameroon	25,000	-
Developing Parliamentarians' Capacity for ICT, Trinidad & Tobago	32,924	-
Totals	<u>358,470</u>	<u>35,824</u>

15. Direct Technical Assistance Programmes	2014	2013
	£	£
Guyana (2013: Tonga)	15,000	19,446
Totals	<u>15,000</u>	<u>19,446</u>

16. Tangible Assets	2014	2013
	£	£
Tangible fixed assets comprises of computer and office equipment.		
Cost		
At 1 January	18,528	22,079
Additions	17,421	595
Eliminated on disposal	(4,914)	(4,146)
At 31 December	<u>31,035</u>	<u>18,528</u>
Depreciation		
At 1 January	13,758	11,745
Charge for the year	10,328	6,159
Eliminated on disposal	(4,914)	(4,146)
At 31 December	<u>19,172</u>	<u>13,758</u>
Net book value at 31 December	<u>11,863</u>	<u>4,770</u>

17. Investments	2014	2013
	£	£
Market value at 1 January	5,309,823	5,085,292
Additions	3,433,694	2,460,960
Disposed Proceeds	(2,747,440)	(2,635,450)
Investment cash account movement	(403,920)	135,606
Net investment gains/(losses)	283,822	263,415
Market value at 31 December	<u>5,875,979</u>	<u>5,309,823</u>
Historic cost value at 31 December	<u>5,935,539</u>	<u>4,894,730</u>
Analysis of investment assets		
	Fixed interest securities	Equities
	£	£
Totals	<u>2,015,732</u>	<u>3,860,247</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	2014	2013
	£	£
National Westminster Bank 95-Day Account (Deposit and Reserve Accounts)	3,587,309	3,428,923
Totals	<u>3,587,309</u>	<u>3,428,923</u>

Notes to the accounts for the year ended 31 December 2014 (continued)

19. Debtors	2014 £	2013 £
Branch fees (see below)	180,050	78,134
Staff advances	2,360	4,510
Other debtors and prepayments	75,829	82,397
Totals	<u>258,239</u>	<u>165,041</u>
<i>Branch fees comprise the following:</i>		
Abia	29,077	29,077
Anambra	366	-
Antigua & Barbuda	2,716	-
Bauchi	14,796	7,398
Belize	44,390	22,195
Benue	23,041	23,041
Borno	7,398	7,398
Cameroon	1,533	87
Delta	7,398	-
Ebonyi	-	7,243
Edo	74	74
Enugu	14,796	7,398
The Gambia	78,536	78,536
Grenada	22,194	14,796
Kaduna	7,398	-
Katsina	7,398	-
Kebbi	7,398	-
Kogi	5,615	5,615
Kwara	14,793	7,395
Maharashtra	5,307	-
Malacca	-	81
Nasarawa	7,398	-
Ondo	-	12,265
Oyo	7,398	-
Plateau	7,398	-
Sokoto	7,296	-
St. Christopher	-	4,068
St. Lucia	14,798	-
Vanuatu	7,760	7,760
Zamfara	2,472	2,472
Totals	<u>348,744</u>	<u>236,899</u>
<i>Less: Provision for doubtful debts</i>	<i>(168,694)</i>	<i>(158,765)</i>
Total branch fees	<u>180,050</u>	<u>78,134</u>
20. Creditors: Amounts Falling Due Within One Year		
<i>Included within other creditors is a pension fund creditor of £nil (2013: £Nil).</i>	<i>Note</i>	
Trade creditors		2014 £
General accruals		2013 £
Conference fares accruals		
Mid-year executive committee fares accruals		
Tax and social security		
Deferred income	21	
Other creditors		
Totals		<u>1,059,511</u>

21. Deferred income	At 1 Jan 2014 £	Released to incoming resources £	Deferred in the year £	At 31 Dec 2014 £	
Branch fees	375,195	(375,195)	380,417	380,417	
Totals	<u>375,195</u>	<u>(375,195)</u>	<u>380,417</u>	<u>380,417</u>	
22. Movement in funds					
	At 1 Jan 2014 £	Income £	Expenditure /Transfers £	Gains/ (Losses) £	At 31 Dec 2014 £
<i>Unrestricted funds</i>					
General reserve	1,690,741	2,526,068	(2,436,120)	-	1,780,689
Contingency reserve	1,000,000	-	-	-	1,000,000
Total unrestricted funds	<u>2,690,741</u>	<u>2,526,068</u>	<u>(2,436,120)</u>	<u>-</u>	<u>2,780,689</u>
<i>Restricted Funds</i>					
Conference Assistance Fund (CAF)	2,128,344	-	170,638	113,291	2,412,273
CAF Retained Income Fund	298,047	48,819	(192,732)	-	154,134
Working Capital Fund (WCF)	3,181,479	-	111,696	170,531	3,463,706
WCF Retained Income Fund	253,655	74,635	(211,502)	-	116,788
Total restricted funds	<u>5,861,525</u>	<u>123,454</u>	<u>(121,900)</u>	<u>283,822</u>	<u>6,146,901</u>
Total funds	<u>8,552,266</u>	<u>2,649,522</u>	<u>(2,558,020)</u>	<u>283,822</u>	<u>8,927,590</u>

Unrestricted funds

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

The 1993 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 Executive Committee decided in Singapore in May 1999 that the fund should be built up to a maximum level of £500,000 and that when this has been achieved, the interest earned on it should be applied to meet CPA headquarters secretarial 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.

The *Partnership Income* received in the year from the Commonwealth Secretariat was the contribution received for the CPA Secretariat's consultancy role in developing the Latimer House Principles Dialogue & Training Toolkit.

Notes to the accounts for the year ended 31 December 2014 (continued)

23. Analysis of net assets between funds	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2014	2014	2014	2013
	£	£	£	£
Tangible fixed assets	11,863	-	11,863	4,770
Fixed asset investment	-	5,875,979	5,875,979	5,309,823
Current assets	3,699,191	400,068	4,099,259	4,005,047
Current liabilities	(930,365)	(129,146)	(1,059,511)	(767,374)
Totals	<u>2,780,689</u>	<u>6,146,901</u>	<u>8,927,590</u>	<u>8,552,266</u>

24. Financial commitments

The primary contract terms with Canon for the two photocopiers expired on 30th January and 30th 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.

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ANNUAL REPORT 2014



CPA Executive Committee Members meet for the Mid-Year Meeting held in London, United Kingdom in April/May 2014.

The Commonwealth
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