



# CPA

COMMONWEALTH  
PARLIAMENTARY  
ASSOCIATION



## ANNUAL REPORT AND PERFORMANCE REVIEW 2018

## History and Status

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

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

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

The current membership is made up of over 180 national, state, provincial and territorial Parliaments or Branches in 53 countries of the Commonwealth. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association's International Secretariat in London. The annual subscription is determined at the Association's annual meeting of the General Assembly.

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

## Statement of Purpose

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

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

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

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

## Public Benefit

In pursuance of the CPA's aims and objectives, the Trustees have considered the UK Charity Commission's guidance on public benefit. In broad terms, all stakeholders in the legislative arm of government (the only other two being the executive and judiciary) across the 53 countries of the Commonwealth in particular, and the other countries of the world in general, benefit from the work of the Association through its promotion of the knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy.

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

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

Front cover images showing CPA and Commonwealth activities in 2018. Images credited to: CPA Headquarters Secretariat; Commonwealth Secretariat; and CPA Branches.

# CPA ANNUAL REPORT AND PERFORMANCE REVIEW 2018

## CONTENTS



12 months in review	2
Testimonials from our Members and Partners	4
CPA Chairperson's Foreword	6
CPA Secretary-General's Foreword	8
Executive Summary	10
CPA Executive Committee and Governance Meetings	11
Commonwealth Heads of Government Meeting (CHOGM) 2018 and Commonwealth Parliamentarians' Forum 2018	13
CPA Programmes - Progress and Key Outputs:	
● Parliamentary Benchmarking and Development	16
● Commonwealth Parliamentarians with Disabilities	26
● Commonwealth Women Parliamentarians (CWP)	27
● CPA Small Branches	36
● Public Outreach	38
● Communications and Publishing including <i>The Parliamentarian</i>	44
Progress on Cross-Cutting Issues – Gender and Rule of Law	47
Corporate Effectiveness and Efficiency	
● Provision of Facilities for CPA Branches; CPA Headquarters Secretariat Staff; and CPA Strategic and Business Plan 2018-2021	48
● Governance and Management	49
CPA Branch Visits in 2018	50
CPA Regional Conferences in 2018	51
Working with Partner Organisations	57
Visits to the CPA Headquarters Secretariat	64
Appendix I: Financial Statements 2018	65
Appendix 2: Patron, Officers, Executive Committee Members and Associated Organisations for 2018-2019 (As at 31 December 2018)	84
Appendix 3: List of Commonwealth Parliamentary Association (CPA) Branches	88

## 12 MONTHS IN REVIEW: January to December 2018

### Executive Committee and Governance

**CPA Executive Committee Mid-Year Meeting in Mauritius**  
35 Executive Committee Members and 6 CPA Officers attended  
9 CPA Regions represented

**CPA Executive Committee Mid-Year Meeting in London, UK**  
35 Executive Committee Members and 6 CPA Officers attended  
9 CPA Regions represented

**International Expert Committee Meeting on Status**  
5 Members attended  
1 report recommended to Executive Committee

### CPA Networks

**CPA Small Branches**  
1 CPA Small Branches Strategic Plan 2018-2020 launched, and print/digital copies distributed to CPA membership  
1 workshop session with CPA Small Branches Chairperson at Commonwealth People's Forum on the separation of powers  
1 CPA Small Branches workshop on climate change with UNEP held with 7 CPA Regions represented

**Commonwealth Women Parliamentarians (CWP)**  
1 Commonwealth Women's Forum joint session on women's political participation with 3 Commonwealth partners attended by 150 delegates  
1 CWP video launched on International Women's Day with interviews with 9 CWP Members  
1 CWP annual newsletter 2018 published (print and online)  
1 new CWP Alumni network launched  
1 CWP Steering Committee teleconference held  
21 CWP Regional Strengthening events and activities took place in 2018 in 7 CPA Regions

### Commonwealth Heads of Government Meeting (CHOGM) 2018

**CHOGM 2018**  
4 CPA Officers and CPA Secretary-General attended CHOGM 2018 events  
1 briefing to Commonwealth Foreign Ministers  
1 Commonwealth Women's Forum joint session delivered on women's political participation

1 session at Commonwealth People's Forum on separation of powers  
6 youth participants at Commonwealth Youth Forum  
1 Commonwealth Cathedral service attended  
2 special CHOGM issues of *The Parliamentarian* published  
1 special CHOGM 2018 edition of CPA Update

### Parliamentary Benchmarking and Development

**CPA Parliamentary Fundamentals Programme (CPA Small Branches with McGill University, Canada)**  
Online course: 21 Members from 16 CPA Branches  
Face-to-face course: 21 Members

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

**CPA Masterclasses**  
18 CPA Masterclasses launched on CPA website  
2,682 web page views  
1 video message from CPA Chairperson

**CPRS (Research Service)**  
6 queries received from CPA Branches  
25 responses received

**CPA Post-Election Seminars**  
St Helena: 11 Members attended. 2 Resource Persons: Western Australia and Isle of Man.  
Kenya: 334 Members attended. 5 Resource Persons: Canada Federal, Zambia, Australia Federal, Australian Capital Territory and National Democratic Institute (USA)  
Nevis: 8 Members attended. 3 Resource Persons: Trinidad and Tobago, Guyana and Barbados.

**CPA Parliamentary Staff Development**  
5<sup>th</sup> year of delivery of programme with McGill University and partners  
12 parliamentary staff (CPA sponsored) attended

**CPA Clearing House**  
12 successful matches made between CPA Branches  
46 CPA Branches signed up for the service

**Updating CPA Recommended Benchmarks for Democratic Legislatures**  
Focus on SDG 16 and Commonwealth Charter | 12 years since the CPA Benchmarks originally launched  
1 study group held (6 CPA Regions represented) and 1 launch event held at UK Parliament

**Parliamentarians with Disabilities**  
1 Global Disability Summit attended by Commonwealth Parliamentarians with Disabilities representative from Kenya

### Public Outreach

**CPA Roadshows for Young People**  
5 CPA Roadshows in 2018  
593 students  
50:50 male: female students  
5 Branches in 3 CPA Regions reached  
14 MPs attended  
13 schools and universities reached  
Over 12,000 reached on CPA's social media

**Commonwealth Day at CPA Headquarters**  
27 participants at CPA Headquarters event in London  
16 Branches represented in 6 CPA Regions and 4 MPs attended  
100% of youth participants rated programme as 'good or excellent'

**Commonwealth Day in Branches**  
13 CPA Branches participating and 7 CPA Regions represented  
8 bursaries awarded by CPA Headquarters

**Commonwealth Youth Parliament**  
49 youth delegates attended  
35 CPA Branches represented in 8 CPA Regions represented  
1 new ceremonial mace inaugurated  
Over 45,000 views on CPA social media – second highest CPA event on social media in 2018

**International Day of Democracy**  
2 CPA posts on social media to raise awareness  
7,000 views on CPA social media

### Communications and Publishing

**Communications**  
48 CPA press releases issued in 2018  
62 CPA news stories on website  
333 digital and print news articles/mentions  
54,000 users and over 140,000 CPA website page impressions (views) in 2018  
Over 2,500 Followers on CPA Facebook page with 25% increase in Facebook 'likes' in 2018  
Over 3,500 Followers on CPA Twitter page with 58% increase in Twitter Followers in 2018  
Over three-quarters of a million (841,500) views on Twitter during 2018

**Publishing**  
4 issues of *The Parliamentarian*  
4 CPA Update e-newsletters and 1 special edition CHOGM 2018 CPA Update  
1 CPA Annual Report published online  
1 CWP annual newsletter 2018 published (print and online)  
1 CPA Small Branches Strategic Plan 2018-2020 published (print and online)  
1 CPA Conference on Disabilities outcomes booklet published (print and online)

## Testimonials from our Members and Partners

*"I am humbled to be given the opportunity to speak at this Commonwealth Parliamentary Association Post Election Seminar. Post-Election Seminars such as this provides the opportunity for participants to build capacity and expand knowledge of parliamentary procedures and practices, learn from other Commonwealth jurisdictions and to share emerging issues in the tradition, and practices within the Commonwealth."* - Hon. Mark Brantley, the Premier of Nevis at the opening of the CPA Post-Election Seminar



*"I am very pleased to see the CPA offering opportunities to upskill Members in a way that is available to us all, no matter where we are in the Commonwealth. As a Parliamentarian, the concept of being able to tap into an online resource in my own time is very attractive. The CPA Masterclasses that I have seen are both informative and presented in a way that is accessible and engaging. I commend the CPA for taking an innovative approach that responds to Members' needs."* - Hon. Rhun Ap Iorwerth AM, Welsh Assembly Member

*"We were delighted to welcome so many young people from across the Commonwealth to Jersey for this exciting and unique opportunity. The Commonwealth Youth Parliament gives young people the opportunity to develop their leadership skills and experience our historic Parliament, as well as empowers them to make a positive difference in shaping the future of their own communities."* - Mr Mark Egan, Greffier of the States Assembly, Jersey at 9<sup>th</sup> Commonwealth Youth Parliament



*"The biggest thing that we can take from this Commonwealth Youth Parliament is what we have learnt from each other. We all come from diverse places across the Commonwealth yet we can each take home new experiences and a shared understanding of tolerance, acceptance and working with each other that will help us in our future lives."* - 9<sup>th</sup> Commonwealth Youth Parliament participant, Talha Haroon (Pakistan)

*"The impact of the seminar had such a positive impact, the discussions brought about new ideas which will certainly make this Legislative Council more effective. The exposure of such differences in other Commonwealth Parliaments are deeply valued, some ideas for moving forward will certainly be considered."* - Hon. Kylie Hercules, Member of Legislative Council of St. Helena about the CPA Post-Election Seminar



*"[The Programme] gave me knowledge about the usefulness of various parliamentary tools to increase the efficiency and performance and achieve the desired results using these tools effectively...I will use these learnings from the programme...to minimise difficulties, enhance effectiveness and get things done in the right way with minimum possible time."* - Participant on Professional Development Programme for Parliamentary Staff from Gujarat, India



*"We've had the opportunity to meet and listen to some really inspirational people from the United Nations to former Prime Ministers and people who have changed the world. This is something I am going to remember for a very long time. In terms of the future and what we can take from this, we need to work closer together and we need a stronger, more united Commonwealth."* - CPA youth delegate at Commonwealth Youth Forum, Kieran O'Neill (Scotland)



*"This course provided me with the knowledge and guidance that I ought to have had at the time of becoming a Parliamentarian – super valuable and practical learning."* - Hon. Marcia S. Barnwell, St Vincent and the Grenadines at the CPA Fundamentals Programme for CPA Small Branches with McGill University

## CPA Chairperson's Foreword

I am pleased to present to you the Commonwealth Parliamentary Association Annual Report for 2018. I am delighted to share the efforts of my fellow Parliamentarians in strengthening the role of the Commonwealth Parliamentary Association (CPA) across the Commonwealth through its programmes, events and activities and the work of the CPA Headquarters Secretariat in furthering these goals. 2018 was once again a very busy year for the CPA and it is a pleasure for me to look back on the goals achieved.

One of the key highlights was the Commonwealth Heads of Government Meeting (CHOGM) and Commonwealth Summit which took place in London and Windsor, United Kingdom from 16 to 20 April 2018. The theme of the summit was 'Towards our Common Future' which linked to the theme for Commonwealth Day 2018. Commonwealth Parliamentarians participated in the main meetings for Heads of Government and Foreign Ministers, as well as four associated Commonwealth Forums along with over 5,000 people from Parliament, government, business and civil society.

I had the opportunity to attend the 2018 Commonwealth Women's Forum, where the CPA and Commonwealth Women Parliamentarians (CWP) held a joint session on 'Women's Political Participation at All Levels', an event which focused on women's positive political, economic and societal contributions, in partnership with the Commonwealth Local Government Forum and the CPA UK Branch.

I also addressed Parliamentarians about the vital role that they can play in all CHOGMs at the opening session of the inaugural Commonwealth Parliamentarians' Forum, held in London in February 2018 and attended by over 80 Parliamentarians from 25 countries across the Commonwealth. As I noted during that address to Commonwealth Parliamentarians: "We are all fingers of the same hand in the Commonwealth. I urge each and every one of us to work to strengthen our collective vision and never cease in our relentless efforts to keep growing and impacting positive change. The road might be rough and the journey long. But I can guarantee you, as long as we walk that road together, we will push and even surpass our limits."

In 2018, the CPA relaunched the newly updated CPA Recommended Benchmarks for Democratic Legislatures at an event held by the CPA and the Westminster Foundation for Democracy (WFD). The pioneering Recommended Benchmarks for Democratic Legislatures is one of the CPA's most important pieces of parliamentary strengthening work and the updated CPA Benchmarks is vital as we seek to further strengthen Parliaments and Legislatures in line with the aspirations of the Commonwealth Charter, the Sustainable Development Goals (SDGs) and the changing demands of our citizens.

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



between Members is therefore crucial. Insights of Members on issues they view as essential for the advancement of their nations must be the central driving force for the CPA. Regional as well as cross-regional dialogue and cooperation must be emphasized and emerging issues must be resolved on the basis of consensus of member Parliaments and Branches in the regions.

The CPA International Executive Committee met twice in 2018 – hosted by the National Assembly of Mauritius and CPA Mauritius Branch in March 2018 and by the CPA Headquarters Secretariat in November 2018. The CPA meetings enable Commonwealth Parliamentarians to reach beyond their own Parliaments to contribute in a global setting to the development of best parliamentary practices and the most effective policies for parliamentary strengthening. The Executive Committee represents the nine regions of the CPA – Africa; Asia; Australia; British Islands & Mediterranean; Canada; Caribbean, Americas & Atlantic; India; Pacific; and South East Asia.

The CPA Executive Committee meetings are an essential aspect of the CPA's governance and are an opportunity for the CPA's Members to effect change within the organisation. In particular, I would like to thank the Members of the International Expert Committee who met in London, UK to discuss the future status of the Association and I look forward to progressing this issue further.

In 2018, there were significant developments in relation to the CPA's Small Branches with the development of the first CPA Small Branches strategy by the CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the Parliament of Malta. This will bring a strengthened and renewed focus to assisting Small Branches and their Parliaments and Legislatures in addressing their unique common challenges and strengths and in particular the issue of climate change which affects the smallest nations so adversely.

Within the pages of this Annual Report you will find descriptions of the CPA Regional Conferences held in 2018, many of which I was able to attend in the past year, and also the parliamentary seminars, post-election seminars, professional development programmes and Commonwealth Women Parliamentarians (CWP) events held in the CPA Regions.

It is essential that the CPA continues to appeal and reach out to the millions of young people in the Commonwealth and I was delighted to see the continued success of the CPA Roadshows for Schools and Universities in different regions across the Commonwealth. It was a pleasure also to see so many young people attending the CPA's numerous Commonwealth Day events at the CPA Headquarters Secretariat and in our CPA Branches.

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

its programme work aimed at strengthening the institution of Parliament, supporting and promoting parliamentary democracy and the political values of the Commonwealth.

I was fortunate to address and attend a number of events and seminars with CPA's many international partners in 2018, including the 24<sup>th</sup> Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) in the Seychelles; 44<sup>th</sup> Parliamentary Assembly of La Francophonie (l'Assemblée Parlementaire de la Francophonie - APF) hosted by the Quebec National Assembly in Canada; 2<sup>nd</sup> session of the United Nations Forum on Human Rights, Democracy and the Rule of Law in Geneva, Switzerland; and the 48<sup>th</sup> Plenary Session of the Interparliamentary Assembly of Member Nations of the Commonwealth of Independent States in St Petersburg, Russia.

CPA is a unique platform of Parliamentarians of Commonwealth countries and has great potential to effect innovative changes in

addressing common concerns. It is imperative to pin point with objective precision and utmost clarity as to what CPA wants to achieve and lay down a foundation for the years beyond. It is for the Executive Committee to steer the way ahead by putting together a forward looking, relevant plan linked to the present objectives and activities of CPA. In doing so it is essential to have a focused approach and I thank the CPA Secretary-General, Mr Akbar Khan and the staff at the CPA Headquarters Secretariat for their work in achieving these goals and their support to me in my role as Chairperson.

As Chairperson of the CPA Executive Committee, I present this 2018 Annual Report to colleagues.

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

## CPA Chairperson speaks about enhancing the involvement of Parliaments in international human rights mechanisms at United Nations Forum on Human Rights, Democracy and the Rule of Law in Geneva

The Chairperson of the Commonwealth Parliamentary Association (CPA), Hon. Emilia Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon has spoken of the role of Commonwealth Parliaments and Parliamentarians in international human rights mechanisms at the 2<sup>nd</sup> session of the United Nations Forum on Human Rights, Democracy and the Rule of Law in Geneva, Switzerland held from 22 to 23 November 2018.

The United Nations Office of the High Commissioner for Human Rights (OHCHR) organises, with the support of the Inter-Parliamentary Union (IPU), the Forum on Human Rights, Democracy and the Rule of Law to address the role of Parliaments as promoters of human rights and to share good parliamentary practices on these issues, including the existing and potential challenges for Parliaments and ways to address them.

The CPA Chairperson said: "The Commonwealth Parliamentary Association has been developing the ability of Parliamentarians to promote and protect human rights nationally and regionally. As Parliamentarians, we all have a responsibility and a duty as representatives of the people and the voice of the voiceless in ensuring that human rights are placed at the top of the agenda in all aspects of our work, not only by ratifying international conventions but by making sure that our respective governments take a lead in its implementation."

The CPA Chairperson was accompanied by the CPA Secretary-General, Mr Akbar Khan to the UN Forum where they met with a number of delegates to explore cooperation between the CPA, the UN OHCHR and many other international agencies. The



## CPA Secretary-General's Foreword

2018 was a busy year for the Commonwealth Parliamentary Association (CPA) and it continues to be an exciting time in the CPA's growth and development. Like any organisation that has stood the test of time, it is important to continually adapt to the changing needs of our membership and to demonstrate relevance, added value and good governance.

2018 marked the conclusion of my third year as the 7<sup>th</sup> Secretary-General of the CPA. It has been and continues to be a tremendous personal and professional privilege to be part of the senior leadership of this distinguished Commonwealth parliamentary network; a network that has been nurturing democratic governance across our Commonwealth for over 108 years. I feel honoured to continue this valuable work alongside you to further realise our Commonwealth political values, for the benefit of all Commonwealth citizens through the strengthening of our membership.

The CPA Annual Report and Performance Review for 2018 is the second complete year to be measured against the new Monitoring and Evaluation Framework and includes measured intermediate outcomes against many of the activities undertaken during the year.

In 2018, we launched the CPA Headquarters Strategic Plan for 2018-2021, which aims to set the strategic direction of the CPA for the next three years. Amongst other key deliverables it includes the important discussions with the UK Government to take forward the decision of the 2017 General Assembly to reconstitute the CPA from its current charitable status in the UK to a more appropriate non-charitable status, reflecting the CPA's international character and vocation. The new three-year strategic plan will put the CPA on a much firmer footing to fully realise the vision we have set for ourselves of a strong, resilient and outward looking CPA, strengthening Commonwealth democratic governance. The need for the CPA to continue to bolster its core programmatic work and to translate the practical benefits of democratic governance to the peoples of the Commonwealth has never been greater.

In 2018, together we continued to ensure the renewal and reinvigoration of the CPA so that it is fit for purpose in the 21<sup>st</sup> century. This has included a CPA Headquarters Secretariat staff restructure and a better allocation of our limited financial resources between support functions and programmatic work.

2018 saw the CPA deliver a number of exciting and innovative programmes, in particular, the CPA's participation in the Commonwealth Heads of Government Meeting (CHOGM) and Commonwealth Summit in London, UK. Members of the CPA were at the heart of the discussions taking place at key forums and side events and the CPA brought its unique perspective to CHOGM 2018 through focusing on the essential role that Parliamentarians can and do play to bring transformational change to Commonwealth citizens' lives. I also had the opportunity to directly brief Commonwealth Foreign Ministers at CHOGM 2018 which further embedded the CPA in events and discussions.

The flagship CPA Parliamentary Fundamentals Course on Parliamentary Practice and Procedure continues to go from strength to strength and provides an accredited programme for Parliamentarians. This course is ascribed to two reputable Commonwealth universities to ensure quality, consistency and reputation of training: McGill University in Canada for the Small Branches programme and the University of the Witwatersrand

in South Africa for the general programme. We look forward to strengthening this programmatic offering further through new modalities which will allow greater participation from our Members.

More than a decade on from the launch of the original CPA Recommended Benchmarks for Democratic Legislatures, a new body of work was undertaken to revise and update the Parliamentary Benchmarks to reflect the altered landscape in which democracies now operate. The updated CPA Benchmarks also include measurements for Parliaments to support the implementation of the Sustainable Development Goals (SDGs) and the recommendations contained in the Commonwealth Charter. We have already received a high number of requests for self-assessments from CPA Branches based on the revised CPA Benchmarks, which also identifies Parliaments as effective public institutions to help deliver all of the SDGs, and in particular, SDG16.

In 2018, the CPA continued to deliver our core programmes including CPA Post-Election Seminars (PES), CPA Technical Assistance Programmes and the CPA Clearing House for the benefit of our Members. The CPA Masterclasses, providing concise video briefings for Members of Parliament and parliamentary staff from across the Commonwealth on a particular subject or topic, were launched in 2018 and I encourage all Members and CPA Branches to access these resources via the CPA website. The CPA Masterclasses complement the CPA's parliamentary strengthening work and enhance the performance of Parliamentarians across the Commonwealth.

Other strong areas of performance in 2018 included CPA work in supporting greater political participation of women in Parliament led by the Commonwealth Women Parliamentarians (CWP). With female political participation in many Parliaments across our Commonwealth failing to meet the recommended 30% target set by Commonwealth Heads of Government for female political participation, there is clearly a long way to go. Whilst we should celebrate our achievements in increased participation, such as in the Pacific Region which has seen a greater number of women being elected, we must always strive for more female participation in our Legislatures.

Recognising the need to offer special support to the CPA Small Branches, the CPA Headquarters Secretariat has over the years identified specific programmes for these jurisdictions and, in 2018, has worked closely with the CPA Small Branches Chairperson to continue to support and develop the Small Branches network.

As a result of a partnership agreement between the CPA and the United Nations Environment Programme (UNEP), the leading UN agency on climate change, Commonwealth Parliamentarians have benefited from new training and development programmes on climate change with leading global experts. Parliamentarians from eight CPA Small Branches representing five CPA Regions met in Kenya in 2018 for the CPA Small Branches Climate Change Workshop at the UNEP Headquarters to examine the global implications of climate change and its impact on the smallest nations and territories in the world.



I was also able to undertake CPA Branch visits to Cameroon, Guyana and Jamaica in 2018 as well as attending several conferences during the year.

In addition, our work in 2018 highlighted the importance of youth engagement, which is most visible in the success of our CPA Roadshows for Schools and Universities, the Commonwealth Day youth programme and the successful Commonwealth Youth Parliament held in Jersey in 2018. With over 60% of the Commonwealth's 2.4 billion citizens currently under the age of 30, the importance of engaging young people cannot be overstated. The response to connecting Commonwealth Parliamentarians with young people to promote Commonwealth values has been overwhelmingly positive.

The CPA's flagship quarterly journal, *The Parliamentarian*, which is approaching its centenary, continues to be the main reference point aimed at our Members and CPA Branches while the CPA's social media channels have continued to grow in 2018, reaching over 3,500 direct Followers and over 840,000 page impressions on Twitter.

The CPA has continued to work closely with a wide range of international partners to deliver its programmes and support parliamentary democracy in the Commonwealth. In 2018 for example, the CPA was a partner in the launch of the 'Commonwealth Principles on the role of the Media in Good Governance' with the Commonwealth Journalists Association (CJA) and the Institute of Commonwealth Studies. The new Commonwealth Media Principles provide a tool to help the Commonwealth family improve its record for media freedom and accountable government, in line with the Commonwealth's strong commitment to the 2030 Sustainable Development Goals.

Another important example of collaboration was the CPA's work in the field of human rights and the launch of a new report titled 'The Global Human Rights Implementation Agenda: The role of National Parliaments', published by the Commonwealth Secretariat's Human Rights Unit in partnership with the CPA and the Universal Rights Group. I was able to speak about the key role of Commonwealth Parliamentarians and Parliaments in implementing the human rights agenda at a number of associated events during 2018, which also commemorated the 70<sup>th</sup> anniversary of the Universal Declaration of Human Rights.

The CPA remains dynamic and vibrant because of the high levels of programme activity among the CPA Headquarters Secretariat, our CPA Branches and within each Region. The CPA is particularly grateful to the Members, Clerks and officials that carry out such a wide variety of work on behalf of the organisation across the Commonwealth. I would also like to thank the Honourable Chairperson, Members of the Co-ordinating Committee and the Executive Committee for all their support during 2018.

Through this 2018 CPA Annual Report and Performance Review, it is confirmed that there are currently no known material, staffing or governance-related matters which have the potential to adversely affect the Association's standing and future viability that need to be brought to the attention of the Members.

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

## CPA Secretary-General gives reading at Commonwealth service at Chelmsford Cathedral

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan attended a special multi-faith and multi-cultural service at Chelmsford Cathedral in Essex, England to mark the founding of the Commonwealth and its past, present and future. The service was hosted by the Lord-Lieutenant of Essex, Mrs Jennifer Tolhurst and was one of many Commonwealth services and celebrations across the United Kingdom following the Commonwealth Heads of Government Meeting (CHOGM) and Commonwealth Summit 2018.

The CPA Secretary-General gave two readings including the Commonwealth Affirmation. The service was attended by representatives from many different organisations including the Mayor of Chelmsford, Councillor Duncan Lumley; Rt Revd Trevor Mwamba, Assistant Bishop in the Diocese of



## Executive Summary

The Commonwealth Parliamentary Association (CPA) Annual Report and Performance Review for January to December 2018 provides an overview of the activity of the CPA and highlights the progress of this activity against the intermediate outcomes outlined in the CPA Strategic Plan. This report focuses on the programme strands and activities of the CPA Headquarters Secretariat and is a result of key qualitative and quantitative data analysis producing statistics for monitoring and evaluation.

In 2018, the CPA Headquarters Secretariat continued to implement the Revised Programme Strands, with particular focus on the new flagship Parliamentary Fundamentals Course on Practice and Procedure and CPA Roadshows for Young People programmes together with existing programmes such as the CPA Post-Election Seminars, CPA Technical Assistance Programmes and Commonwealth Day activities. The overall performance of these programme areas in this period are reviewed in this report.

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

The CPA's Annual Report and Performance Review 2018 is composed of reports, analysis and monitoring and evaluation data captured for each of the CPA programmes and work strands throughout the year.

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

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

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

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

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

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

8. To improve the organisational development of the Association and to increase its effectiveness and efficiency.
- Thus, the CPA's overall aim is to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, with particular reference to the countries of the Commonwealth.

Strategic Pillars	Parliamentary Benchmarking and Development	Public Outreach	Communications and Publishing
<b>Strategic Outcome</b>	Strong democratic legislatures that adhere to principles of good governance	CPA recognised as a global resource centre for advice and information on parliamentary practices	Greater awareness of the Commonwealth, its values and parliamentary democracy
<b>Intermediate Outcomes</b>	A strong and effective pool of parliamentarians and parliamentary staff across the Commonwealth who are better equipped on fundamentals of parliamentary practices and procedures	Increased awareness of the role and value of parliamentary democracy and the role of Parliaments in promoting these values	Improved visibility and profile of CPA
	Increased awareness, understanding and ownership of CPA Benchmarks	Parliamentarians are informed, included and better equipped to engage in international discussions on trends and issues that have an impact on parliamentary democracy	Increased sharing of knowledge and best practices on good governance and rule of law among CPA membership
	Technical assistance responds flexibly to needs and priorities of member legislatures and 'Special Interest Groups'	Parliaments more responsive to CPA outreach activities	CPA is a partner of choice in parliamentary strengthening

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

## CPA ACTIVITIES IN 2018

### CPA Executive Committee and Governance Meetings

Mauritius hosts Commonwealth Parliamentarians as island nation celebrates 50<sup>th</sup> anniversary of independence

The National Assembly of Mauritius and CPA Mauritius Branch hosted over 30 Commonwealth Speakers and Members of Parliament for the Mid-Year meetings of the Executive Committee of the Commonwealth Parliamentary Association (CPA) from 20 to 24 March 2018.



The CPA Executive Committee meetings took place just a few days after Mauritius, the island nation off the east coast of Africa, celebrated the 50<sup>th</sup> anniversary of its independence on 12 March. The country is also marking its 26<sup>th</sup> anniversary as a Republic. For the National Assembly of Mauritius, one of the CPA's active Branches in the Africa Region, hosting a large-scale international meeting demonstrates its commitment to parliamentary democracy and the work of the CPA. The National Assembly of Mauritius has recently benefitted from a CPA Technical Assistance Programme which resulted in the launch of a new Parliamentary Gender Caucus in the Assembly to promote gender equality and an inclusive Parliament as well as media training for Members and the establishment of online 'live' streaming of Parliamentary proceedings.

Members of Parliament representing the nine regions of the CPA – Africa; Asia; Australia; British Islands & Mediterranean; Canada; Caribbean, Americas & Atlantic; India; Pacific; and South East Asia – attended the CPA Executive Committee, the governing body of the Association. The CPA meetings enable Commonwealth Parliamentarians to reach beyond their own Parliaments to contribute in a global setting to the development of best parliamentary practices and the most effective policies for parliamentary strengthening.

Hon. Mrs Santi Bai Hanoomanjee, Speaker of the National Assembly of Mauritius said: “As a new member of the Commonwealth, our successive leaders have since independence been constantly inspired by the fundamental values of the Commonwealth and have on all occasions seized the opportunity to consolidate these values, namely, democracy, the democratic processes, the rule of law, the independence of the Judiciary, fundamental rights and gender parity. As an active member of the CPA, our parliamentary democracy nurtures these values and we are therefore proud to welcome the holding of this CPA Executive Committee Meeting in Mauritius.”

The Chairperson of the CPA Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon chaired the meetings in Mauritius for the first time as Chairperson and said: “This is my very first time to preside over the Mid-Year Executive Committee meeting of the CPA as Chairperson since I was elected as CPA Chairperson at the CPA General Assembly in Bangladesh last November. I would like, on behalf of Members of the CPA International Executive Committee, to take this opportunity to

thank the Hon. Madam Speaker Hanoomanjee and CPA Mauritius Branch for hosting the meeting and for their unwavering support to the CPA.”

The CPA Vice-President, Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda; CPA Vice-Chairperson, Hon. Alexandra Mendes, MP (Canada Federal); the CPA Treasurer, Mrs Vicki Dunne, MLA, Deputy Speaker of the Legislative Assembly of the Australian Capital Territory; and the CPA Small Branches Chairperson, Hon. Angelo Farrugia MP, Speaker of the House of Representatives, Malta also attended the meetings along with the CPA Secretary-General, Mr Akbar Khan and staff from the CPA Headquarters Secretariat.

Ahead of the CPA Executive Committee Mid-Year meeting, students at the University of Mauritius were able to find out about the Commonwealth, parliament and democracy at a CPA Roadshow, organised by the National Assembly of Mauritius and the CPA. The CPA Roadshows provide an opportunity for young people to discuss issues of concern about their society and democracy, to meet Members of Parliament and Parliamentary staff and to find out more about the work of the CPA. The CPA Roadshow in Mauritius was attended by Mrs Vicki Dunne, MLA, CPA Treasurer; Hon. Bridgid Annisette-George, Speaker of the House of Representatives of Trinidad and Tobago; local Member of Parliament from Mauritius, Hon. V. V. Baloomoody, MP; and the CPA Secretary-General, Mr Akbar Khan. The CPA Secretary-General and members of the panel spoke about the importance of young people's engagement in politics and the panel answered students' questions.

### Monitoring and Evaluation: CPA Mid-Year Executive Committee

**Social Media Coverage:** The CPA Headquarters Secretariat posted online about the CPA Mid-Year Executive Committee on both its official Twitter and Facebook page, reaching a total of 18,173 page impressions (views) on Twitter and 832 impressions on Facebook. The highest reaching Tweet was posted on 26 March 2018 gaining 8,005 page impressions (views).



### Commonwealth Parliamentarians meet in London, UK for CPA Executive Committee meeting to discuss governance matters

Over 40 Commonwealth Speakers and Members of Parliament have met in London, United Kingdom for the Executive Committee of the Commonwealth Parliamentary Association (CPA) from 5 to 9 November 2018.

Members of Parliament representing the nine regions of the CPA – Africa; Asia; Australia; British Islands & Mediterranean; Canada; Caribbean, Americas & Atlantic; India; Pacific; and South East Asia – attended the CPA Executive Committee, the governing body of the Association. The CPA meetings enable Commonwealth Parliamentarians to reach beyond their own Parliaments to contribute in a global setting to the development of best parliamentary practices and the most effective policies for parliamentary strengthening. The Chairperson of the CPA Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon said: “The CPA Executive Committee meetings are an essential aspect of the CPA’s governance and also an opportunity for the CPA’s Members to effect change within the organisation”

A number of governance meetings took place including the Coordinating Committee; Performance and Review Subcommittee; Planning and Review Sub-Committee; and Finance Sub-Committee. The Chairperson of the Commonwealth Women Parliamentarians (CWP), Hon. Dr Dato’ Noraini Ahmed, MP (Malaysia) also held a teleconference of the CWP International Steering Committee during the meetings held in London.

The CPA Vice-President, Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda; CPA Vice-Chairperson, Hon. Alexandra Mendès, MP (Canada Federal); the CPA Treasurer, Mrs Vicki Dunne, MLA, Deputy Speaker of the Legislative Assembly of the Australian Capital Territory; and the CPA Small Branches Chairperson, Hon. Angelo Farrugia MP, Speaker of the House of Representatives, Malta also attended the meetings along with the CPA Secretary-General, Mr Akbar Khan and staff from the CPA Headquarters Secretariat. The CPA Executive Committee meetings were attended by the CPA Regional Secretaries and a separate meeting of the Regional Secretaries also took place.

The Commonwealth Parliamentary Association (CPA) Executive Committee Members also heard a presentation by Jacques Chagnon, President of Assemblée Parlementaire de la Francophonie (APF) on the structure, constitutional arrangements and programmatic work of the APF. During the week of the CPA Executive Committee, an official launch was held for the updated CPA Recommended Benchmarks for Democratic Legislatures at UK Houses of Parliament attended by the CPA Chairperson and Members of the CPA Executive Committee.

The CPA Executive Committee meetings were held in the absence of an annual conference and General Assembly for the CPA in 2018. The next annual conference will be the 64<sup>th</sup> Commonwealth Parliamentary Conference (CPC) and General Assembly due to be held in Uganda in September 2019.

### Monitoring and Evaluation: CPA Executive Committee

**Social Media coverage:** The CPA Headquarters Secretariat posted online about the CPA Executive Committee on both its official Twitter and Facebook page, reaching a total of 15,168 page impressions (views) on Twitter and 4,863 impressions on Facebook. The highest reaching Tweet was posted on 8 November 2018 gaining 2,989 page impressions (views).

### International Expert Committee meets in London, UK to discuss the future status of the Association

The CPA Headquarters Secretariat hosted an International Expert Committee in London, United Kingdom for Commonwealth Members from 8 to 11 June 2018 to discuss the future status of the Association attended by Hon. Russell Wortley, MLC (South Australia), Chairperson of the Committee; Speaker Justin B. Muturi, MP (Kenya); Hon. Alexandra Mendès, MP, Vice-Chairperson of the CPA (Canada); Hon. Dr Roberta Blackman Woods, MP (UK) with the CPA Treasurer, Vicki Dunne, MLA (ACT), CPA Secretary-General, Mr Akbar Khan and CPA Headquarters Secretariat staff.



## Commonwealth Heads of Government Meeting (CHOGM) 2018



### Commonwealth Parliamentarians play a vital role at CHOGM 2018 to influence outcomes and activities

The Commonwealth Heads of Government Meetings and Commonwealth Summit 2018 took place in London and Windsor, United Kingdom from 16 to 20 April 2018. The theme of the summit was ‘Towards our Common Future’ which linked to the theme for Commonwealth Day 2018.

Her Majesty Queen Elizabeth II Head of the Commonwealth and Patron of the Commonwealth Parliamentary Association opened the 2018 Commonwealth Heads of Government (CHOGM) at Buckingham Palace to mark the start of two days of meetings with 53 Commonwealth leaders, both in London and at Windsor Castle. The Queen said: “Put simply, we are one of the world’s great convening powers: a global association of volunteers who believe in the tangible benefits that flow from exchanging ideas and experiences and respecting each other’s point of view. And we seem to be growing stronger year by year. The advantages are plain to see. An increasing emphasis on trade between our countries is helping us all to discover exciting new ways of doing business. And imaginative initiatives have shown how together we can bring about change on a global scale.”

The Commonwealth Parliamentary Association (CPA) was represented at the opening ceremony of the CHOGM 2018 at Buckingham Palace by the CPA Secretary-General, Mr Akbar Khan, who also attended many meetings and events during the week.

Commonwealth Parliamentarians participated in the main meetings for Heads of Government and Foreign Ministers as well as four associated Commonwealth Forums along with over 5,000 people from parliament, government, business and civil society. Members of the Commonwealth Parliamentary Association including the CPA Chairperson, Hon. Emilia Lifaka, MP (Cameroon) and CPA Officers as well as the CPA Secretary-

General participated in the Summit, the Forums and other events which took place.

CPA Secretary-General, Akbar Khan said: “CHOGM 2018 will deliver better global outcomes for the Commonwealth’s 2.4 billion citizens, 60% of whom are under the age of 30 by all parts of the Commonwealth family working more closely together towards a common future. Members of the Commonwealth Parliamentary Association representing over 180 Commonwealth Parliaments and Legislatures and 17,000 Parliamentarians across the Commonwealth have been at the heart of the discussions taking place at key Forums and side events. The CPA brought its unique perspective to CHOGM 2018 through focusing on the key role that Parliamentarians can and do play in every aspect of a nation’s life to bring transformational change to Commonwealth citizens’ lives.”

The CPA Chairperson, Hon. Emilia Lifaka, MP (Cameroon) together with the CPA Treasurer, Hon. Vicki Dunne, MLA (Australian Capital Territory); the Chairperson of the CPA Small Branches, Hon. Angelo Farrugia, Speaker of the Parliament of Malta; the CPA Vice-President, Rt Hon. Rebecca Kadaga, Speaker of the Parliament of Uganda and the CPA Secretary-General, Akbar Khan attended a number of pre-CHOGM and Commonwealth Summit events in London, UK to promote the work of the CPA and to further its aims of parliamentary democracy across the Commonwealth.

At the 2018 CHOGM, the CPA Secretary-General, Mr Akbar Khan, on behalf of the Commonwealth Associated Organisations (AOs) together with Lucy Slack, Deputy Secretary-General of the Commonwealth Local Government Forum (CLGF), presented to the Commonwealth Foreign Ministers meetings held at Lancaster House and chaired by the UK Foreign Secretary, Rt Hon. Boris Johnson, MP and the UK Commonwealth Minister, Rt Hon. Lord Ahmad.



Heads of all 53 Commonwealth nations met under the theme of ‘Towards a Common Future’, which was also the theme for Commonwealth Day on 12 March 2018. CHOGM also addressed the four sub-themes of: a more sustainable future; a fairer future; a more secure future; and a more prosperous future.

Commonwealth leaders, Ministers and senior officials from the 53 Commonwealth nations also met at Lancaster House in London to discuss how member states will work even closer together on sustainability, fairness, security and prosperity. Member states also discussed ways of collaborating to tackle the threat of climate change. Under consideration by leaders at CHOGM 2018, were:

- A Commonwealth Blue Charter on ocean governance
- A Commonwealth connectivity agenda for trade and investment
- A declaration on cybercrime
- Revised Commonwealth guidelines on election observation in member countries

Commonwealth leaders reaffirmed their continuing gratitude for the duty and commitment that Queen Elizabeth II has shown to all members of the Commonwealth over the decades and her role in championing the Commonwealth and its peoples. Commonwealth leaders also confirmed that the next Head of the Commonwealth will be HRH The Prince of Wales.

During the 2018 Commonwealth Women’s Forum, the CPA and CWP held a joint session on ‘Women’s Political Participation at All Levels’ emphasising women’s positive political, economic and societal contributions in partnership with the Commonwealth Local Government Forum and the CPA UK Branch. The three-day Commonwealth Women’s Forum (CWF) saw many Commonwealth Women Parliamentarians (CWP) speaking at the forum on a wide range of issues. The Commonwealth Women’s Forum saw international delegates from the Commonwealth and globally highlighting women’s positive political, economic and societal contributions and establishing mechanisms for how women and girls will be key to building sustainable and resilient societies. Key highlights of the Forum included: The Prime Minister of Bangladesh, HE Sheikh Hasina and UK Secretary of State for International Development, Rt Hon. Penny Mordaunt, MP speaking about education empowering girls; UK Home Secretary, Rt Hon. Amber Rudd and Commonwealth Secretary-General, Patricia Scotland speaking about the SDGs; CPA Vice-President, Rt Hon. Rebecca



Images: Commonwealth Heads of Government Meeting (CHOGM) 2018 / CPA Headquarters Secretariat

Kadaga, Speaker of the Parliament of Uganda on violence against women in elections.

The Chairperson of the Commonwealth Parliamentary Association (CPA) Small Branches, Hon. Angelo Farrugia, Speaker of the Parliament of Malta spoke about the importance of the separation of powers between the legislature, the executive and the judiciary to ensure effective governance and democracy at a workshop session at 2018 Commonwealth People’s Forum. The CPA Small Branches Chairperson also highlighted the CPA’s role in the establishment of the Commonwealth Latimer House Principles on the separation of powers and the CPA’s Recommended Benchmarks for Democratic Legislatures.

The 2018 Commonwealth Youth Forum, held ahead of CHOGM 2018, brought together over 500 youth delegates to engage in planning, capacity-building and a General Assembly where they finalised their priorities on youth-led action in development and elected their new Commonwealth Youth Council. Several Commonwealth Parliamentary Association (CPA) youth programme participants joined young people from across the Commonwealth under the theme of ‘Powering our Common Future’ to discuss youth unemployment; violent extremism; cyber security; climate change and climate resilience; inclusion and equity; health; democracy and governance. The 2018 Commonwealth Youth Forum was opened by HRH Prince Harry who had also been appointed as the new global Commonwealth Youth Ambassador



## Commonwealth Parliamentarians’ Forum 2018

### Commonwealth Parliamentary Association Chairperson emphasises vital role that Parliamentarians can play at 2018 CHOGM

The Chairperson of the Commonwealth Parliamentary Association (CPA) Executive Committee, Hon. Emilia Monjowa Lifaka, MP spoke to Parliamentarians from across the Commonwealth about the vital role that they can play in the 2018 Commonwealth Heads of Government Meeting (CHOGM) and Commonwealth Summit. The CPA Chairperson urged Commonwealth Parliamentarians to work together to effect change and said: “*We are all fingers of the same hand in the Commonwealth. I urge each and every one of us to work to strengthen our collective vision and never cease in our relentless efforts to keep growing and impacting positive change. The road might be rough and the journey long. But I can guarantee you, as long as we walk that road together, we will push and even surpass our limits.*”

The CPA Chairperson addressed the opening session of the inaugural Commonwealth Parliamentarians’ Forum, in London, UK from 26 February to 1 March 2018, and attended by over 80 Parliamentarians from 25 countries across the Commonwealth. The CPA Chairperson spoke alongside Rt Hon. Patricia Scotland QC, Secretary-General of the Commonwealth; Rt Hon. Lord Ahmad of Wimbledon, the UK Commonwealth Minister; and Sen. Ike Ekweremadu, Deputy Senate President of the Federal Republic of Nigeria.

The opening session was chaired by Hon. James Duddridge, MP, Chairperson of the CPA UK Branch who said: “*The Commonwealth Parliamentarians’ Forum is a great opportunity for Commonwealth Parliamentarians as they can engage and feed into the Commonwealth Heads of Government Meeting (CHOGM) in a way they haven’t before. We were delighted to welcome Parliamentarians to Westminster, to a really engaging programme where we have had many valuable and productive discussions.*”

The Forum also heard from many other delegates including: UK Foreign Secretary, Rt Hon. Boris Johnson, MP; and the Deputy Secretary-General of the United Nations, Ms Amina Mohammed. It was designed to set the scene for Commonwealth Parliamentarians ahead of the CHOGM 2018 on the key theme of ‘Towards a Common Future’. The Commonwealth Parliamentarians’ Forum engaged Parliamentarians in the summit agenda and created opportunities for in-depth cross-Commonwealth



Images: copyright CPA UK/Ed Telling



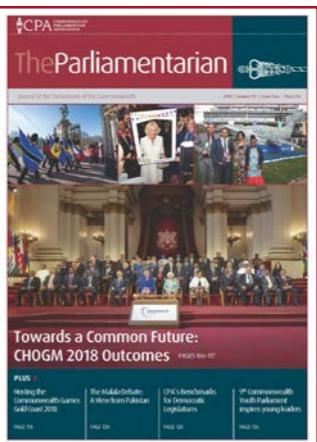
discussion. The CPA UK Branch organised the Commonwealth Parliamentarians Forum in Westminster in partnership with the UK Government.

### Monitoring and Evaluation: CHOGM 2018

#### News coverage:

- 2 CPA press releases
- A special issue of the CPA Update e-newsletter featured the events of CHOGM 2018 and was sent out to the CPA membership and international organisations (over 2,000 contacts) in April 2018.
- Special issues of The Parliamentarian – Pre- and Post-CHOGM 2018 issue: In 2018, two special issues of The Parliamentarian were published to look ahead to the event and with outcomes and news of activities at CHOGM 2018.
- Media coverage: 02/03/2018: Parliamentarians discuss Commonwealth collaboration (Commonwealth Parliamentarians Forum at CPA UK - Commonwealth Secretariat website)

**Social Media Coverage:** CHOGM 2018: The CPA Headquarters Secretariat posted online about the CHOGM 2018 events on both its official Twitter and Facebook page, reaching a total of 48,193 page impressions (views) on Twitter and 3,418 impressions on Facebook. The highest reaching Tweet was posted on 15 April 2018 gaining 11,217 page impressions (views).



## CPA PROGRAMMES - PROGRESS AND KEY OUTPUTS AGAINST INTERMEDIATE OUTCOMES

### Parliamentary Benchmarking and Development

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

### FLAGSHIP PROGRAMME: CPA Parliamentary Fundamentals Course on Practice and Procedure

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

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

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

The CPA Fundamentals Programme on Parliamentary Practice and Procedure was first launched in 2016 and is the first course of its kind. The programme aims to assist Commonwealth Parliaments in building the capacity of their newly-elected and returning Parliamentarians, by equipping them with: greater depth of knowledge of parliamentary practice and procedure; increased in-depth and practical knowledge based on accepted theories and international good practices; an accredited qualification from an internationally recognised university that will benefit participants for life during and after Parliament.



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

### CPA Parliamentary Fundamentals Course on Practice and Procedure at the University of the Witwatersrand, South Africa

Commonwealth Members of Parliament enrolled on the 2018 CPA Fundamentals course and the online component of the programme ran from 1 to 16 October 2018. Participants attended the residential component of the course at the School of Governance at the University of the Witwatersrand in South Africa from 19 to 26 November 2018. The online course focussed on parliamentary practices and theories, and the residential component on the role of power and privilege in the work of Parliamentarians.

The CPA Headquarters Secretariat received 26 nominations from CPA Branches for the General programme: Assam,



Balochistan, Gujarat, Gauteng, Ghana, Guyana, Jamaica, Kenya, Kerala, Malta, New South Wales, Khyber Pakhtunkhwa, Namibia, Queensland, Sri Lanka, Tanzania, Malaysia, New Zealand, Western Cape, Western Australia, Zanzibar.

### CPA Parliamentary Fundamentals Course on Practice and Procedure for Small Branches at McGill University, Canada

The 2018 CPA Fundamentals Small Branches course online component began on 9 July 2018 and participants will complete their last online module in March 2019. The residential component of the CPA Fundamentals course was held at McGill University in Canada from 15 to 19 October 2018.

The CPA Headquarters Secretariat received a total of 21 nominations from CPA Small Branches for the course: Australian Capital Territory, Belize, Bermuda, Bougainville, Falkland Islands, Isle of Man, Grenada, Kiribati, Malta, Northern Territory, Samoa, St Helena, St Lucia, St Vincent and the Grenadines, Turks and Caicos and Tasmania.

### Joint programme developed between Commonwealth Parliamentary Association and McGill University to strengthen skillset of Parliamentarians wins Best Custom Program Award 2018

The CPA Fundamentals Programme in partnership with McGill University, Canada was awarded the Best Custom Program Award at the 2018 Conference on Management and Executive Development (CMED). The award recognises unique and innovative high-impact programmes for their exceptional design and customisation. The programme content was adapted to the needs of participants by McGill University's School of Continuing Studies, which helped to develop the programme for Commonwealth Parliamentarians from the CPA Small Branches, a network of CPA Branches of less than 500,000 people. The award was announced at the annual Conference on Management and Executive Development (CMED) in Florida, United States.

The CPA Secretary-General, Mr Akbar Khan said: "The recognition of the CPA Fundamentals Programme on Parliamentary Practice and Procedure with our programme partner, McGill University in Canada through this award shows the advances that this programme has made in meeting the CPA's aims of advancing parliamentary democracy by enhancing knowledge and understanding of democratic governance. This programme specifically supports our CPA Small Branches and the CPA is in a unique position in the Commonwealth in supporting Members from national, sub-national, territorial and provincial Legislatures in this way."

Dr Carola Weil, Dean, School of Continuing Studies, McGill University said: "The team at McGill's School of Continuing Studies is honoured and proud to support Commonwealth Parliamentarians and the CPA's mission of advancing parliamentary democracy. Thanks to the carefully calibrated CPA Fundamentals Programme leading to the McGill Professional Development Certificate in Parliamentary Governance, under the guidance of Professor Frederick Stapenhurst and Inna Popova, Director of Career and Professional Development Non-Credit Programs, we are able not only to offer an exciting model for professional education, but also celebrate the value and impact of the CPA/McGill collaboration to foster good governance and positive change with the CMED Best Custom Program award."

### Monitoring and Evaluation – CPA Fundamentals Course

The response to the CPA Fundamentals course in 2018 from CPA Branches demonstrates participation from eight out of the nine CPA Regions and, when compared to 2017, has greater gender balance with 18 female and 29 male applicants.

Feedback from participants at the University of the Witwatersrand:

- Hon. Denitah Ghati, MP, Kenya stated: "Fantastic Organisation and Content! Great work and investment!"
- Hon. Nomathemba Emily Mokgethi, MLA, Gauteng, South Africa stated: "It is one of the best universities in South Africa. Accessibility is good, and the standard of teaching is excellent."
- Hon. Ziaullah Khan Bangash, MPA, Khyber Pakhtunkhwa said: "The CPA Secretariat has done an excellent job for organising this residential week course. In my point of view, I think it was a perfect residential week. I enjoyed it a lot."

Feedback from participants at McGill University:

- Hon. Leona Roberts, MLA Falkland Islands stated: "It has helped to clarify some areas of uncertainty reinforced some things I knew, but had given a lot of ideas for strengthening our Assembly. Fantastic to learn from and about the rest of the group."
- Hon. Marcia S. Barnwell, St Vincent and the Grenadines stated: "This course provided me with the knowledge and guidance that I ought to have had at the time of becoming a Parliamentarian – super valuable and practical learning."

**Media coverage:** Media coverage in Jamaica reported on four members of the CPA Jamaica Branch who benefited from the CPA Parliamentary Fundamentals course on Practice and Procedure staged by the Commonwealth Parliamentary Association including State Minister for Foreign Affairs and Foreign Trade, Pernell Charles Jr, who said: "We were able to liaise with other representatives from different Parliaments across the African continent and also from the Caribbean and Asia. It has really opened our eyes to some of the practices, and what we need to do to better our parliamentary procedure in Jamaica."

- 08/05/2018: Charles Jr: Use Technology to Support Parliamentary Process (CPA Fundamentals Programme/WITS – Jamaica Gleaner)
- 26/10/2018: The race is not given to the swift ... (Bermuda, CPA Fundamentals Programme Small Branches) - Royal Gazette Bermuda
- 19/11/2018: New Zealand to strengthen parliamentary expertise (CPA Fundamentals WITS) - Scoop New Zealand

## Professional Development Programme for Parliamentary Staff

The Professional Development Programme for Parliamentary Staff is in its 5<sup>th</sup> year of delivery. Designed in close collaboration with senior parliamentary staff from Africa, Asia, Australia, Europe and North America, the programme is aimed at giving mid-level parliamentary staff a better understanding of the roles and responsibilities of Parliaments worldwide and greater insights into the workings of their own Parliaments. Designed in collaboration with the World Bank Group and McGill University, it is uniquely designed to meet the professional development needs of parliamentary staff in the 21st century. To this end, topics covered in the course include the following: Parliamentary Democracy, Accountability, Legislative Oversight, Representation, Corporate Management of Parliaments, and Parliamentary Procedure.

In 2018, the CPA Headquarters Secretariat sponsored 12 Parliamentary staff members to attend this programme which took place in Nairobi, Kenya at the Enashipai Resort and Spa in Naivasha from 19 to 23 March 2018.

## Parliamentary staff training programme in Kenya builds skills for Commonwealth Parliaments

Parliamentary staff from 15 Commonwealth Parliaments have undertaken a staff development programme at the Enashipai Resort in Naivasha, Nakuru County (100km from Nairobi), Kenya which has been organised by the Centre for Parliamentary Studies and Training (CPST) and the Parliament of Kenya. The Speaker of the National Assembly of Kenya, Rt Hon. Justin Muturi, MP opened the seminar and described the training as an empowering tool for staff who play a crucial role in Parliament. He said: "This training will help improve the skills and knowledge of the senior staff and will help the National Assembly play its role better."

Founded by the World Bank and McGill University in collaboration with the Commonwealth Parliamentary Association and other international partners, this intensive professional development programme builds skills for the Professional Development Certificate in Parliamentary Management and the programme includes a one-week residency seminar followed by expert-moderated online courses and one-on-one professional mentoring. The course covers a diverse range of topics including: government accountability; parliamentary research; corporate management of Parliament; and e-learning. Keynote speakers at the seminar included the Clerk of the National Assembly of Kenya, Mr Michael Sialai; Professor Nyokabi Kamau, the Executive Director of CPST and Professor Rick Stapenhurst from McGill University, Canada.



The following CPA Branches were represented at the training (funded through the CPA Headquarters Secretariat): Australia; Fiji; Gujarat; Jersey; New Zealand; Northern Ireland; Pakistan; Kwazulu-Natal; Mpumalanga; North West Province (South Africa); Trinidad and Tobago; and Zambia. In addition, three further Branches attended the programme (not-CPA funded): Tanzania, Kenya and Guyana.

## Monitoring and Evaluation – Professional Development Programme for Parliamentary Staff

Gender Balance: 42% female: 58% male  
Feedback from Parliamentary staff:

- Participant from Gujarat, India - *"The face-to-face component of the programme is pivotal for improving the effectiveness of the participants on the course."*
- Participant from Gujarat, India - *"...topics like Oversight and Corruption, Representation, Benchmarking of Parliamentary Performance have improved my insights towards various core functions of the Parliament."*
- Participant from North West Provincial Legislature, South Africa - *"...the class set-up challenged one's knowledge and understanding on matters relating to legislative sector management and also provided a good platform for one to engage, exchange knowledge and experience on some good practices from various countries represented."*
- Participant from Gujarat, India - *"Overall, all the experts who delivered the various topics at the residency programme in Kenya had cross-country and international experience with lots of research work and having concurrent knowledge of the topic."*
- Participant from North West Provincial Legislature, South Africa - *"The residency week programme was very useful and provided good opportunities for individuals to network, exchange knowledge and international good practices in the legislative sector discipline. Having been in the legislative sector within the South African government for almost a decade, I found presentations and discussion topics very informative and challenging as well."*
- Participant from Gujarat, India - *"[The Programme] gave me knowledge about the usefulness of various parliamentary tools to increase the efficiency and performance and achieve the desired results using these tools effectively...I will use these learnings from the programme...to minimise difficulties, enhance effectiveness and get things done in the right way with minimum possible time."*

**Social Media Coverage:** The CPA Headquarters Secretariat posted online about the Professional Development Programme for Parliamentary Staff on Twitter reaching 1,961 page impressions (views).



## Commonwealth Parliamentary Research Service (CPRS)

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

In 2018, the CPA Headquarters Secretariat received six CPRS queries from CPA Branches. Examples include:

- A CPRS request from a CPA Branch concerning the protocols for the opening of a new Parliament building was sent to the CPA Headquarters. Enquiries were sent to CPA

Branches in June 2018 with two responses received from CPA Branches in Guyana and the Cayman Islands.

- A CPRS request was made by a CPA Branch in July 2018 with regards to new information, ideas and initiatives to assist in the renewal of their Sustainable Development Plan. Five CPA Branches responded to the request: Pakistan, Guyana, Tuvalu, Canada Federal and Northern Ireland.
- A CPRS request was received from a CPA Branch concerning Secondary Legislation. Enquiries were sent to CPA Branches in December 2018 and twelve CPA Branches responded to the request: Queensland, New South Wales, Jersey, Cyprus, Malta, Scotland, Canada Federal, Alberta, Saskatchewan, Jamaica, Punjab (India) and Gujarat.

## CPA Clearing House

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

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

The CPA Clearing House Facility was launched in January 2018 with all CPA Branches and the CPA Headquarters Secretariat continues to promote this to all CPA Branches with 46 CPA Branches registering for the service and 12 matches to date.

In line with the aim of this programme to foster sharing of parliamentary expertise, the CPA Headquarters Secretariat is partially funding the restauration of the two parliamentary maces of the Parliament of Jamaica by restauration experts from Canada.

## Monitoring and Evaluation

Feedback from Members:

- Andrew Puga Semeli from the Parliament of Tuvalu said: *"I thanked the CPA HQ for facilitating this CPA Clearing Housing Facility program. This program was really helpful in the development of all Parliaments especially us (Tuvalu Parliament). We can now feel the benefits we received out from this program. It is a cost saving program to our parliament, and likewise reduced number of issues we may face if we send a staff for further training overseas to acquire this knowledge and experience. Therefore, I do feel that sharing knowledge and experience is an important tool to be used by all Branches in the development of their Parliaments. Sharing knowledge and experience is a win-win approach and cost effective which needs to be adopted. Tuvalu Branch have tasted how sweet is this program."*
- Sonia Boddie-Thompson, Clerk of St Christopher and Nevis National Assembly said: *"The CPA Clearing House Facility provides an excellent opportunity for Parliamentary Branches to exchange ideas, experiences and best practices, as they work collaboratively to enhance the work of their respective Parliaments. It also opens a whole new world of opportunity for networking with personnel from far flung Branches. Kudos to CPA for bringing on stream this brilliant and cost-effective initiative."*

## CPA Recommended Benchmarks for Democratic Legislatures

Parliamentary strengthening partners work to update the CPA's Benchmarks for Democratic Legislatures to assist Parliaments in meeting contemporary challenges across the Commonwealth

More than a decade on from the launch of the CPA Recommended Benchmarks for Democratic Legislatures by the Commonwealth Parliamentary Association (CPA) and its partners\*, a new body of work was undertaken to revise and update the parliamentary Benchmarks to reflect the changed landscape in which democracies now operate. The updated CPA Benchmarks also include measurements for Parliaments to support the implementation of the Sustainable Development Goals (SDGs) and the recommendations contained in the Commonwealth Charter.

SDG 16 centres on the peaceful and inclusive societies for sustainable development and the role of effective, accountable and inclusive institutions at all levels. Effective parliaments are one of the principal institutions of any functioning democracy and they are central to the attainment of SDG 16, the development agenda and all of the seventeen Sustainable Development Goals.

The launch of the CPA Recommended Benchmarks for Democratic Legislatures in 2006 was a pioneering step to strengthen Parliaments through the promotion of a set of democratic standards for Parliaments across the Commonwealth. Since the inception of the Benchmarks, Commonwealth Parliaments throughout the CPA membership of over 180 Legislatures have undertaken self-assessments using the Benchmarks or have incorporated the Benchmarks into their own parliamentary standards. The focus on measuring impact and the need to demonstrate the effectiveness of legislatures is critical at a time of increased scrutiny of Parliaments and of Parliamentarians and the CPA Recommended Benchmarks for Democratic Legislatures provide a key tool in assisting parliaments to demonstrate their performance, increase their self-awareness and prioritise areas for development.

A joint study group convened by the Commonwealth Parliamentary Association (CPA) and Westminster Foundation for Democracy (WFD) undertook a review of the CPA Recommended Benchmarks for Democratic Legislatures at Wilton Park in the United Kingdom from 18 to 20 June 2018. The study group included representatives from six of the nine CPA Regions – Asia, Australia; British Islands and Mediterranean; Canada; India; Pacific – as well as leading experts in the field of parliamentary strengthening to review the CPA Benchmarks and continue with this seminal work in setting standards for modern Parliaments.



The newly updated CPA Recommended Benchmarks for Democratic Legislatures were launched at an event held by the Commonwealth Parliamentary Association (CPA) and the Westminster Foundation for Democracy (WFD) on 7 November 2018. Speaking at the launch event for the new CPA Benchmarks, the Chairperson of the Commonwealth Parliamentary Association, Hon. Emilia Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon, said: "The pioneering Recommended Benchmarks for Democratic Legislatures is one of the CPA's most important pieces of parliamentary strengthening work and the updated CPA Benchmarks is vital as we seek to further strengthen Parliaments and Legislatures in line with the aspirations of the Commonwealth Charter, the SDGs and the changing demands of our citizens."

Lord Tariq Ahmad of Wimbledon, UK Minister of State for the Commonwealth and UN attended the launch and said: "The Commonwealth was founded to promote and instil democratic values, and these CPA Benchmarks offer clear standards for us all to adhere to, to help us to live up to the Commonwealth's founding principles. Maintaining, and indeed strengthening, our democratic standards was important twelve years ago when the first set of Benchmarks were launched. It is even more so now, when democracy and democratic values are under threat all over the world."

Hon. Angelo Farrugia, MP, Speaker of the Parliament of Malta and CPA Small Branches Chairperson said: "It has been a privilege to have been so intimately involved in this latest milestone for the CPA Benchmarks programme, which now spans over 10 years. The updated CPA Benchmarks have great importance to the Commonwealth's smallest Parliaments and, as the Speaker of the Maltese Parliament, I welcome this opportunity to further enhance the CPA Benchmarks and I would encourage other Presiding Officers to consider assessing their Parliaments against the CPA Recommended Benchmarks for Democratic Legislatures."

Thomas Hughes, speaking on behalf of the Westminster Foundation for Democracy (WFD), said: "We know that Parliaments are

a crucial institution that embody representative democracy and are essential in the protection of human rights. In this sense, the updated CPA Benchmarks are an excellent tool to assist Legislatures in their efforts to achieve this ambitious goal."

Guests at the CPA Benchmarks launch event also heard from Dr Roberta Blackman-Woods, MP (United Kingdom) about the benchmarking experience of the UK Parliament and Hon. Juan Watterson, Speaker of the House of Keys at the Tynwald (Isle of Man) about how the Isle of Man Parliament had implemented parliamentary strengthening as a result of their self-assessment against the CPA Benchmarks.

Since the inception of the CPA Benchmarks, many Commonwealth Parliaments throughout the CPA membership of over 180 Legislatures have undertaken self-assessments using the Benchmarks or have incorporated the Benchmarks into their own parliamentary standards. The focus on measuring impact and the need to demonstrate the effectiveness of legislatures is critical at a time of increased scrutiny of Parliaments and of Parliamentarians and the CPA Recommended Benchmarks for Democratic Legislatures provide a key tool in assisting parliaments to demonstrate their performance, increase their self-awareness and prioritise areas for development.

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

\*Background information: The Commonwealth Parliamentary Association (CPA) together with its partners conducted the exercise which drew on and convened its network to result in the publication of the CPA Recommended Benchmarks for Democratic Legislatures in 2006. These benchmarks were the outcome of an original Study Group hosted by the Legislature of Bermuda on behalf of the Commonwealth Parliamentary Association and the World Bank Group with support from the United

Nations Development Programme, the European Parliament and the National Democratic Institute for International Affairs. The Benchmarks for Democratic Legislatures have been used extensively in parliamentary strengthening across the Commonwealth since 2006.

The updating of the CPA Recommended Benchmarks for Democratic Legislatures is part of a wider project, the Commonwealth Partnership for Democracy, which is being led by Westminster Foundation for Democracy (WFD) working with partners including the Commonwealth Parliamentary Association (CPA), the CPA UK Branch and the Commonwealth Local Government Forum (CLGF). The Commonwealth Partnership for Democracy was launched during the recent 2018 Commonwealth Heads of Government Meeting (CHOGM) in London, UK. Over the next two years, the programme will work with Parliaments in 18 Commonwealth Member States across Sub-Saharan Africa and South-Eastern Asia.

## Monitoring and Evaluation – CPA Recommended Benchmarks for Democratic Legislatures

News Coverage: 2 CPA press releases and media coverage included online articles.

Social Media Coverage: The CPA Headquarters Secretariat posted online on both its Twitter and Facebook page, reaching a total of 27,188 page impressions (views) on Twitter and 4,589 impressions on Facebook. The highest reaching post was posted on the CPA Twitter page on 7 November 2018 gaining 5,221 page impressions (views).

## CPA Technical Assistance Programmes (TAP)

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

In 2018, the CPA has continued to support Technical Assistance Programmes, furthering the intermediate objective of the TAP programme to develop a bespoke road map to meet the benchmarks within a defined timeline while providing the CPA with an opportunity to demonstrate 'added value'.

## CPA Technical Assistance Programme for the Parliament of Fiji

The two-year CPA Technical Assistance Programme for the Parliament of Fiji began in 2016. The TAP consisted of the following three components: speech writing; project proposal formulation and parliamentary airtime for parliamentary staff. All components of the TAP have now been completed.

### Monitoring and Evaluation – CPA TAP (Fiji)

News Coverage: A feature article reporting on the CPA Technical Assistance Programme for Fiji was published in the CPA's publication, *The Parliamentarian* (2018: Issue One) authored by Hon. Dr Jiko Luveni, Speaker of the Parliament of Fiji.



## CPA Technical Assistance Programme for the National Assembly of Mauritius

The CPA Technical Assistance Programme for the National Assembly of Mauritius continued in 2018 and further activity is planned, namely:

- Training for Members of the Public Account Committee (PAC) focusing on asking questions in Committee Sessions and capacity building to enable Members to undertake audits and analyze financial reports.
- Assistance to carry out an organizational review of the Parliament.

## CPA Post-Election Seminars (PES)

The CPA Post-Election Seminars are aimed at building the capacity of newly elected Members of Parliament so they function efficiently and effectively in the performance of their democratic duties. The objectives are two-fold: to disseminate information on diverse good practices in Commonwealth Parliaments, and to promote an understanding of the way parliamentary procedures and practices can embed good governance into a system. This seminar is also useful as a refresher course for returning Members. The CPA Headquarters Secretariat communicates with CPA Branches on an ongoing basis to plan for future Post-Election Seminars. In 2018, the following CPA Post-Election Seminars took place:

### CPA Post-Election Seminar, St Helena

20 to 27 January 2018 in Jamestown, St Helena (a CPA Roadshow was also held in conjunction with the PES).

- A total of 20 Members of the St Helena Legislative Council attended the PES.
- Resource persons: Hon. Barry House, Former President of the Legislative Council of Western Australia; and Mr Roger Phillips, Clerk of Tynwald, Secretary of the House of Keys and Counsel to the Speaker, Isle of Man; as well as local Members and officials from St Helena.

The seminar was opened by Hon. Eric Benjamin, MLC, Speaker of the Legislative Council of St Helena and Her Excellency Lisa Phillips, Governor of St Helena. Commitment to improving democratic processes in the legislature was demonstrated by the active participation in the seminar of Members from all sides of the House.

Hon. Eric Benjamin, MLC, Speaker of the Legislative Council of St Helena said: "Hon. Members will be fully aware that over the past years the benefits we have received as Members of this great Commonwealth Parliamentary Association, have been many, not only in training which it continues to offer us but also in many other material benefits too, some evident in this room. On behalf of the Members of the CPA St Helena Branch, I wish to convey our thanks and appreciation to the CPA Secretary-General for the interest he has taken in St Helena. I shall look forward to these discussions with great interest and I believe that Members will embrace the benefit of this training."

The CPA Secretary-General, Mr Akbar Khan, in a message delivered on his behalf by Ms Meenakshi Dhar from the CPA Headquarters Secretariat, said: "The CPA Post-Election Seminar in St Helena demonstrates the CPA's commitment to our Small Branches and to the territorial legislatures that we represent. The CPA Post-Election Seminar is emblematic of the mutuality of learning among CPA members,



*small and large, which is so much part of the life blood of the CPA family. I am delighted that the CPA is able to share good practice with local Members on issues such as the importance of Codes of Conduct as a tool to help address the trust deficit in Parliaments; the importance of gender equality in parliament; and the essential role that an effective Committee can play. This peer-to-peer learning and bringing together of expertise from across the Commonwealth, goes to the heart of the CPA's key strength as an Association."*



### Monitoring and Evaluation: CPA Post-Election Seminar, St Helena

Gender balance: 70% male: 30% female

Feedback from Members:

- Hon. Kylie Hercules, Member of Legislative Council of St Helena: "Public speaking tips [were] certainly extremely valuable, we are unique and when considering change remember not to just adapt another system from the Commonwealth but do what works best for us, our needs. I actually, honestly did not know what to expect, thought it was going to be much, much, well significantly less, than it was. I can say I am 100% more informed, wiser and confident but still slightly nervous at public speaking. The impact of the seminar is such a positive impact, the discussions brought about new ideas which will certainly make this Legislative Council more effective. The exposure of such differences in other Commonwealth Parliaments are deeply valued, some ideas for moving forward will certainly be considered."
- Hon. Clint Beard, Member of Legislative Council of St Helena: "Just the network experience was excellent to build my confidence as a newly elected member. As a team of elected Members we will benefit if we put in practice some of the ideas it has highlighted how under resourced we are."
- Hon. Cruyff Buckley, Member of Legislative Council of St Helena: "[The seminar had an impact on our institution by teaching ...] how to promote St. Helena on the world stage/UK parliament and have better representation at higher levels."
- Hon. Gavin Ellick, Member of Legislative Council of St Helena: "[The concrete step I will take following this seminar is] to try and alleviate the disconnect between our governments, DFID, FCO, the Administration, elected Members and most importantly our people. To every challenge there is always an opportunity!!!!"
- Hon. John Cranfield, Member of Legislative Council of St Helena: "The impact of performances will only be realised if we have a united council addressing strategic issues facing the people of our island."

### News Coverage:

Media coverage included local news coverage (1 TV news report, 2 print articles, 3 digital and 1 radio). The CPA Post-Election Seminar and subsequent CPA Roadshow were featured on CPA social media channels.

Social Media Coverage: The CPA Headquarters Secretariat posted online about the St Helena CPA Post-Election Seminar on both its Twitter and Facebook page, reaching a total of 15,802 page impressions (views) on Twitter and 2,122 impressions on Facebook. The highest reaching post was posted on the CPA Twitter page on 22 January 2018 gaining 7,340 page impressions (views).

## CPA Post-Election Seminar, Kenya

4 to 8 March 2018 in Mombasa, Kenya.

- A total of 334 Members of the National Assembly of Kenya attended the PES.
- The CPA Post-Election Seminar in Kenya focused on the theme of 'Sharing our experiences to enhance good governance and continually safeguard the welfare of the nation' which enabled recently elected Parliamentarians to gain a broader understanding of the principles of parliamentary democracy and strengthen their skillsets.
- Resource persons: Hon. Alexandra Mendes, MP, CPA Vice-Chairperson and Member of the Federal Parliament of Canada spoke about parliamentary ethics and codes of conduct; Rt Hon. Dr Patrick Matibini, Speaker of the National Assembly of Zambia and Hon. Lady Justice Philomena Mwilu, MGH, Deputy Chief Justice and Vice President Supreme Court of Kenya spoke about the importance of the separation of powers between the legislature, the executive and the judiciary; Senator Lucy Gichuhi from the Federal Parliament of Australia spoke about her experiences as a Member of Parliament; Mr Tom Duncan, Clerk of the Legislative Assembly for the Australian Capital Territory and CPA Australia Regional Secretary presented on overcoming the challenges of managing parliamentary business; and Mr Jerry Hartz, Director of Government Relations at the National Democratic Institute gave examples of parliamentary accountability and ethics in the USA.
- Hon. Justin B. N. Muturi, MP, Speaker of the National Assembly of Kenya opened the seminar and said: "Parliaments must remain an inspiration to society and they must also carry the burden of actualizing these aspirations. Parliaments remain an intrinsic component of the success that the Commonwealth has leveraged to enhance democracy and propagate good governance." Hon. Moses Cheboi MP, Deputy Speaker of the National Assembly of Kenya; the Leader of the Majority Party, Hon. Aden Duale, MP; and the Leader of the Minority Party, Hon. John Mbadi, MP also attended the seminar.
- The CPA Secretary-General, Mr Akbar Khan, addressed the opening of the seminar and said: "Elections as a demonstration of democracy have the potential to bring a tremendous diversity of backgrounds to our Parliaments. This necessitates the need for Members to receive induction and development to enable them to get to grips with discharging their representative and constitutional functions. The CPA Post-Election Seminars serve as reflection of the 'mutuality of learning' which is at the heart of our CPA mandate of connecting, developing and promoting a community of Parliaments and Parliamentarians who individually and collectively strengthen their commitment to democratic governance across our Commonwealth."



### Monitoring and Evaluation: CPA Post-Election Seminar, Kenya

Feedback from Members: 94 feedback forms were completed by delegates.

- James O'Koyoo, MP, Member of Kenyan Parliament: "The many resources persons invited are inspirational and very helpful. The seminar exceeded my expectations."
- Member of Kenyan Parliament: "There is a need for us to have more seminars so that we can do away with tribal hatred among Kenyans. This kind of workshop is bringing us together, to create love and harmony."
- Naomi N. Shaban, MP, Member of Kenyan Parliament and Commissioner on the Parliamentary Service Commission: "I will reach out to all my colleagues even the ones in the opposition party. This will be to discuss matters concerning the constituency I represent."
- Hon. Charles G. Gimose, Member of Kenyan Parliament: "Oversight of the Executive and other organs of government, for continued state stability. Crucial to functional systems of government and wealth creation, job opportunities and national cohesion."
- Senator Lucy Gichuhi from the Federal Parliament of Australia: "To improve understanding of Kenyan parliamentary system and have an opportunity to share my experience in Australian Parliament – Absolutely my expectations were met."

News Coverage: Media coverage included extensive local news coverage (3 TV reports, 2 print, 5 digital and 1 radio).

Social Media Coverage: The CPA Secretariat posted on social media reaching a total of 18,294 page impressions (views) on Twitter and 1,120 impressions on Facebook. The highest reaching post was posted on the CPA Twitter page on 5 March 2018 gaining 5,856 page impressions (views).



### CPA Post-Election Seminar, Nevis

15 to 16 May 2018 in Charlestown, Nevis (a CPA Roadshow was also held in conjunction with the PES).

- A total of 8 Members of the Nevis Island Assembly attended the PES with 3 additional members from the St Kitts and Nevis Assembly.
- Resource persons: Senator Wade Mark (Trinidad and Tobago); Hon. Gail Teixeira, MP, Opposition Chief Whip (Guyana); Mr Nigel Jones, Deputy Clerk of Parliament of Barbados; as well as local Members and officials from St Kitts and Nevis.

The seminar was opened by Hon. Farrel Smithen, President of the Nevis Island Assembly; Her Excellency Mrs Marjorie Morton, Acting Deputy Governor-General of St Kitts and Nevis; Hon. Mark Brantley, MP, Premier of Nevis Island and Minister of Foreign Affairs for St Kitts and Nevis; and the CPA Secretary-General, Mr Akbar Khan.

Hon. Mark Brantley, the Premier of Nevis said: “The Commonwealth is diverse and democracy among its member states takes different shapes and forms. It is therefore critical that we become inclusive and embrace different cultures, traditions and values as we endeavour to strengthen and promote democracy globally. As we become more inclusive, we must however continue to commit ourselves to the values and tenets that define us – free and fair elections, rule of law, separation of powers, respect, understanding, tolerance, freedom of expression, gender equality, good governance and human rights.”

At the opening of the seminar, the CPA Secretary-General said: “The CPA is pleased to partner with the Nevis Island Assembly to support the strengthening of democratic governance in one of the smallest legislatures in our Commonwealth western hemisphere. The CPA Post-Election Seminar has demonstrated the CPA’s commitment to our Small Branches and to the mutuality of learning among CPA Members. We must always seek opportunities to strengthen Parliament, nurture public trust in the institution and build the capacity of its Parliamentarians through programmes like the CPA Post-Election Seminars.”

### Monitoring and Evaluation: CPA Post-Election Seminar, Nevis

Gender balance: 82% male: 18% female participants.

#### Feedback from Members:

- Hon. Sen. Troy Liburd, Member of the Nevis Island Assembly - “I expected a robust discussion of Parliament and the role it plays. The Seminar was educational and lived up to expectation”

Below left and below right: The CPA Roadshow for young people took place in Nevis alongside the CPA Post-Election Seminar.



### CPA Masterclasses

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

The CPA Masterclasses were launched in January 2018 on the CPA website at: [www.cpahq.org/cpahq/cpamasterclasses](http://www.cpahq.org/cpahq/cpamasterclasses). The former CPA Chairperson, Hon. Dr Shirin Sharmin Chaudhury, MP launched the new online digital resource via video message filmed during the 63<sup>rd</sup> Commonwealth Parliamentary Conference (CPC). The CPA Masterclasses complement the CPA’s parliamentary strengthening work and enhance the performance of Parliamentarians across the Commonwealth.

#### Monitoring and Evaluation – CPA Masterclasses

Since its inception, the CPA Masterclasses section of the CPA website has reached a total of 2,682 web page views. The CPA Masterclass videos are also published on the CPA YouTube channel and have resulted in the following viewing figures.

CPA Masterclasses – YouTube viewing figures: Total number of views: 314 | Average number of views per video: 19.62. Top 3 most viewed videos:

1. Masterclass on Corporate Leadership – 46 Views (56:26 run length)
2. CPA Masterclass on the Separation of Powers: Why Does it Matter? Part



1 – 45 Views (22:10 run length)  
3. The 10<sup>th</sup> WTO Ministerial Conference 2015: outcomes, processes, next steps – 36 Views (39:56 run length)  
It should be noted that for the majority of 2018

the CPA Masterclasses were only accessible to CPA Members with a log-in and password – however since the end of 2018, the CPA Masterclasses are now publicly accessible to all.

#### Feedback from Members:

- Hon. Rhun Ap Iorwerth AM, Welsh Assembly Member stated: “I am very pleased to see the CPA offering opportunities to upskill Members in a way that is available to us all, no matter where we are in the Commonwealth. As a Parliamentarian, the concept of being able to tap into an online resource in my own time is very attractive. The CPA Masterclasses that I have seen are both informative and presented in a way that is accessible and engaging. I commend the CPA for taking an innovative approach that responds to Members’ needs.”

#### Social Media Coverage – CPA Masterclasses:

The CPA Headquarters Secretariat posted online about the launch of the CPA Masterclasses, reaching a total of 5,732 page impressions (views) on Twitter, and 895 impressions on Facebook.

### CPA Parliamentary Seminars

40<sup>th</sup> CPA Canadian Regional Parliamentary Seminar in Nunavut focuses on representing indigenous peoples in Parliaments and strengthening the role of Parliamentarians. Commonwealth Parliamentarians from across the Commonwealth Parliamentary Association (CPA) Canada Region have examined how Parliaments can reflect the indigenous peoples that they represent through their work and traditions. The workshop session was part of the 40th CPA Canadian Regional Seminar which was held in Iqaluit, Nunavut, Canada from 11 to 14 October 2018.



The annual seminar, organised by the CPA Canada Region, saw the participation of 31 Parliamentarians from nine provinces and territories across Canada and from the Canadian Federal Parliament as well as seven parliamentary staff. Delegates were welcomed to the regional seminar by CPA Nunavut Branch President, Hon. Joe Enook, MLA, Speaker of the Legislative Assembly of Nunavut. Speaker Joe Enook said: “It was an honour to host fellow Parliamentarians from across the nation, and I was proud that our deliberations were conducted in three languages: Inuktitut, which is one of Canada’s indigenous languages, as well as English and French. I am confident that my colleagues who were visiting the Arctic for the first time left with a greater understanding of our culture and environment.”

The seminar was attended by Hon. Yasmin Ratansi, MP (Canada Federal) who said: “As Chair of the CPA Canadian Region, I attended the 40th CPA Canadian Regional Parliamentary Seminar in Iqaluit. The venue was important as Iqaluit is close to the Arctic Circle and Parliamentarians from across Canada got an opportunity to see first hand the challenges facing the Indigenous communities. The seminar allowed us to learn from each other, share best practices and enhance our understanding and respect for the indigenous way of life.”

The 40<sup>th</sup> CPA Canadian Regional Parliamentary Seminar provided an opportunity to exchange ideas amongst CPA Members on key issues and the delegates held workshops on a number of topics including: Proportional Representation and the Prince Edward Island Referendum; life for a Parliamentarian after office; the impact of social media on the work of Parliamentarians; and mental health and its impact on Parliamentarians and parliamentary staff.

## Commonwealth Parliamentarians with Disabilities



### Commonwealth Parliamentarians at first ever Global Disability Summit

On 24 July 2018, the first ever Global Disability Summit was hosted in London by the UK Department for International Development (UK DFID), together with the International Disability Alliance and the Government of Kenya. The summit took place at the Queen Elizabeth Olympic Park in London and brought together more than 1,000 delegates from governments, donors, private sector organisations, charities and organisations of persons with disabilities. Delegates gave 170 ambitious commitments from all over the world to take action on stigma and discrimination against people with disabilities and 301 organisations and governments have signed the Charter for Change – an action plan to implement the UN International Convention on Disability.

Rt Hon. Penny Mordaunt, MP, UK Secretary of State for International Development, who made her introduction using British Sign Language, said: "For too long, people with disabilities in the world's poorest countries have not been able to fulfil their potential due to stigma or lack of practical support. Today, we give focus to this long-neglected area. This event is about all of us working together, sharing ideas and good practice to ensure that as we work towards a more prosperous world no one is left behind. This is not just the right thing to do for a common humanity - it is the smart thing to do. When disabled people are included great things happen."

Hon. Dennitah Ghati, MP from the National Assembly of Kenya represented the Commonwealth Parliamentary Association at the Global Disability Summit. The Kenya MP is a



special representative for persons with disabilities in the Kenya Parliament and has been an advocate for inclusion.

#### Monitoring and Evaluation – Commonwealth Parliamentarians with Disabilities

##### Feedback from Members:

Hon. Dennitah Ghati, MP, National Assembly of Kenya said: "In July 2018, representatives from across the world were in London, UK for the first ever Global Disability Summit 2018, a summit that was graciously hosted by the UK and Kenya governments. I was privileged to attend and participate as the Member of Parliament in the Kenya Parliament, representing persons with disabilities and as the Executive Member of the CPA Kenya Branch, and as a member of the newly formed CPwD (Commonwealth Parliamentarians with Disabilities) Network. The opportunity accorded to me to attend the Global Disability Summit and the chance to discuss further the new Commonwealth Parliamentarians with Disabilities (CPwD) network, with an aim to domesticate it in Africa and promote the network to the East Africa and Southern Africa sub-regions of the Commonwealth Parliamentary Association. I am spearheading the actualization of this network in the wider CPA Africa Region to promote the advancement of Parliamentarians with disabilities across the CPA Africa Region."

*The Parliamentarian:* Hon. Dennitah Ghati, MP, National Assembly of Kenya wrote an article about the Global Disabilities Summit and disability rights in the CPA's flagship publication, *The Parliamentarian* (2018: Issue Four) to coincide with the issue of human rights.

#### Social Media Coverage – Global Disability Summit:

The CPA Headquarters Secretariat posted online about the Global Disabilities Summit, reaching a total of 5,217 page impressions (views) on Twitter, and 4,038 impressions on Facebook. The highest reaching CPA Tweet about the Global Disabilities Summit was posted on 25 July 2018 gaining 1,935 page impressions (views).

GLOBAL DISABILITY SUMMIT AND DISABILITY RIGHTS: A WAKE UP CALL TO PUT DISABILITIES AT THE CENTRE OF DEVELOPMENT

Commonwealth Parliamentarians at first ever Global Disability Summit

On 24 July 2018, the first ever Global Disability Summit was hosted in London by the UK Department for International Development (DFID), together with the International Disability Alliance and the Government of Kenya. The summit took place at the Queen Elizabeth Olympic Park in London and brought together more than 1,000 delegates from governments, donors, private sector organisations, charities and organisations of persons with disabilities. Delegates gave 170 ambitious commitments from all over the world to take action on stigma and discrimination against people with disabilities and 301 organisations and governments have signed the Charter for Change – an action plan to implement the UN International Convention on Disability.

Delegates from across the world were in London, UK for the first ever Global Disability Summit 2018, a summit that was graciously hosted by the UK and Kenya governments. I was privileged to attend and participate as the Member of Parliament in the Kenya Parliament, representing persons with disabilities and as the Executive Member of the CPA Kenya Branch, and as a member of the newly formed CPwD (Commonwealth Parliamentarians with Disabilities) Network. The opportunity accorded to me to attend the Global Disability Summit and the chance to discuss further the new Commonwealth Parliamentarians with Disabilities (CPwD) network, with an aim to domesticate it in Africa and promote the network to the East Africa and Southern Africa sub-regions of the Commonwealth Parliamentary Association. I am spearheading the actualization of this network in the wider CPA Africa Region to promote the advancement of Parliamentarians with disabilities across the CPA Africa Region.

## Commonwealth Women Parliamentarians (CWP)

The Commonwealth Women Parliamentarians (CWP) seeks to work for the better representation of women in Legislatures and for the furtherance of gender equality across the Commonwealth. Furthermore, the CWP seeks to ensure that gender continues to be mainstreamed across all activities to assist legislatures to exceed the Commonwealth target of at least 30% of women in decision making positions across all representative bodies. A Steering Committee of 11 Members plans the activities of the CWP which includes one representative from each of the nine CPA Regions plus the CWP President and Chairperson. The Chairperson serves a term of three years and the President serves for one year.

The CPA Headquarters Secretariat has developed the new three-year CWP Strategic Plan 2017-2019 which has been circulated across the CWP Steering Committee Members, all CPA International Executive Committee Members; and, all CPA Branches. The Strategy has guided the CWP's activities for the past 18-month period and will continue to inform priorities and activities throughout 2019.

In 2018, the CWP made fundamental progress against its intermediate outcomes.

#### Commonwealth Women's Forum at the Commonwealth Heads of Government Meeting (CHOGM)

16-20 April 2018 - The CPA and the Commonwealth Local Government Forum held a joint session on 'Women's Political Participation at All Levels' at the Commonwealth Women's Forum.

- The session was chaired by Rt Hon. Helen Clark, former New Zealand Prime Minister and UNDP Administrator, who led the discussion on the challenges facing women's political participation in local and national government.
- The panellists who contributed to the session included: Hon. Councillor Buumba Malambo, Magoba Ward, Zambia; Hon. Angela Thoko Didiza MP, CWP Chairperson, Africa Region; Councillor Bev Esslinger, Chair of the Federation of Canadian Municipalities' Standing Committee on International Relations; Hon. Maria Browne MP, Minister of Housing, Lands and Urban Renewal, Government of Antigua and Barbuda. The session also saw the keynote address delivered by Mayor Sunkarie Kabba-Kamara, Mayor of Makeni, Sierra Leone, and the concluding statement delivered by Professor Sarah Childs, Professor of Politics and Gender at Birkbeck University.



- Following the conclusion of the session at the Commonwealth Women's Forum, the recommendations coming out of these discussions in the Commonwealth Women's Forum Outcome Document were included and shared with global leaders at the Commonwealth Heads of Government Meeting.

- The Commonwealth Women's Forum was attended by 6 CWP Steering Committee Members from the Africa; Asia; British Islands and Mediterranean; Canada; India; and Pacific Regions.

To view the full workshop session at the Commonwealth Women's Forum 2018 please visit the following link: <https://youtu.be/XO-dj7ivCic>.

**Social Media Coverage – Commonwealth Women's Forum:** The CPA Secretariat promoted the joint session on 'Women's Political Participation at All Levels' at the Commonwealth Women's Forum via social media (Twitter and Facebook) to ask delegates and members of the public to send in their questions during the session.

The Commonwealth Women's Forum received good coverage on the CPA's social media channels (Twitter and Facebook with 23,792 page impressions on Twitter and 2,835 page impressions on Facebook. The highest reaching Tweet was posted on 16 April 2018 gaining 8,269 page impressions (views).

**Commonwealth Women Parliamentarians highlight gender equality and women's representation in Parliaments to mark International Women's Day 2018** Commonwealth Women Parliamentarians (CWP) marked International Women's Day 2018 by highlighting gender equality and increasing women's representation in Parliaments. International Women's Day (8<sup>th</sup> March) is a global day celebrating the social, economic, cultural and political achievements of women. The day also marked a call to action for accelerating gender parity, with the theme of International Women's Day 2018 calling for 'Progress for Women and the Vote in the Commonwealth'.

To mark the occasion, the CWP launched a new video in which the CWP Chairperson and women Parliamentarians from across the Commonwealth speak about the CWP's work in gender equality and their own experiences of being in Parliament. The video also highlights the importance of reaching the Commonwealth target of 30% female representation in Commonwealth legislatures and the vital role of networks such as the CWP to achieve change.

To view the video interview with Commonwealth Women Parliamentarians (short version) please visit the CPA's YouTube channel [www.cpahq.org/cpahq/youtube](https://www.youtube.com/user/cpahq).



The CWP video features interviews with: the CWP Chairperson, Hon. Dr Noraini Ahmad, MP (Malaysia); CWP President – Hon. Sagufa Yasmin, MP (Bangladesh); CWP Africa Region – Hon. Thoko Didiza, MP (South Africa); CWP Australia Region – Hon. Jennifer Aitchison, MP (New South Wales); CWP British Islands and Mediterranean Region – Hon. Samantha Sacramento, MP (Gibraltar); CWP Caribbean, Americas and Atlantic Region – Hon. Shirley Osborne, MLA (Montserrat); CWP Canada Region – Hon. Yasmin Ratansi, MP (Canada); CWP South East Asia Region – Hon. Datuk Hajah Normala bintj Abdul Samad, MP (Malaysia); CWP Pacific Region – Hon. Poto Williams, MP (New Zealand).

Commonwealth Women Parliamentarians across the nine regions of the Commonwealth Parliamentary Association celebrated International Women's Day 2018 with a wide range of events and activities. To mark International Women's Day 2018, Commonwealth Women Parliamentarians attended a high-level panel discussion hosted by the Commonwealth Secretariat at Marlborough House in London, UK at which the Commonwealth Secretary-General, Rt Hon. Patricia Scotland, QC spoke about gender equality in the Commonwealth.

### Commonwealth Women Parliamentarians Alumni Champion begins new role

In accordance with the Commonwealth Women Parliamentarians (CWP) Strategy, the CWP Alumni network has been launched by the CPA Headquarters Secretariat with the objective of providing a framework for former women Parliamentarians to deliver mentoring, coaching and advice to the benefit of sitting women Parliamentarians and to act as a resource for the CPA.

Dr Lesley Clark, a former Member of the Legislative Assembly of Queensland in Australia has been nominated to the position of CWP Alumni Champion and she will act as an Ambassador for the CWP network and will share her experience and expertise across the CPA and CWP's membership. Dr Lesley Clark was Member of Parliament from 1989 to 1995 and again from 1998 to 2006. Like many Members of Parliament, she was involved with local politics before entering Parliament, serving as a member of the Mulgrave Shire Council. During her parliamentary career, she held many positions and served on numerous Parliamentary Committees, giving her a wealth of experience. Since retiring from Parliament, she has held the position of the Director of Equity and Diversity at James Cook University in Queensland and now works as a consultant in international development to increase women's parliamentary representation. To contact the CWP Alumni Champion please email [hq.sec@cphq.org](mailto:hq.sec@cphq.org).

### Commonwealth Women Parliamentarians Steering Committee teleconference

The Chairperson of the Commonwealth Women Parliamentarians (CWP), Hon. Dr Dato' Noraini Ahmed, MP (Malaysia) also held a teleconference of the CWP International Steering Committee during the margins of the CPA Executive Committee meetings held in London, UK in November 2018. The CWP Chairperson and CWP Steering Committee representatives from four out of nine CPA Regions joined the teleconference to discuss future activities on gender equality in Parliaments and planning for events in 2019.

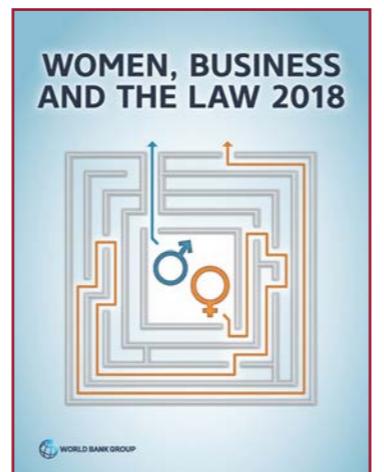


### Commonwealth Women Parliamentarians – Activities with Partners in 2018

#### Commonwealth workshop focuses on Women's Economic Empowerment after CHOGM 2018

The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan spoke at a workshop at the Commonwealth Secretariat on 'Women's Economic Empowerment after CHOGM: State of play and what next during the UK's term as Chair-in-Office?' on 24 July 2018. The workshop, organised in partnership with the Commonwealth Businesswomen's Network (CBW), brought together Commonwealth High Commissioners, businesswomen from the public and private sectors, representatives of Commonwealth Accredited Organisations and the Commonwealth Secretariat's Gender Unit.

The World Bank's Gender Unit's Tazeen Hasan highlighted a new report titled 'World Bank Women, Business and the Law Report 2018' which provides tangible evidence on the barriers facing women's economic empowerment. The CPA Secretary-General said: "I congratulate the World Bank Gender Unit on highlighting the barriers to women's economic empowerment – particularly in the Commonwealth. There is important work ahead for male and female Parliamentarians to achieving gender equality." To view the report please visit the following link: <http://wbl.worldbank.org/>.



#### Commonwealth Women Parliamentarians attend the first historic Women MPs of the World Conference

In an historic first, women MPs from five continents and almost 100 countries including many Members of the Commonwealth Women Parliamentarians (CWP), met in the 'Mother of Parliaments' in Westminster for a unique conference, held to mark 100 years since the first women in the United Kingdom gained the right to stand for election to Parliament. The conference was granted the rare privilege to hold its proceedings in the House of Commons Chamber at the Parliament of the United Kingdom.



Image: UK Parliament/Jessica Taylor

### CWP Regional Activities: Regional Strengthening Funds CWP Africa Region

CWP Africa Region holds a series of workshops and seminars in 2018 to promote the issues of gender equality and women's empowerment in the Region

Commonwealth Women Parliamentarians from across the African Region have attended several conferences, events and seminars in 2018 to discuss the issues of gender equality, women empowerment and the emancipation of women in the Region. The Chairperson of the CWP Africa Region, Hon. Thoko Didiza, MP (South Africa) attended these events across the Africa Region.

A two-day Regional Gender Sensitisation Workshop was hosted by the KwaZulu-Natal Provincial Legislature under the theme of 'Mechanisms to Strengthen Gender Equality'. The CWP Africa Region Chairperson said that the gathering was an opportunity for women Parliamentarians to share practices and experiences on women's empowerment and emancipation as well as ideas on what can be done to increase women representation in parliament and in government. "The discussions in this workshop will motivate and inspire us to achieve the goal of gender equality and women empowerment."

The workshop in KwaZulu-Natal was attended by Speakers, Deputy Speakers, Committee Chairpersons as well as Members of Parliament and Provincial Legislatures. The CPA Africa Chairperson, Hon. Lindiwe Maseko, MP (South Africa) who was one of the speakers said public policy was another mechanism for change and gender equality. She said that Parliamentarians should heed a call to ensure that the legislative process was open and transparent for women to participate.

Hon. Lydia Johnson, MPL, Speaker of the KwaZulu-Natal Provincial Legislature told her colleagues to focus on what the different Parliaments were doing to increase women participation in development matters and ensuring gender equity. "Today, as we are meeting here under the theme: 'Mechanisms to Strengthen Gender Equality' we need to focus on what we as Parliamentarians are doing to strengthen mechanisms for gender equity. The CWP was founded to enable women Parliamentarians with an opportunity to discuss strategies to increase representation in Parliament and work towards mainstreaming of gender considerations in all CPA activities and programmes. Many countries including South Africa have also made strides towards improving women representation in Parliaments, but we are not yet there."

A three-day CWP Africa Region workshop and women's parliament dialogue was held at the Eastern Cape Provincial Legislature in South Africa from 18 to 20 June 2018. The objectives of



Image: UK Parliament/Jessica Taylor





the CWP Africa Regional workshop were to expand accountability by Members on women's representation; to mobilise the active participation of women in government programmes; to ensure the involvement of women in the *Africa 2063 Agenda* and sustainable development goals with a view to mainstream gender in the budgetary process. The dialogue also aimed to raise awareness and debate towards the emancipation of women and representation of women in leadership.

A four-day gender sensitization workshop for Commonwealth Parliamentarians from the East Africa Region was held by the CWP Africa Region at the Parliament of Uganda in Kampala from 21 to 26 July 2018. The CWP Africa Region Chairperson gave the keynote address under the theme of *Mainstreaming Gender in Parliamentary Business*. The CWP workshop was attended by Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda and former Chairperson of Commonwealth Women Parliamentarians (CWP) International; Hon. Lindiwe Maseko, MP, (South Africa), Chairperson of the CPA Africa Region; and Hon. Mary Karoro Okurut, Minister of Gender Labour and Social Development of Uganda. Delegates attending the CWP Africa Regional workshop included Speakers and Members of Parliament and Government Ministers.

Addressing the Women's Parliamentary Caucus in Maseru, Lesotho on 31 August 2018 on the functions of national women's caucuses, the CWP Africa Region Chairperson said that women can achieve more when they work together even when it is across party lines. The CWP Africa Region Chairperson also spoke about the work of the CWP and its programmes across the Africa Region and beyond and concluded by saying: "It might be the end of Women's Month in terms of the calendar, but every day must be Women's Month. Particularly with issues of gender-based violence, men need to partner with women to ensure that we actually remove this scourge in our society." The CWP Africa Region Chairperson visited Lesotho to share experiences of gender equality and to help to strengthen the Women's Multi-Party Parliamentary Caucus. This initiative aims to help Commonwealth Women Parliamentarians to appreciate their role in advancing women's interests through legislation and to work across regional and national borders to share positive experiences that can advance women's interests and equality.

The Malawi Ministry of Gender, Children, Disability and Social Welfare in partnership with UN Women, the UNDP and the South Africa High Commission to Malawi, convened a role-modelling



conference for aspirant women Parliamentarians from 20 to 21 November 2018, in Lilongwe, Malawi that was also addressed by the CWP Africa Region Chairperson, who spoke as the guest speaker at the conference about the work of the CWP and its programmes across the Africa Region and beyond. The Ministry of Gender in Malawi had been working with the Women's Caucus to encourage women to take part in the upcoming elections with over 800 women showing interest. This is in addition to the 32 women who are serving as Members of the Malawi Parliament, who have also expressed their intention to run for office once more. The CWP Chairperson also paid tribute to the life and work of Mama Albertina Sisulu at the Malawi conference, as part of celebrating the centenary of the activist as well as one of the first women MPs during the first democratic Parliament in South Africa.

### CWP Australia Region

**Commonwealth Women Parliamentarians Australia Region in 2018**  
The Commonwealth Women Parliamentarians Australia Region continued their activities in 2018 including the *Stepping Up* Programme and other activities.

In New South Wales, Australia, Hon. Jenny Aitchison, MP, Chair of the CWP New South Wales Branch attended a UN Women International Women's Day Breakfast in Sydney where she heard from inspiring speaker, Janelle Weissman, Executive Director of UN Women Australia. The event was attended by many school students. The CWP New South Wales also gathered women Members at Parliament House in Sydney and many attended the International



Women's Day March through the streets of Sydney to campaign for an end to all violence and harassment towards women.

The Commonwealth Women Parliamentarians in the Parliament of Western Australia participated in 'Girls Takeover Parliament' in October 2018 to tie in with the International Day of the Girl Child. In 2018, the programme had expanded to include more participants and had partnered with the Girl Guides WA. The programme aims to inspire more young women and girls to become involved in politics and empower them to run for office in the future.

The CWP representative at the New South Wales Parliament, Jenny Aitchison, MP worked with Tamara Smith, MP to produce a video featuring short interviews with women MPs from Pacific Island nations, who speak about their experiences of the Pacific Women Parliamentary Partnerships (PWPP) Programme which encourages more women Parliamentarians in the Pacific and partners women with Members of Parliament from the Australia Region.

With the focus globally on making Parliaments safe and respectful workplaces for women, the Commonwealth Women Parliamentarians Australia Region wrote to all Party Leaders and the Presiding Officers in each of the Parliaments of Australia to ask what action they are taking or intend to take to ensure that women work in safe and respectful environments.

In March 2018, the Parliament of Tasmania made history when it became the first Australian State to return a female-majority House of Assembly. The results marked a significant change in the make-up of the Members of Parliament and was a significant moment in Tasmanian and Australian politics. It was hoped that the results would encourage more women to enter politics and stand for election in other jurisdictions.

The CWP Australia Region completed a busy year with the appointment of the CWP Australian Regional Chair, Hon. Michelle O'Byrne, MP (Tasmania) as the Vice-Chairperson of the Commonwealth Women Parliamentarians International Steering Committee for the coming year.

### CWP British Islands and Mediterranean (BIM) Region

**Focus on empowering women's voices for the Commonwealth Women Parliamentarians British Islands and Mediterranean Region as centenary of universal suffrage is celebrated**  
The focus for Members of the Commonwealth Women Parliamentarians (CWP) from the British Islands and Mediterranean (BIM) Region in 2018 was influenced by the anniversaries of a century of universal suffrage in my jurisdictions.

The United Kingdom Parliament and CPA UK Branch hosted the annual CWP BIM Regional Conference on 26 and 27 April 2018. The theme was *'Women in Parliament: Past, Present and Future'* and it was attended by 25 CWP Members from across the region. The conference focused on the centenary of the UK Parliament passing the *Representation of the People Act*, alongside topical issues such as sexual harassment and online abuse.

UK Parliamentarian, Hon. Meg Hillier, MP delivered the keynote address and spoke about her role as Chair of the UK House of Commons Public Accounts Committee and the importance of gender representation on Parliamentary Committees. Rt. Hon. Maria Miller, MP spoke about her work as Chair of The UK House of Commons Women and Equalities Select Committee and conference delegates also heard from the CWP BIM Regional Chairperson, Joyce Watson, AM (Wales).

States of Alderney Member, Norma Paris spoke about being the



only woman Member in her Parliament, one of the smallest in the Commonwealth. The CWP regional conference partnered with a number of youth organisations such as *The Girls Network* to hear about the issues affecting young women. Members heard from London school girls about their experiences of social media and also examined how to engage young women and girls in politics.

During the UK Parliament's *'Parliament Week'* in November 2018, CWP Members from the CPA UK Branch held a panel discussion event as part of *'Empowering Women's Voices in Parliament'* against the background of the *Vote100* campaign celebrating the centenary of women's suffrage in the UK. The panellists were: Rt Hon. Maria Miller, MP, Chair of the Women and Equalities Select Committee who highlighted the Committee's work; Baroness Jenkin of Kennington who discussed the importance of encouraging and supporting women to stand for public office; and Hon. Angela Rayner, MP who spoke about her journey in becoming an MP. The panel event also looked at how women can effectively access, connect with and influence politics both outside and inside Parliament.

In the Isle of Man, the CPA Isle of Man Branch hosted the United Kingdom Suffragette Flag in September 2018, part of the Suffragette Flag Relay. The flag relay was a component of the one-year campaign of events through the Suffrage Centenary Volunteer group and





activities linked to the centenary of the UK's *Representation of the People Act 1918*: the law that gave some women the right to vote for the first time in the UK.

The visit of the Suffragette Flag provided an opportunity for the Isle of Man to reflect on its own journey towards universal suffrage. By 1918, women householders in the Isle of Man had been able to vote in elections to the House of Keys for 37 years, and women leaseholders had been able to for 26 years. A year later, in 1919, all women residents in the Isle of Man would be given both the vote and the right to stand for election, regardless of their property status.

To celebrate enfranchisement and promote the commencement date of the *Isle of Man Equality Act 2017*, the UK Suffragette Flag was taken to Island secondary schools where the President of Tynwald and the Isle of Man's Equality Champion, Hon. Jane Poole-Wilson, MLC spoke to 16 and 17-year-olds to examine these important topics. The planned events were part of the outreach programme organised by Tynwald to encourage involvement in democracy and to promote the right to representation.

CWP Member, Hon. Ann Corlett, MHK also visited University College Isle of Man to chat with students about her role as a Member of the House of Keys and her journey to becoming a Parliamentarian. The visit was part of a new educational and outreach relationship between Tynwald and University College as students were inspired by the story of suffrage and their direct engagement with Mrs Corlett. She explained: "Visiting University College Isle of Man and meeting young people at the start of their careers was a great opportunity to answer their questions and share my story as a female Parliamentarian. Talking candidly to students has led directly to follow-up engagement efforts by staff at University College and the Office of the Clerk of Tynwald, which gives me great hope for future female candidates standing for the House of Keys or Legislative Council."



Commonwealth Women Parliamentarians Canada Region launch new website highlighting forthcoming priorities in 2018

During the Commonwealth Women Parliamentarians (CWP) Canada Regional meetings which took place on 23 July 2018, the CPA Chairperson, Hon. Emilia Monjowa Lifaka, MP together with CWP Canada Regional Chair, Hon. Laura Ross, MLA (Saskatchewan) launched the new CWP Canada Regional website at [www.cwpcanada.ca](http://www.cwpcanada.ca).

The CWP Canada Regional Steering Committee meeting took place as part of the 56<sup>th</sup> CPA Canada Regional Conference in Ottawa, Canada from 22 to 27 July 2018. The CWP Canada Region held a regional meeting and workshop sessions introduced by the CWP Canada Regional Chair. The meeting provided Members with the opportunity to hear about activities over the previous year, and to think about priorities for the upcoming year. The CWP Canada Regional Chair said: "I was honoured to launch the CWP Canada Region website alongside the CPA Chairperson. Our webpage is a useful information tool where we are able to share information of who CWP is and what our mission and vision are."

The CWP Canada Chair gave her report emphasising the importance of the CWP Canada Regional Steering Committee continuing their efforts to promote CWP in Canada on a variety of platforms, including social media. The importance of continuing to build ties with other groups who promote the role of women in Legislative Assemblies was also emphasised.

At the conclusion of the 56<sup>th</sup> CPA Canada Regional Conference and as Canada marked the centenary of women's suffrage in Canada's federal elections, four Commonwealth Women Parliamentarians (CWP) – the CPA Chairperson, Hon. Emilia Monjowa Lifaka, MP (Cameroon); CPA Vice-Chairperson, Hon. Alexandra Mendes, MP (Canada Federal); Hon. Yasmin Ratansi, MP, Chair of the CPA Canada Federal Branch; and CWP Canada Regional Chair, Hon. Laura Ross, MLA (Saskatchewan) – were photographed at the 'Women Are Persons! - Famous Five' monument at Parliament Hill recognising the campaign for gender equality.

Earlier in 2018 on International Women's Day in Canada, the CPA Canada Federal Branch Chairperson, Hon. Yasmin Ratansi, MP attended a number of International Women's Day events including a community panel debate and an event with Equal Voices Canada. The Legislative Assembly of the Northwest Territories in Canada celebrated International Women's Day 2018 with Members' statements to the House focusing on the IWD theme and a motion titled 'Increasing women's participation in the Legislative Assembly'



was also proposed by Ms. Julie Green, MLA. During the sitting, the Clerks-at-the-Table in the chamber were all female for the session.

The Commonwealth Women Parliamentarians were represented at the inaugural Women Leaders Global Forum in Reykjavik, Iceland by Hon. Laura Ross, MLA, the CWP Canada Region Chairperson. CWP Members from across the network also attended the Forum, which was held between 26 and 28 November 2018. The Forum gives the opportunity for women leaders to discuss and share ideas and solutions on how to further advance society, increase equality between women and men and promote and positively develop the number of women in leadership positions.

The Forum is annually co-hosted by Women Political Leaders (WPL), and the Government and the Parliament of Iceland, and is co-chaired by leaders of the OECD, World Bank, World Economic Forum and others. The inaugural Women Leaders Global Forum featured keynote speakers, all internationally recognised for their contribution to advancing society and 400 delegates from over 100 countries, who attended two days of workshops as well as bilateral meetings and events.

The CWP Canada Region Chair said: "I was honoured to be invited to attend the Women Leaders Global Forum 2018 alongside four hundred women from over 100 countries. This Forum was the perfect opportunity to network with fellow legislators, business and community leaders. The objectives of both CWP and WPL are very similar in that increasing the number of women and their influence within their Legislatures is our main objective. Having more women sitting at the decision-making tables changes politics and public policies."

A large number of delegates had the opportunity to present to the Forum on the current situation within their respective countries on the status of elected women within all levels of government. Many of the presenters also talked about quotas so that more women would be able to be elected to public office. I had the



opportunity to present on behalf of the CWP and to give the perspective of the CWP Canada Region on the present status of the number of women elected to Federal, Provincial and Territorial offices in Canada. In my presentation, I was able to share why it is so important for partisan politics to be set aside so that work undertaken with CWP can be successful. It is the advancement and the encouragement of women of all political stripes to seek public office."

### CWP Caribbean, Americas and Atlantic Region

12<sup>th</sup> Caribbean Regional Conference of the Commonwealth Women Parliamentarians (CWP) takes place in the Cayman Islands

The 12<sup>th</sup> Regional Conference of the Commonwealth Women Parliamentarians (CWP) of the Caribbean, Americas and Atlantic (CAA) Region took place ahead of the 43<sup>rd</sup> CPA CAA Regional Conference in George Town in the Cayman Islands in June 2018. The 12<sup>th</sup> CWP Regional Conference was chaired by Hon. Shirley Osborne, MLA, Speaker of the Legislative Assembly of Montserrat and Chair of the Regional CWP and saw updates on the activities of the CWP across the region.

As part of the Conference programme, there was also a CWP Seminar focused on Women's Empowerment and Leadership, delivered by Ms Trina Ramsey, which ran over the two days of the conference. The opening session took the form of an informal dinner and discussion, with Members participating in ice-breaker exercises and discussions.

The second day's session provided Members with the opportunity for introspection and deep thinking about the role that they play in the world as women Parliamentarians. Participants shared experiences and ambitions and were provided with an opening through which to engage with each other on matters of importance and gain clarity on these matters through dialogue.





Above: The Speaker of the Lok Sabha and CPA India Regional Chairperson, Smt. Sumitra Mahajan speaks about gender equality.

#### CWP India Region

**International Women's Day 2018 marked in the Parliament of India**  
On 8 March 2018, the Presiding Officers of both the Houses of the India Parliament marked International Women's Day 2018 with some impassioned interventions in the chambers. The Vice-President of India and the Chairman, Rajya Sabha, Shri M. Venkaiah Naidu said that International Women's Day is a day to celebrate and honour the untiring commitment and determination of ordinary women in India and throughout the world to achieve equality, justice and economic development. Two issues that needed renewed focus on this day were gender equality and women's safety. Gender-sensitization should start in every household, neighbourhood, school, institutions and community and mindset to respect girls and women should be promoted at home and in schools, public areas, public transport and at every place and every stage. With women constituting 50% of the population, the social, economic and political empowerment of women, including providing reservation of seats for women in Parliament and State Legislatures, has to be accorded top priority for the country to achieve rapid progress, emphasized the Rajya Sabha Chairman.

The Minister of External Affairs, Smt. Sushma Swaraj said women have become President, Prime Minister, Speakers, Chief Minister of many States and Presidents of many national parties in India. While these achievements enable Indians to raise their heads high, the injustice and pain of women make their heads hang in shame. The International Women's Day is a day to resolve not to tolerate the kind of injustice and pain being experienced by women.

Minister Shri Vijay Goel said it is not that changes have not come about in the conditions of women. But this transformation should reach throughout the country wherever women are not getting complete rights and respect. Many Members of the India Parliament spoke in favour of the Women Reservation Bill which reserves a number of seats for women in India State Assemblies and in Lok Sabha.

In the Lok Sabha, the Speaker, Smt. Sumitra Mahajan congratulated the women of India and of the whole world on the occasion of International Women's Day. She said women always carry their children and their culture together. Smt. Mahajan asked women to be positive, live with confidence and self-respect and contribute to nation building.

#### CWP Pacific Region

Commonwealth Women Parliamentarians in New Zealand unite to celebrate 125 years of women's suffrage and historic milestones in politics

New Zealand Members of Parliament, both male and female, and from all political parties of the left and right, gathered for a special event on 19 September 2018 to celebrate 125 years of women's suffrage in New Zealand. The breakfast event was convened by the Co-Chairpersons of the New Zealand group of the Commonwealth Women Parliamentarians (CWP), Louisa Wall, MP and Jo Hayes, MP, and the Deputy Speaker of the New Zealand Parliament, Hon. Anne Tolley, as a poignant start to an important day of celebration and reflection. New Zealand women first achieved the right to vote in 1893.

The CWP New Zealand Co-Chairpersons, Louisa Wall, MP and Jo Hayes, MP said: "We were privileged to hear from the first woman Prime Minister of New Zealand, Rt Hon. Dame Jenny Shipley, and Dame Ann Hercus, the first Minister for Women and the first women to hold the Police ministerial portfolio. All 48 current women Parliamentarians were presented with a symbolic gift commemorating their service in the New Zealand Parliament, along with their unique number representing their place out of the 149 women who have been elected to Parliament in our history." Past and present New Zealand women MPs were presented with #Suffrage125 brooches in the shape of a camellia, crafted by Whakatane artist Robyn Watchorn.

"We are heartened that in 2018, 40% of the New Zealand Parliament's MPs are women; a record for our Parliament, which places us at number 20 in the world for gender equality in Parliaments. We boast a woman Prime Minister, Governor-General, Chief Justice, Deputy Speaker, Deputy Leader of the Opposition, and two senior Whips are women, in addition to three Chairs of Select Committees. As we acknowledge all of the strong, pioneering women who have come before us, and reflect on their journeys, we must gather momentum to break inequalities and stereotypes that still hold us back today. Despite how far we have come in 125 years, there is still ground to be broken and this will only happen when women and men from all sides of the political spectrum come together and advocate for change."

During 2018, the CWP Pacific Region held a number of events and initiatives. CWP Members from the New Zealand Parliament, co-chaired by Jo Hayes, MP and Louisa Wall, MP held a meeting with UK Parliamentarians, Baroness Redfern and Diana Johnson, MP, part of a visiting CPA UK delegation in April 2018. The agenda included discussion of conducting a survey of women MPs (and potentially male MPs) on their experience of sexual violence, abuse and harassment. Both the UK and New Zealand Members noted that social media has increased the visibility and frequency of threats to MPs and their families, but the #MeToo movement has also been bringing this into the light.



of female Parliamentarians; and often, there is no dedicated funding for women caucuses. A number of delegates suggested that national parliamentary surveys should be developed and undertaken to identify the common issues facing women in Parliament. The learnings and networks have been invaluable."

In October 2018, the CWP Pacific Region held a meeting of women Members from across the region in the Cook Islands. The meeting was held in the margins of the 37<sup>th</sup> CPA Pacific and Australia Regional Conference where Members represented many Pacific jurisdictions including: Bougainville; Cook Islands; Kiribati; Nauru; New Zealand; Niue; Papua New Guinea; Samoa; Solomon Islands; and Tuvalu.

Hon. Niki Rattle, Speaker of the Parliament of the Cook Islands and CPA Cook Islands Branch President chaired the conference and reiterated her desire to increase the number of women in the Cook Islands Parliament and across the CPA Pacific Region. Speaker Niki Rattle said: "I believe the topics for our regional conference are really relevant in talking about gender equality and my focus while I'm Speaker of Parliament is to increase the number of women in the Parliament. Out of 24 Members, we have four women and there are many women in the Cook Islands who could actually be sitting in the House and sharing the opportunity of making decisions on the welfare of the people of this country."

#### CWP Communications

The CWP Facebook page was launched in March 2017 and at the date of writing this report has 132 followers and 127 likes. However, the CWP Steering Committee have been asked to help to promote this social media network further within each Region.

#### Monitoring and Evaluation - CWP

**News Coverage:** Media coverage for CWP included 3 TV reports, 1 print articles, 8 digital/online reports and 1 radio in a wide variety of media outlets (Bahamas Weekly, Parliament of South Africa website, IOL South Africa news website, ITV news website Jersey, Politics Home UK website, News 24 South Africa,



**Social Media Coverage – CWP:** The CWP activity in 2018 received good coverage on the CPA's social media channels (Twitter, Facebook, Flickr and YouTube) with a total of 45 posts on Twitter gaining 105,201 page impressions. On Facebook, the CWP had 25 social media posts on the CPA Facebook page gaining 8,255 page impressions. On the CWP Facebook page there were 30 social media posts. The highest reaching single CWP Tweet was posted on 15 April 2018 to coincide with the Commonwealth Women's Forum at CHOGM 2018 gaining 11,223 page impressions (views).

## CPA Small Branches

Recognising the need to offer special support to CPA Small Branches, the CPA has over the years identified specific programmes for these jurisdictions and in 2016, for the first time a Chairperson for Small Branches was elected.

In 2018, the CPA Headquarters Secretariat worked closely with the CPA Small Branches Chairperson to support and develop the Small Branches network.

### Monitoring and Evaluation – CPA Small Branches

The Commonwealth Parliamentary Association has published a number of booklets, leaflets and guides relating to the CPA Small Branches which are available from the CPA Headquarters Secretariat direct. The CPA Small Branches Strategic Plan 2018-2020 is available both in print and online versions.

There are also downloads, information, links and research about the activities of the CPA Small Branches published on the CPA website [www.cpahq.org](http://www.cpahq.org) with a specific section for the CPA Small Branches at [www.cpahq.org/cpahq/smallbranches](http://www.cpahq.org/cpahq/smallbranches).

*The Parliamentarian*, the Journal of Commonwealth Parliaments, published news and reports from the activities of the CPA Small Branches and the CPA Small Branches Chairperson writes a regular column in the publication specifically related to issues affecting CPA Small Branches.

**Social Media Coverage – CPA Small Branches:** The CPA Small Branches activity in 2018 received good coverage on the CPA's social media channels (Twitter, Facebook, Flickr and YouTube) with a total of 16 posts on Twitter gaining 15,339 page impressions. The highest reaching single CPA Small Branches Tweet was posted on 22 October 2018 about the CPA Small Branches Climate Change Workshop with UNEP gaining 2,773 page impressions (views).

### CPA Small Branches Chairperson highlights the importance of the separation of powers to ensure effective governance at Commonwealth People's Forum

The Chairperson of the CPA Small Branches, Hon. Angelo Farrugia, Speaker of the Parliament of Malta spoke about the importance of the separation of powers between the legislature, the executive and the judiciary to ensure effective governance and democracy at a workshop session at 2018 Commonwealth People's Forum. The CPA Small Branches Chairperson also highlighted the CPA's role in the establishment of the Commonwealth Latimer House Principles on the separation of powers and the CPA's Recommended Benchmarks for Democratic Legislatures.

The Commonwealth People's Forum (CPF) 2018 was held ahead of the Commonwealth Heads of Government Meeting (CHOGM) 2018 and brought together civic voices from around the world to debate key issues facing Commonwealth people. The CPF is the single largest opportunity for civil society to engage with Commonwealth leaders on global development issues.

The CPA Small Branches Chairperson spoke at the panel session on the separation of powers alongside Lady Brenda Hale, President of the UK Supreme Court; Cheryl Dorall of the Commonwealth Journalists Association; and former judge, Keith Hollis of the Commonwealth Magistrates and Judges Association (CMJA). Panellists examined the role of the separation of powers



in the Commonwealth, its effectiveness in providing democratic governance and the role of civil society.

The CPA was a partner in the establishment of the Commonwealth Latimer House Principles together with partners: the Commonwealth Secretariat, the CMJA, the Commonwealth Lawyers Association and the Commonwealth Legal Education Association.

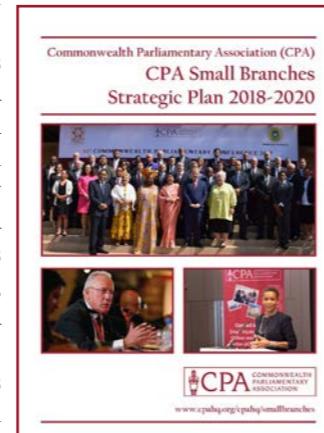
### New CPA Small Branches Strategic Plan launches for the development of the network over next three years

The Commonwealth Parliamentary Association and the CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the Parliament of Malta, launched the CPA Small Branches Strategic Plan 2018-2020 to the wider CPA membership in 2018.

The Plan identified five strategic outcomes for the CPA Small Branches Network and sets out a roadmap to achieving them. In the foreword to the Strategic Plan, the CPA Small Branches Chairperson wrote: *"I would like to encourage all CPA Small Branches to implement this Strategic Plan on multiple levels: internationally, locally, but also individually. It is vital that the international community keeps hearing the voice of smaller states, so that their challenges are heard and tackled, but it is also vital that this Strategic Plan is implemented on the ground by ourselves; key to the success of the Strategy is ownership by us, coming together as a collective."*

The smallest of the CPA's Legislatures seek to meet the same expectations of service delivery as larger legislatures and in doing so, they recognise the importance of constantly innovating in the face of fiscal and human resource constraints; they recognise the central role of parliament in meeting the challenges of combatting corruption; and the threats in the face of climate change to some of the Commonwealth's most vulnerable.

The new strategy focuses on key thematic areas and development activities with measurable outcomes; this will build parliamentary capacity for CPA Small Branches and create greater opportunities for the sharing of knowledge, parliamentary strengthening and cooperation across the network. The new strategic plan was developed by the new CPA Small



Branches Chairperson, who hosted a strategy consultation meeting in Malta in October 2017 with representatives of each CPA Region where there are Small Branches (seven of the nine CPA Regions) to facilitate discussion and develop the plan. The strategic planning meeting, which took place at the Parliament of Malta, was attended by: Africa Region: Hon. Ahmed Afif, MP and Hon. Churchill Gill, MP (Seychelles); Australia Region: Mrs Joy Burch, MLA, Speaker of the Australian Capital Territory Legislative Assembly; British Islands and Mediterranean (BIM) Region: Hon. Samantha Sacramento, MP, Minister for Housing and Equality (Gibraltar); Caribbean, Americas and Atlantic (CAA) Region: Hon. Michael Carrington, MP, Speaker of the Barbados House of Assembly; South-East Asia Region: Hon. Hamdan Bahari, MP, Speaker of the Legislative Assembly of The State of Perlis, Malaysia; Pacific Region: Hon. Simon Pentau, Speaker of the House of Representatives of Bougainville, Papua New Guinea.

The new CPA Small Branches Strategic Plan was presented to the 36<sup>th</sup> CPA Small Branches Conference in November 2017, ahead of the wider 63<sup>rd</sup> Commonwealth Parliamentary Conference (CPC) in Dhaka, Bangladesh before being approved by the CPA Executive Committee at the Mid-Year meeting in March 2018.

### Commonwealth Parliamentarians find that the world's smallest nations can be global innovators in combatting the impacts of climate change

Commonwealth Parliamentarians representing the Small Branches Network of the Commonwealth Parliamentary Association (CPA) have examined the global implications of climate change and its impact on the smallest nations and territories in the world. Climate change is of great concern to the 53 Commonwealth countries, especially its 31 small and developing states which are often the least polluting but the first casualties of climate change. At the recent Commonwealth Heads of Government Meetings (CHOGM) in Malta and in the United Kingdom, Commonwealth leaders committed themselves to tackling climate change and addressing the unique challenges of small states to ensure their full participation in and contribution to a more prosperous future.

Parliamentarians from eight CPA Small Branches representing five CPA Regions met in Kenya from 10 to 13 October 2018 for the CPA Small Branches Climate Change Workshop at the United Nations Environment Programme (UNEP) Headquarters. The workshop heard from experts in the field and discussed ways to introduce renewable energy, waste reduction with a specific focus on plastics, marine protection, the best scientific resources for action, electric transport, the involvement of non-state actors, fiscal policy, regional integration, and technological innovation. Parliamentarians also examined the specific challenges of smaller jurisdictions in overseeing the implementation of the 2015 Paris Agreement and in the development of appropriate national legislation dealing with the prevention and impact of climate change.

Through this partnership, the CPA Small Branches network and UNEP will continue to examine the role of legislators in combatting climate change and support Parliamentarians in the Parliaments and Legislatures of the Commonwealth to further pursue these goals.

The CPA's Small Branches, which are jurisdictions with a population of under 500,000 people, are particularly well placed in trialling innovation in combatting climate change due to their smaller population and landmass. For developing nations, there



are resources available to assist small jurisdictions in assuming a leadership role in this area. The areas of engagement are vast and range from implementing innovations in terrestrial ecosystems, technology, transport, energy, emission trading, climate finance, legal response initiatives and environmental law making.

*"The need for action on climate change is a given. The evidence is overwhelming. Our focus now needs to be on the how – finding the right solutions and making global issues relevant at the national and local level. We need behavioural change, policy change and business change. Everyone can take positive action to combat this global problem,"* said Erik Solheim Head of UN Environment.

At the closing of the workshop, the CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the Parliament of Malta said: *"As former UN Secretary-General Ban-Ki Moon says, when it comes to climate change, there is no plan B, since we do not have a planet B. Now that we have come together as a network of CPA Small Branches Parliamentarians to discuss these pressing matters, to compare action plans and to engage with top experts in the field, it is time for action. Climate change is not just a threat to humanity - it is a tremendous, unique opportunity in our history to show what humans have done best throughout the centuries: champion innovation and growth."*

### Monitoring and Evaluation – Workshop on Climate Change for Small Branches

Number of participants: 10.

Gender Balance: 90% male: 10% female.

100% of participants rated the programme as good or excellent.

#### Feedback from Members:

- *"I was inspired by the serious commitment displayed by all present to really achieve what we are pushing for"*- Anonymous
- *"Exposure to the legal tools will certainly be of great use in my role of policy formulation"*- Anonymous
- *"I feel that now having organised this excellent workshop we need to continue the support by maintaining the goals of this workshop"*- Hon. Angelo Farrugia MP, Chairperson of the CPA Small Branches and Speaker of the Parliament of Malta
- *"I was unaware of the level of support that is available to Parliamentarians; the information received has taken me to new heights"*- Anonymous
- *"All topics were very interesting because they have their respective merits for the issue at hand for the Small Island States"*- Hon. Alex Jeffries (Nevis Island).

## Public Outreach

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

### CPA Roadshows for Young People

The goal of the CPA Roadshow [www.cpahq.org/cpahq/cparoadshows](http://www.cpahq.org/cpahq/cparoadshows) is to increase awareness of the important work done by the CPA in promoting parliamentary democracy to young people across the Commonwealth and to connect Parliamentarians with young people in schools, colleges and universities to inspire the next generation of 'young leaders' and to promote parliamentary democracy and Commonwealth political values.

- Since its launch in March 2016 until December 2018, the CPA Roadshows have reached approximately 10,000 young people who have heard about the Commonwealth's 3Ds – *Diversity, Development and Democracy* – and the work of the CPA.
- Overall, CPA Roadshows have taken place in eight out of nine CPA Regions.
- In 2018, five CPA Roadshows took place and have reached approximately 593 young people.

### Monitoring and Evaluation – CPA Roadshows

Feedback from students:

- Kjel Smithen, student at Charlestown Secondary School, Nevis "Amidst the vast knowledge and experience from the CPA Roadshow, my favourite experience was interaction with Mr Khan about Parliament."
- Sama Glenn, student at National Comprehensive High School, Cameroon "The experience of the CPA Roadshow has helped me gain confidence on myself and also helped me know or have socio-political knowledge of parliamentary government."
- Gareth Drabble, student at Prince Andrew School, St Helena "Greatly enjoyed it, I learnt a lot. Gained a greater knowledge



CPA Roadshows for young people in 2018			
<b>Mauritius</b> <b>25</b> students   <b>3</b> MPs attended   <b>1</b> university	<b>St Helena</b> <b>293</b> students   <b>5</b> MPs attended   <b>5</b> schools including Prince Andrew School		
<b>Jamaica</b> <b>35</b> students   <b>2</b> MPs attended   <b>3</b> schools	<b>Nevis</b> <b>40</b> students   <b>3</b> MPs attended   <b>2</b> schools including Charlestown Secondary School		
<b>Cameroon</b> <b>200</b> students   <b>1</b> CPA Chairperson and <b>1</b> CPA Secretary-General attended   <b>2</b> schools including Government Bilingual High School			

on how vast the Commonwealth is and how most of it comprises of young people!"

- Laura O'Keeffe, student at Prince Andrew School, St Helena "There wasn't an element of the presentation that I didn't enjoy or gain fascinating information on. It was a privilege to hear these points and knowledge from such people."
- Eyamba Flavien, student at Government Bilingual High School, Cameroon "In fact, I have learned a lot about good governance. At first, I didn't even know anything about the Commonwealth Association as in details. But now I am a leader and learned that gender equality must be respected in our community."
- Yunque Thompson, student at Charlestown Secondary School, Nevis "My experience was great, I would like to encourage the CPA to do more roadshows and reach out to the youths more often."



Gender balance for CPA Roadshows in 2018: 47% male: 53% female.

Age ranges for CPA Roadshows in 2018: 23% aged under 11; 61% aged 11 to 16; 2% aged 17 to 21; 14% aged 21 or over.

**News Coverage:** 5 CPA press releases/CPA online news stories. Media coverage included 2 print news reports, 3 online news reports and 1 TV report (St Helena Herald newspaper, Television Jamaica: Smile TV show, Jamaica Information Service website, Jamaica Gleaner).

**Social Media Coverage – CPA Roadshows:** The CPA Roadshows received good coverage on the CPA's social media channels (Twitter, Facebook, Flickr and YouTube) in this period, reaching a total of 12,335 page impressions (views) on Twitter, and 326 impressions on Facebook. The highest reaching Tweet was posted on 22 January 2018 gaining 2,111 page impressions.

### Commonwealth Assembly at Twickenham Prep School in South West London

The CPA Secretary-General, Mr Akbar Khan visited Twickenham Prep School in South West London to speak at a Commonwealth Assembly in May 2018. The CPA has a programme of outreach that provides opportunities for young people to learn about the political values of the Commonwealth such as diversity, development and parliamentary democracy; to discuss issues of concern about the society in which they live; and to find out about the work of the CPA. The CPA Secretary-General, Mr Akbar Khan and members of the CPA Headquarters Secretariat team attended Headmaster, Mr David Malam's Commonwealth Assembly where the students heard about the Commonwealth and the role of the CPA in promoting diversity,



development and democracy. The students at the school had been learning about the Commonwealth for the past few weeks as part of a series of assemblies and the CPA Secretary-General was the latest guest to contribute his perspective.

### CPA Commonwealth Parliamentary Lecture Series

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

The CPA Lecture Series is an annual programme of lectures based around the theme of 'Commonwealth political values' and has a different thematic focus each year. Since its launch in December 2016, five CPA Lectures, including the inaugural lecture, have been delivered in five different CPA Regions – Asia; Africa; British Islands and Mediterranean; Caribbean, Americas and Atlantic; and Pacific.

In 2018, no additional CPA Lectures have taken place but further lectures are planned to take place in 2019.

### CPA Regional 'Hot Topic' Forums

The CPA Regional 'Hot Topic' Forums focus on key policy areas and enable discussion on issues which are relevant and of key interest to the Parliaments and Legislatures of each CPA Region. The topics will include political, economic and social matters which impact today's 'Commonwealth Family'.

Since its launch in 2016, four CPA Regions have hosted CPA Regional 'Hot Topic' Forums – Asia; Australia and Pacific (joint event); and Caribbean, Americas and Atlantic (in two parts). In 2018, no additional CPA Regional 'Hot Topic' Forums took place.

## Commonwealth Day

### Commonwealth Day 2018 at CPA Headquarters (Westminster, United Kingdom)

Commonwealth Day was observed in 2018 on Monday 12 March and focused on the theme *Towards a Common Future*.

Her Majesty Queen Elizabeth II, Head of the Commonwealth and Patron of the Commonwealth Parliamentary Association, with members of the royal family, attended celebrations in London to mark Commonwealth Day 2018 and attended one of the largest multi-faith celebration services in Westminster Abbey. Hon. Emilia Monjowa Lifaka, MP, Chairperson of the CPA Executive Committee and Deputy Speaker of the National Assembly of Cameroon, together with the CPA Secretary-General, Mr Akbar Khan represented the CPA. The service was also attended by Commonwealth High Commissioners, the Commonwealth Secretary-General and dignitaries from around the Commonwealth as well as senior politicians and 1,000 school children.

On Commonwealth Day 2018, the Secretary-General of the CPA, Mr Akbar Khan released a video message to CPA Branches and said: “Commonwealth Day provides us with the opportunity to reflect on what the Commonwealth means to us and our communities. The Commonwealth can play a vital role in ensuring a better future for us all, today and for future generations. The 2018 Commonwealth theme reminds us that only by working together can we secure a more sustainable, prosperous, fairer and secure Commonwealth for everyone. I wish you all a Commonwealth Day that inspires you to work towards our common future.” Please visit [www.cpahq.org/cpahq/youtube](http://www.cpahq.org/cpahq/youtube) to view the CPA Secretary-General’s video message for Commonwealth Day 2018.

The CPA Youth Programme on Commonwealth Day 2018 was opened by the CPA Chairperson, Hon. Emilia Monjowa Lifaka, MP who spoke of the importance of this year’s 2018 Commonwealth theme of ‘Towards a Common Future’ for the Commonwealth Parliamentary Association which promotes common goals for CPA Branches and the strengthening of Commonwealth Parliaments to achieve democratic solutions.

The CPA Chairperson emphasised the need for young people to participate in politics in order to have a voice in the democratic process and also the need for all Commonwealth Parliamentarians to listen to young people in their respective jurisdictions to ensure that they represent youth voices. The CPA Chairperson said: “Over one billion young people hold the key to unlocking the challenges that we face – beyond our respective borders. The CPA and the Commonwealth are truly global organisations.”

- The one-day programme hosted by the CPA Headquarters Secretariat was attended by 27 young people from 16 CPA Branches: Pakistan, Sri Lanka, New South Wales, Falkland Islands,



Gibraltar, Isle of Man, Malta, United Kingdom, Wales, Jersey, Cayman Islands, Bermuda, Montserrat, Trinidad and Tobago, Kerala, New Zealand.

- The CPA Branches represent six of the nine CPA Regions: Asia, Australia, British Islands and Mediterranean, Caribbean, Americas and Atlantic, India and Pacific Regions.

The CPA Youth Programme participants heard from keynote speaker, Hon. Dawn Butler, MP (United Kingdom) who is the Shadow Women and Equalities Minister in the UK Parliament. Dawn Butler said: “The future is too important to give up on your vision. It is up to the younger generation to put their mark on the special relationship that we have with the Commonwealth.”

UK Parliamentarian, Lord Purvis of Tweed also spoke at the event and responded to questions on the role of youth in implementing the SDGs and the Commonwealth trade potential. This was followed by a round table discussion on the theme of ‘The Role of Youth in the Implementation of the SDGs through Political Participation’. The round table discussion included a wide range of views on the implementation of the SDGs from CPA Commonwealth Day Youth participants.

During the evening of Commonwealth Day 2018, Hon. Emilia Monjowa Lifaka, MP, Chairperson of the CPA Executive Committee and Mr Akbar Khan, CPA Secretary-General together with seven of the CPA Commonwealth Youth Programme participants attended the Commonwealth Secretary-General’s Commonwealth Day reception at Marlborough House in the presence of HRH The Prince of Wales, HRH The Duchess of Cornwall and HRH The Duke of Cambridge.

In addition, CPA Branches and Regions across the network of the Commonwealth Parliamentary Association marked Commonwealth Day in many different ways. Reports of these activities featured on the CPA website and in *The Parliamentarian* (2018: Issue Two). Commonwealth Day has been celebrated around the Commonwealth on the second Monday in March every year since the 1970s.



Left: The CPA Youth Programme on Commonwealth Day 2018 was opened by the CPA Chairperson, Hon. Emilia Monjowa Lifaka, MP who spoke of the importance of this year’s 2018 Commonwealth theme of ‘Towards a Common Future’.



### Commonwealth Day in CPA Branches

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

- A total of 8 CPA Branches were awarded with bursary grants totalling £3,000 for Commonwealth Day 2018 activities within their Legislature: Fiji, Gauteng, Jamaica, Northern Territory (Australia), Pakistan, Papua New Guinea, St Helena and Zambia.
- These CPA Branches represent six CPA Regions.

### Monitoring and Evaluation – Commonwealth Day at CPA

- Regional balance of participants: Asia 15%; Australia 4%; BIM 41%; CAA 26%; India 7; Pacific 7%.
- Gender balance of participants: male 56%; female 44%.

## International Democracy Day

International Democracy Day 2018 recognises democracy is ‘under strain’ and calls for parliamentary solutions for a changing world – “Democracy is showing greater strain than at any time in decades. That is why this International Day should make us look for ways to invigorate democracy and seek answers for the systemic challenges it faces.” — United Nations Secretary-General, António Guterres

In 2007, the United Nations General Assembly reaffirmed the Universal Declaration on Democracy by instituting the International Day of Democracy on 15 September each year. The United Nations theme for International Day of Democracy 2018 was ‘Democracy under Strain: Solutions for a Changing World’. This year’s International Day of Democracy was an opportunity to look for ways to invigorate democracy and seek answers to the systemic challenges it faces. This includes tackling economic and political inequalities, making democracies more inclusive by bringing the young and marginalized into the political system, and making democracies more innovative and responsive to emerging challenges such as migration and climate change.

The Commonwealth Parliamentary Association (CPA) network marked this special day and many of its 180 Branches in Parliaments and Legislatures across the Commonwealth celebrated International Day of Democracy with different events and activities. As in previous years, the CPA also supported the IPU’s #StrongerDemocracies campaign and online petition.

With this year’s 70<sup>th</sup> anniversary of the Universal Declaration of Human Rights, the International Day of Democracy was also an opportunity to highlight the values of freedom and respect for

- 100% of participants felt the overall programme for Commonwealth Day was ‘good’ or ‘excellent’. 79% felt their knowledge of the Commonwealth improved as a result of the programme.

### Feedback from youth participants:

- Janelle Syms, Student and Cayman Islands Representative - “[I valued most] gaining insight on how to increase political participation in youth to be on target to meet SDGs, will hold government accountable.”
- Joshua Gross, Gibraltar Representative - “[I valued most] the opportunity to have our voices heard by MPs and other senior officials and to meet interesting people.”
- Serena Mukhi, Student and Malta Representative - “I am truly grateful to you for the incredible opportunity to learn, participate and meet such wonderful people today...I had an absolutely incredible day.”
- Matthew Welds, Cayman Islands Representative - “I [valued most] finding out more about our collective Commonwealth and the work we are doing to collectively improve it.”

**News Coverage:** 1 CPA press release and 1 post-event CPA news story and media coverage included news reports on the Gibraltar Chronicle and the Lusaka Times, Zambia.

**Social Media Coverage:** Commonwealth Day received good coverage on the CPA’s social media channels (Twitter, Facebook, Flickr and YouTube) in this period, reaching a total of 95,281 page impressions (views) on Twitter and 1,290 page impressions on Facebook. The highest reaching Commonwealth Day Tweet was posted on 12 March 2018 and reached 75,346 page impressions (views). This was one of the CPA’s highest reaching Tweets of the year.

human rights as essential elements of democracy. The Universal Declaration of Human Rights, which states that “the will of the people shall be the basis of the authority of government” (article 21.3), has inspired constitution-making around the world and contributed to global acceptance of democratic values and principles. Democracy, in turn, provides the natural environment for the protection and effective realization of human rights.

### Monitoring and Evaluation – International Democracy Day

**Social Media Coverage:** The CPA Headquarters Secretariat posted online about the International Democracy Day 2018, reaching a total of 7,176 page impressions (views) on Twitter, and 258 impressions on Facebook.

**INTERNATIONAL DAY OF DEMOCRACY 2018**

Democracy needs strong and effective Parliaments

#StrongerDemocracies    #DemocracyDay



CPA COMMONWEALTH PARLIAMENTARY ASSOCIATION  
[www.cpahq.org](http://www.cpahq.org)

## Commonwealth Youth Parliament

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

It has been stated that Commonwealth Youth programme activities should be transparent and demonstrate how young people can contribute to strengthening democracy and enhancing sustainable development, including for the benefit of their communities and by expansion, entire countries. The Commonwealth Youth Parliament gives young people an opportunity to understand the processes of Parliament. In addressing the 9<sup>th</sup> CYP delegates at the start of their programme, the Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan, said: "Together, this week we are a fantastically diverse group serving as a microcosm of Commonwealth youth. Please learn from each other, network and seize the opportunity to forge lasting friendships. I encourage you to pursue your ambitions, political or otherwise." At the end of the 9<sup>th</sup> CYP, he observed, "Mission accomplished."

### 9<sup>th</sup> Commonwealth Youth Parliament inspires future young leaders from across the Commonwealth

Commonwealth youth delegates aged 18 to 29 met for the 9<sup>th</sup> Commonwealth Youth Parliament (9<sup>th</sup> CYP) from 25 February to 1 March 2018, hosted by the Commonwealth Parliamentary Association (CPA) and the Jersey States Assembly in St Helier, Jersey. The 49 delegates at the 9<sup>th</sup> CYP came from fifteen countries, ranging from the largest (India) to the smallest (Niue), and from 35 CPA Branches\* across eight CPA Regions.

The five days of the Commonwealth Youth Parliament provided a key development opportunity for young people from the Commonwealth with ambitions of public office and introduced these potential young Parliamentarians to the fundamentals behind the



processes of Parliament. In addressing the 9<sup>th</sup> CYP delegates at the start of their programme, the Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan, said: "Together, this week we are a fantastically diverse group serving as a microcosm of Commonwealth youth. Please learn from each other, network and seize the opportunity to forge lasting friendships. I encourage you to pursue your ambitions, political or otherwise." At the end of the 9<sup>th</sup> CYP, he observed, "Mission accomplished."

Mr Mark Egan, Greffier of the States Assembly, Jersey added: "We were delighted to welcome so many young people from across the Commonwealth to Jersey for this exciting and unique opportunity. The Commonwealth Youth Parliament gives young people the opportunity to develop their leadership skills and experience our historic Parliament, as well as empowers them to make a positive difference in shaping the future of their own communities."

At the closing of the 9<sup>th</sup> CYP, the Chief Minister of Jersey, Senator Ian Gorst said: "To be a leader is an honour and to lead is to serve. The Commonwealth brings together people for global and local benefit. I am extremely proud of our young people at the Commonwealth Youth Parliament and I have an overwhelming sense that our future is bright and can be successful."

The CYP gave participants a Pan-Commonwealth experience and a hugely valuable networking opportunity including with current young Members of Parliament from the Commonwealth - Hon.



Temard Butterfield, MHA (Turks and Caicos); Deputy Sam Mezec (Jersey); Hon. Jermaine Figueria, MP (Guyana); Hon. John Paul Mwirigi, MP (Kenya) - who acted as mentors throughout the week. In a notable departure from previous years, the 9<sup>th</sup> CYP, in recognition of the non-party system in the States Assembly in Jersey, saw youth participants acting as the Government, Opposition and independents sitting together, allowing for a wider sharing of opinions and engagement in debates. Participants experienced parliament in a real-life situation in the legislative chamber. The programme also included taking part in parliamentary procedures, debating legislation and motions in relation to the fictional 'Commonwealthland'.

Many of the sessions were presided over by CPA Jersey Chairperson, Connellan Len Norman from the States Assembly of Jersey and the States Assembly staff ensured the smooth running of parliamentary procedures. The CYP delegates also faced the media in a 'mock' press conference with questions from local journalists including Andy Sibcy of the Jersey Evening Post and Clare Burton from ITV Channel Islands News. Delegates at the CYP9 were entertained at a dinner hosted by Highlands College, a leading Further Education College in Jersey, with chef and hospitality students and lecturers providing the excellent food and service.

A new ceremonial mace for the Commonwealth Youth Parliament (CYP) was inaugurated at the 9<sup>th</sup> CYP in Jersey. The mace was presented to the Commonwealth Youth Parliament by the delegate from British Columbia, Canada on behalf of the former Speaker of the Legislative Assembly of British Columbia, Hon. Linda Reid, MLA, who hosted the 8<sup>th</sup> CYP in 2016. The CYP ceremonial mace has been handed on to the Parliament of India (Lok Sabha) on behalf of the CPA India Region as the future hosts of the 10<sup>th</sup> CYP.

The 9<sup>th</sup> CYP was originally to have been hosted by the House of Assembly of the British Virgin Islands in October 2017, but that was made impossible by the devastating effects of hurricanes Irma and Maria.

The Commonwealth Youth Parliament (CYP) is one of the CPA's most popular programmes and brings together participants aged 18-29 representing the nine CPA Regions – Africa; Asia; Australia; British Islands and Mediterranean; Caribbean, Americas and Atlantic; Canada; India; Pacific; South-East Asia.

\*The full list of CPA Branches being represented at the 9<sup>th</sup> Commonwealth Youth Parliament are: Australia Capital Territory; Barbados; Belize; British Columbia (Canada); Cayman Islands; Cook Islands; Falkland Islands; Ghana; Gibraltar; Guernsey; Guyana; Isle of Man; Jamaica; Jersey; Kenya; Kerala; Montserrat; Nevis Island; New South Wales (Australia); New Zealand; Niue; Northern Territory (Australia); North West Territories (Canada); Ontario (Canada); Pakistan (National Assembly); Pakistan; Saint Kitts and Nevis; Scotland; South Australia; Sri Lanka; St Helena; Tonga; Turks and Caicos; UK; Wales; Zambia.



## Monitoring and Evaluation – 9<sup>th</sup> Commonwealth Youth Parliament

Feedback from youth participants:

- Youth delegate, Elsie Harry (St Kitts and Nevis) said: "From taking part in this Commonwealth Youth Parliament, I've learnt that the challenges that different regions face are specifically related to their geographical situation and historical context and within the Commonwealth we always have to bear this in mind when making decisions."
- Talha Haroon (Pakistan) said: "The biggest thing that we can take from this Commonwealth Youth Parliament is what we have learnt from each other. We all come from diverse places across the Commonwealth yet we can each take home new experiences and a shared understanding of tolerance, acceptance and working with each other that will help us in our future lives."
- Pierre de Garis (Guernsey) said: "You can't ignore the fact that this Commonwealth Youth Parliament which brings together such a diverse group of people with different cultures and histories had challenges. However it is testament to the Commonwealth that the demonstrable values we all share have allowed us to come together and find consensus and common ground."

**Gender Balance:** The Commonwealth Youth Parliament achieved almost 50:50 gender balance with 25:24 (male: female) youth participants.

**News Coverage:** 1 CPA press release and 2 post-event CPA online news stories. Media coverage included 3 TV news reports, 14 online news reports, 8 print news reports (ITV News Guernsey, ITV News Jersey, New Zealand Parliament website, VoX news website, Loop Cayman News, Jersey Evening Post newspaper, St Kitts and Nevis Observer, Cayman Compass newspaper).

**Social Media Coverage – Commonwealth Youth Parliament:** The CPA Headquarters Secretariat worked together with the Communications team at the States Assembly Jersey to promote and share content online for the Commonwealth Youth Parliament. The Commonwealth Youth Parliament received good coverage on the CPA's social media channels (Twitter, Facebook, Flickr and YouTube), reaching a total of 39,330 page impressions (views) on Twitter and 7,184 page impressions on Facebook. It was the second highest event of the year on CPA's social media channels.

The highest reaching Commonwealth Youth Parliament Tweet was posted on 26 February 2018 and reached 9,177 page impressions (views).

JERSEY EVENING POST TUESDAY 27 FEBRUARY 2018

**NEWS**

**Commonwealth conference**

Photographer Gary Grimshaw organises the Commonwealth Youth Parliament group photograph in the biting cold in the Royal Square outside the States Chamber yesterday

DELEGATES from around the world gathered in Jersey yesterday for the 9th Commonwealth Youth Parliament, designed to give young people aged between 18 and 29 from the nine CPA regions a chance to learn how parliamentary processes work. Yesterday the delegates were welcomed to the Island by the States Assembly and Commonwealth Youth Parliament.

During the conference, which is on until Thursday, the delegates will be given the opportunity to meet with MPs and other political figures, as well as attending a range of workshops and networking events. The conference has been organised by the Commonwealth Parliamentary Association (CPA) and Jersey's States Assembly.

The conference had been due to be held in the British Virgin Islands last October but had to be postponed due to Hurricane Irma.

## Communications and Publishing

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

### CPA in the news

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

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

In 2018, the CPA Headquarters Secretariat issued 48 press releases to the wider CPA membership and to external stakeholders/contacts and featured 62 CPA news stories on the CPA website [www.cpahq.org/cpahq/news](http://www.cpahq.org/cpahq/news).



### The Parliamentarian

The Parliamentarian is the quarterly flagship journal of the Commonwealth Parliamentary Association, the Journal of Commonwealth Parliaments. In 2018, four issues of *The Parliamentarian* were published (print and digital). The Journal is distributed to approximately 17,000\* Members of Parliament, Parliamentary staff and individual subscribers across the Commonwealth and International Organisations.

\*This number was reduced by 20% for print copies of the publication so number for distribution has fallen to around 12,500 in 2018.

In 2018, the CPA has published:

#### *The Parliamentarian* 2018: Issue One – Towards a Common Future: Pre-CHOGM 2018 Issue

This issue looked ahead to the Commonwealth Heads of Government Meeting (CHOGM) 2018 and Commonwealth Summit in the United Kingdom with a wide range of articles from Parliamentarians and Commonwealth organisations – including a message from the Commonwealth Secretary-General, Rt Hon. Patricia Scotland, QC; and articles from Lord Ahmad of Wimbledon, the UK Minister for the Commonwealth; the CPA UK

successful XXI Commonwealth Games Gold Coast in Australia; the CPA UK Branch's Modern Slavery Project; and reports of CPA activities for Commonwealth Day 2018 with events at the CPA Headquarters Secretariat and in CPA Branches.

Distribution: 12,500 print copies to CPA membership and subscribers. Digital edition (to date): 856 digital reads; 5,240 page impressions (views); 00:07:17 average read time; 4.3 days total read time.

#### *The Parliamentarian* 2018: Issue Three – 3Ds: Democracy, Development and Diversity

This issue of *The Parliamentarian* focused on the 3Ds – democracy, development and diversity – as a means of promoting the values of the Commonwealth, particularly to young people. Articles explored several different topics including: shared democratic goals and the importance of protecting democracy and equal representation.

A number of significant anniversaries in the history of women's suffrage and the passing of significant equality legislation have been marked across the Commonwealth. As the Canadian Federal Parliament marked the centenary of women voting in the federal elections in Canada, the publication provided a historical perspective of women's right to vote in Canada and examined the level of women's representation in Canadian Parliaments and Provincial Assemblies today. *The Parliamentarian* reported on the recent presentation of a historic picture of the first woman elected to the UK House of Commons in 1918 from the Parliament of Ireland.

Distribution: 12,500 print copies to CPA membership and subscribers. Digital edition (to date): 591 digital reads; 1,990 page impressions (views); 00:06:22 average read time; 2.7 days total read time.

**CPA Update e-newsletter:** The CPA Update electronic newsletter is produced four times a year and is posted online and is distributed by email to approx. 2,000 email contacts (CPA Members, CPA Branches and external stakeholders and Commonwealth and international organisations). The electronic newsletter has been published and distributed to CPA Members and subscribers five times in 2018 with a special edition for CHOGM 2018 published in April 2018.



## CPA website [www.cpahq.org](http://www.cpahq.org)

The current CPA website is updated with new content continuously throughout the year in line with the CPA Communications Implementation Plan. The current website has continued to be a popular source of information for our Members alongside the CPA social media channels. The CPA social media channels (Twitter, Facebook, YouTube for video content and Flickr for image sharing) have continued to grow in their followers.

Overall in 2018, the CPA website had over 54,000 users across almost 70,000 web sessions and over 140,000 page views. The most popular countries of origin for visitors to the CPA website in 2018 were: India, UK, Nigeria and USA.

The website statistics show that at the end of 2018 around 13% of visitors to the CPA website were returning visitors with around 86% as new visitors. Of visitors to the CPA website, an average of 60% viewed the website on a desktop/PC, 35% on a mobile device and 5% on a tablet. These statistics will be fed into the new website development plan to ensure that the website is mobile and tablet responsive.

Of all visitors to the CPA website in 2018, an average of 40% came direct to the website and over half (53%) came from a search engine like Google or Yahoo. This reveals the importance of SEO (Search Engine Optimisation) in the new website. The remaining approx. 7% of visitors were from click throughs from other websites and from social media (Twitter and Facebook).

The CPA's Facebook page reached over 2,500 direct Followers in 2018 and page impressions peaked in the first quarter of 2018. The CPA's Twitter page reached the milestone of 3,500 direct Followers in the last quarter of 2018. There was a marked increase in Twitter page impressions to over 350,000 page impressions in the first quarter of 2018 (compared to an average of around 180,000 per quarter). This increase was due to increased CPA social media activity for the Commonwealth Youth Parliament and Commonwealth Day with youth participants who are much more active on social media. This resulted in over 840,000 page impressions on Twitter in 2018 compared to 512,000 page impressions for the previous year.

The CPA Headquarters Secretariat also saw increased engagement on its social media channels during CHOGM 2018 week with 64,500 page impressions on Twitter over this 7-day period (usual average 10K impressions per week) and Facebook posts reached 3,649 people in April 2018.

## CPA Publications

In 2018, the CPA Headquarters Secretariat has designed and published the following publications:

- CPA Small Branches Strategic Plan 2018-2020
- CPA Conference for Commonwealth Parliamentarians with Disabilities: Summary of the proceedings

These publications were sent to all CPA Branches, CWP Steering Committee Members, external partners and international organisations. All publications are also available on the CPA website for

<b>CPA website www.cpahq.org User Statistics:</b>			
<b>Time Period (quarterly)</b>	<b>Users*</b>	<b>Sessions**</b>	<b>Page views***</b>
January 2018 to March 2018	• 12,936	• 17,436	• 40,130
April 2018 to June 2018	• 13,954	• 17,985	• 35,211
July 2018 to September 2018	• 14,218	• 17,965	• 34,614
October 2018 to December 2018	• 13,065	• 16,298	• 30,820
<b>Totals for 2018</b>	<b>• 54,173</b>	<b>• 69,684</b>	<b>• 140,775</b>

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

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

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

<b>CPA social media: user statistics for 2018</b>	
<b>Facebook.com/CPAHQ</b>	
Number of 'Likes'	• From 2,311 to 2,887 Followers
% rise/fall	• 25% increase in 2018
Highest reach of Facebook posts	3,495 users on 25 July 2018 (Disabilities Global Summit)
<b>Twitter @CPA_Secretariat</b>	
Number of Followers	• 2,299 to 3,638 Followers
Number of impressions*	• 841,500 page impressions in 2018
Follower growth (%)	• 58% increase in 2018

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

download/online viewing and as hard copies for CPA Branches from the CPA Headquarters Secretariat.

## CPA Annual Report

The CPA 2017 Annual Report and Performance Review was published in December 2018 following approval of the audited CPA financial statements for 2017 by the CPA Executive Committee in November 2018. The CPA Annual Report would normally be distributed as print copies to CPA Members at the annual General Assembly as per the CPA's constitutional requirements.

However, as the next General Assembly will not take place until 2019, copies of the CPA 2017 Annual Report were distributed as an electronic copy direct to CPA Branches, CPA Regional Secretaries and Executive Committee Members. Digital copies of the CPA Annual Report are also available electronically on the CPA website [www.cpahq.org/cphaq/annualreport](http://www.cpahq.org/cphaq/annualreport).



## PROGRESS ON CROSS-CUTTING ISSUES

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

### Gender Mainstreaming

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

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

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

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

### Rule of Law

The programmes delivered by the CPA aim to increase knowledge and strengthen procedures and good practice in the Parliaments and Legislatures of the Commonwealth and to support parliamentary protection and realisation of the rule of law.

The rule of law is a fundamental principle upon which the Commonwealth is built. On the international stage, it is fundamental to peace and stability. All Commonwealth countries have an obligation to abide by the Commonwealth Charter and the wider body of international law. All Commonwealth countries are expected to be subject to these laws, to apply them in their international relations, and to be equal before them.

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

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

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

## CORPORATE EFFECTIVENESS AND EFFICIENCY

### Provision of Facilities for Member Branches

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

### CPA Headquarters Secretariat Staff

In 2018, the Secretary-General and the staff at the CPA Headquarters Secretariat continued in their commitment to support the work of Parliamentarians and parliamentary staff in the Branches and Regions of the Association.

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

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

### CPA Headquarters Secretariat staff

The detailed list of CPA Headquarters Secretariat staff is given below (*at 31 December 2018*):

Mr Akbar Khan	CPA Secretary-General
Mr Jarvis Matiya	Director of Operations
Mr Ian Grattidge	Director of Finance (part-time)
Mr Gary Klaukka	Head of Public Outreach
Mr Chinonos Orekie	Head of IT Transformation
Mr Jeffrey Hyland	Editor and Communications Manager
Mr Tuck Choo	Financial Accountant
Ms Anna Schuesterl	Programmes Manager
Ms Lucy Armstrong	Programmes Manager
Mr James Pinnell	Programmes Assistant
Ms Benite Dibateza	Programmes Assistant
Mr Clive Barker	Executive Assistant to the Secretary-General (acting)
Ms Colette Blair-Buchanan	Finance Assistant
Ms Sharon Moses	Human Resources Consultant
Ms Meenakshi Dhar	Project Consultant (Benchmarks)

At the date above the following positions were vacant: Head of Parliamentary Development; and Head of Secretary-General's Office.

### CPA Strategic and Business Plan 2018-2021

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

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

**Main Objectives:** The overarching objective for CPA in this period is to develop the programmes it delivers to support its members and re-establish its reputation as the leading parliamentary association. In addition to developing its programmes, communication and partnering with other organisations, this will require achievement of a range of operational objectives. The main objectives in the strategic plan and which formed the basis of organizational priorities in 2018 were:

1. *continue to design and deliver activities and programmes under the 9 Strands of the CPA Revised Programmes Strategy (introduced in 2016);*
2. *be recognised as one of the leading Commonwealth parliamentary strengthening organisations to which its Members and other relevant, external stakeholders first turn to for advice, information and support or with which to partner;*
3. *collaborate with other leading organisations, including Parliamentary bodies in delivering programmes and services;*
4. *be established as an international organisation established under UK law and located in the UK;*
5. *operate from offices appropriate to its needs, owned or rented by CPA or provided gratis by the UK Parliament;*
6. *be financially sustainable, with diverse income streams and unpaid membership subscriptions reduced;*
7. *have IT systems fit for purpose to support CPA's efficient operations for the foreseeable future;*
8. *have established a holistic way of working throughout the Secretariat, that ensures all parts of the organisation work together to achieve its aims;*
9. *have established management practices that ensure that all staff develop and perform to their full potential.*

Each year, the Trustees review the objectives and activities to ensure that they continue to be relevant. In carrying out this review, the Trustees have considered the Charity Commission's general guidance on public benefit when reviewing the aims and objectives that have been set, and in planning the Charity's future activities. In particular, the Trustees consider how planned activities contribute to the aims and objectives they have set.

## Governance and Management

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

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

The Executive Committee is made up of 35 Members, who are also the Trustees of the Association. They are comprised of Members of all three Subcommittees. All Members of the Executive Committee serve a three-year term, with a third of the Members retiring each year. The Executive Committee normally meets twice a year and reports to the General Assembly annually. Thus, between 1 January and 31 December 2018, the Executive Committee and its Subcommittees met twice from 20 to 24 March 2018 in Mauritius and from 5 to 9 November 2018 in London, United Kingdom. The Executive Committee and Secretary-General report at the annual General Assembly (next due to be held in September 2019).

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 appraised of recent charity legislation/developments by the Senior Management Team (SMT) of the CPA Headquarters Secretariat.

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

**Day-to-Day Management:** The CPA Secretary-General is supported in the day-to-day management of the CPA Headquarters Secretariat and the Association's affairs by the Director of Operations and the Finance Director. The CPA Secretary-General reports on the operations of the CPA Headquarters Secretariat directly to the CPA Chairperson and the Executive Committee, and via the Co-ordinating Committee and the three Subcommittees. Decisions on daily operational matters are made by the CPA Secretary-General, in consultation with the Directors. The CPA Secretary-General,

the Director of Operations, the Finance Director, the Head of Parliamentary Development, the Head of Public Outreach, the Head of the Secretary-General's Office and IT Transformation Manager make up the Senior Management Team (SMT).

**Risk Management:** The Trustees are responsible for risk management. Risks identified by the Senior Management Team are reviewed, assessed and appropriate action incorporated as part of operational delivery. During 2018, the main risks and uncertainties facing the Association were:

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

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

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

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

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

## CPA BRANCH VISITS IN 2018



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

### CPA Branch Visit - Cameroon

- Date: 24-26 January 2018
- Members: Chairperson of the Commonwealth Parliamentary Association Executive Committee, Hon. Emilia Monjowa Lifaka, MP. The CPA Secretary-General also met with Members of the CPA Cameroon Branch.
- Visit to the National Assembly of Cameroon. Bilateral meetings including: His Excellency Philémon Yang, Prime Minister of Cameroon; Her Excellency Lejeune Mbella Mbella, Minister of External Relations; Hon. Cavayé Yéguéié Djibril, President of the National Assembly; Hon. Marcel Niat Njifenji, President of the Senate.
- Topics discussed: New three year strategy for CPA Chairperson's term of office.
- Visit in conjunction with: CPA Roadshow for young people at the Government Bilingual High School at Limbe.

### CPA Branch Visit – Guyana

- Date: 9-12 May 2018
- Members: The CPA Secretary-General was received by His Excellency Brigadier (Ret'd) David A. Granger, President of the Co-operative Republic of Guyana at State House. Meeting also held with Prime Minister and First Vice-President of Guyana,



Hon. Moses V. Nagamootoo; Hon. Dr Barton Scotland, MP, Speaker of the National Assembly of Guyana, Members of the Assembly and the Clerk of the National Assembly.

- Topics discussed: CPA programmes and activity in the Region.
- Visit in conjunction with: The CPA Secretary-General was the guest of the Prime Minister of Guyana at 3<sup>rd</sup> National Guyana Social Cohesion Day Observance 'celebrating lasting relationships in a diverse society' at the National Cultural Centre in Georgetown.

### CPA Branch Visit - Jamaica

- Date: 16-19 May 2018
- Members: The CPA Secretary-General attended a reception hosted by Senator Hon. Thomas Tavares-Finson, President of the Senate and Hon. Pernel Charles, MP, Speaker of the House of Representatives, Joint Presidents of the CPA Jamaica Branch as well as meeting with Members of the Jamaican Parliament who have participated in CPA Programmes.
- Bilateral meetings including: Hon. Mr Justice Bryan Sykes, the Chief Justice of Jamaica to discuss the Commonwealth Latimer House Principles.
- Other activities: The CPA Secretary-General attended the launch of the Jamaica Houses of Parliament Design Competition launched by the Prime Minister.
- Topics discussed: CPA programmes and activity in the Region.
- Visit in conjunction with: CPA Roadshow for young people alongside Minister of State for Culture, Gender, Entertainment and Sport, Hon. Alando Terrelonge, Opposition Senator Damion Crawford and Deputy Clerk of the Houses of Parliament, Valrie Curtis.



## CPA REGIONAL CONFERENCES

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

### Renewed focus on sustainable development goals and re-commitment to the independence of the legislature at 6<sup>th</sup> Commonwealth Parliamentary Association India Regional Conference

Over 100 Commonwealth Parliamentarians from across India have renewed their focus on Parliament's role in the sustainable development agenda and reaffirmed their commitment to the separation of powers between the legislature, the judiciary and the executive at the 6<sup>th</sup> Commonwealth Parliamentary Association (CPA) India Regional Conference held in Patna, Bihar from 16 to 19 February 2018.

The Chairperson of the CPA India Region and Speaker of the Lok Sabha, India Parliament, Hon. Sumitra Mahajan, MP reaffirmed the independence of the legislature and stressed the importance of good relations with the judiciary by saying: *"In a parliamentary democracy, the legislative assembly plays a vital role... the judiciary and the executive are equally important. They are the pillars of democracy and a balance between them is of high importance. Neither can be ignored."* The CPA India Regional Chairperson also announced that four new regional zones would be created in the India Region to conduct zonal regional seminars and conferences for legislators to interact with each regularly across the country in between the biennial CPA India Regional Conference.

The new Chairperson of the CPA Executive Committee, Hon. Emilia Monjowa Lifaka, MP, addressed Members at the opening ceremony. The CPA Chairperson said that Parliamentarians must be part of the sustainable development agenda as they can play a vital role in its implementation. She also expressed her delight that her first official overseas conference as the new Chairperson since her election was in the CPA India Region.

The CPA Secretary-General, Mr Akbar Khan, who attended the conference during his first official visit to India, addressed the closing ceremony of the conference and said that the legislatures of the CPA India Region can be a role model for the many democracies in the Commonwealth. He said: *"Parliamentarians and therefore Parliaments play a critically important role in embedding respect for the separation of powers and creating the conditions for sustainable development. An effective parliament can promote robust, inclusive economic growth and nurture genuine and enduring democracy. As a guarantor of democracy itself, parliament has a duty to represent the people it serves – and it can only do this by being an inclusive, accountable, open and transparent institution."*

The CPA Regional Conference was hosted by the CPA Bihar Branch and the Hon. Speaker of the Bihar Legislative Assembly, Vijay Kumar Chaudhary, MP and the conference was also addressed by the Chief Minister of Bihar, Hon. Nitish Kumar and the Governor of Bihar, Satya



Pal Malik. The CPA India Regional Conference brought together Speakers and Members of Parliament from the national Parliament of India (Rajya Sabha and Lok Sabha) and thirty-one state and provincial legislatures across India, one of the most populated regions of the Commonwealth. Representatives also attended from Uganda, Australia and other Commonwealth countries.

### 43<sup>rd</sup> CPA Caribbean, Americas and Atlantic Regional Conference discusses the building of small developing states as it takes place in the Cayman Islands

The CPA Cayman Islands Branch successfully hosted the 43<sup>rd</sup> CPA Regional Conference of the Caribbean, Americas and Atlantic (CAA) Region. The CPA Regional Conference took place between 15 and 23 June 2018 in Georgetown, Grand Cayman, and saw over 60 delegates from across the CAA region – and the wider Commonwealth – attend and participate in the week-long conference. The theme of the annual CPA Regional Conference was 'Building Small Developing States' and it focused on the pressing issues facing the region such as de-globalization, climate change and population growth. The regional conference was attended by Speakers, Members of Parliament and guest delegates from across the region. Hon. Dr W. McKeeka Bush, Speaker of the Legislative Assembly of the Cayman Islands hosted the regional conference and he was joined at the opening ceremony by His Excellency the Acting Governor, Mr Franz Manderson; the Premier of the





Cayman Islands, Hon. Alden McLaughlin, MLA; and the Leader of the Opposition, Hon. Ezzard Miller, MLA. During their opening speeches, the Caribbean leaders underscored the challenges being faced by small developing states in the region and urged delegates to use the topics selected for discussion to take workable solutions and best practice back to their jurisdictions.

A total of 18 Caribbean nations and territories, including Antigua and Barbuda, Bermuda, the British Virgin Islands, St Kitts and Nevis, Dominica, Guyana, Jamaica, Montserrat, Trinidad and Tobago, St Lucia, and Turks and Caicos were represented at the regional conference. In addition, the regional conference also included guest speakers and observers from Canada, Cuba and the Isle of Man. In a presentation that typified the strength of the CPA's networks of mutual learning, Hon. Juan Watterson, SHK, Speaker of the House of Keys of the Isle of Man, remarked to his Caribbean colleagues:

*"There is no ultimate nirvana, and nor is success ever assured. We only need to look at our constituency caseload to realise that. But I hope that by outlining our story, and some of the issues that we have faced and will be facing, that it can lead to an informed debate in your own jurisdictions about how you take your own island nations forward into the bright future we all want for our constituents and nations."*

Rt Hon. Sir Lindsay Hoyle, Deputy Speaker of the House of Commons from the UK Parliament also spoke to delegates on the subject of 'Emerging Security Issues for Parliamentarians' and shared best



practice learned from the recent terrorist attacks in Manchester and London.

The 43<sup>rd</sup> CPA Regional Conference of the Caribbean, Americas and Atlantic Region saw several other important events take place alongside the main conference including the Annual General Meeting for the Regional Executive Committee, the 11<sup>th</sup> Regional Conference of the Commonwealth Women Parliamentarians (CWP) and the 14<sup>th</sup> Caribbean Regional Youth Parliament Debate. The 11<sup>th</sup> Regional Conference of the CWP was chaired by Hon. Shirley Osborne, MLA, Speaker of the Legislative Assembly of Montserrat and Chair of the Regional CWP and saw updates on the activities of the CWP across the region.

The 14<sup>th</sup> Caribbean Regional Youth Parliament, hosted by the CPA Cayman Islands Branch for the first time, saw young people aged 18-29 years from across the region come together to debate and experience parliamentary democracy in action. The Speaker of the Cayman Islands Legislative Assembly, Hon. Dr W. McKeeva Bush undertook the role of Presiding Officer of the Regional Youth Parliament and 19 participants from 9 Caribbean jurisdictions took part. The Youth Parliament aims to foster an appreciation and understanding of the rules and procedures of parliament among the youth of the region and this year's Parliament debated the motion: 'Affirmation of the United Kingdom's Decision to Exit the European Union.'

#### CPA British Islands and Mediterranean Regional AGM held in London, UK

The Commonwealth Parliamentary Association (CPA) British Islands and Mediterranean (BIM) Region held a one-day Annual General Meeting with representatives from Parliaments and Legislatures across the CPA BIM Region at the Parliament of the United Kingdom on 25 June 2018. The AGM included Parliamentarians joining the meeting via Skype and it was followed by a Roundtable discussion on 'Youth Participation in Political Processes' with both Members and youth representatives.

#### Focus on gender equality in Parliaments and parliamentary strengthening at 56<sup>th</sup> Commonwealth Parliamentary Association Canada Regional Conference in Ottawa

Over 60 Commonwealth Parliamentarians from across the Canada Region have renewed their focus on gender equality in Parliaments and a commitment to parliamentary strengthening at the 56<sup>th</sup> Commonwealth Parliamentary Association (CPA) Canada Regional Conference, which has taken place in Ottawa, Canada from 22 to 27 July 2018. 2018 marks the centenary anniversary of women's right to vote in the Canadian Federal elections. Following an Indigenous Welcome to the CPA Canada Regional Conference, the conference was opened by Hon. George J. Furey, QC, Speaker of the Senate of Canada who said:

*"Canada has remained active as a founding member of the Commonwealth Parliamentary Association. It was great to speak at the 56<sup>th</sup> Canadian Regional Conference of the CPA and to kick off our important discussions. I enjoyed spending time with Parliamentarians at this annual meeting which brings together delegates from provincial, territorial and federal legislatures across Canada to discuss issues of common interest."*

The CPA Canada Regional Conference host, Hon. Yasmin Ratansi, MP, Chair of the Canadian Federal Branch of the CPA said: *"It was with great pleasure that the Canadian Federal Branch of the CPA hosted the association's 56<sup>th</sup> Canadian Regional Conference in Ottawa. We were pleased to welcome CPA Chairperson, Hon. Emilia Lifaka to join us. This year's sessions were particularly topical. The guest speakers engaged parliamentarians in thoughtful and meaningful discussions. The topics ranged from foreign interference in democratic process, women's role as agents of change as well as the important role of the Inter Parliamentary associations in helping build better*



economic, cultural and diplomatic ties. We are privileged that the CPA provides a forum for debate to thrive in a respectful and non-partisan environment."

The Chairperson of the CPA Executive Committee, Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon, addressed delegates at the opening of the CPA Canada Regional Conference and said that Parliamentarians must be part of the sustainable development agenda as they can play a vital role in its implementation and updated members on the work of the CPA Headquarters Secretariat. The CPA Canada Regional Conference was attended by 61 Commonwealth Parliamentarians from the federal, provincial and territorial legislatures of the region as well as sixteen Parliamentary Clerks and many special guests who attended workshop sessions on a wide range of topics including: *Parliament and the #MeToo movement; Foreign Interference in the Democratic Process; Balancing Work and Family Time during the Parliamentary Schedule;*



*Underrepresentation of women in Parliament; Inter-Parliamentary Relations; Balancing Public and Private Life in the Age of Social Media.*

The regional conference delegates also heard from a number of organisations including the Assemblée Parlementaire de la Francophonie (APF); the Samara Centre for Democracy; Concordia University; the Canadian Security Intelligence Service (CSIS); Equal Voice; the Canadian Global Affairs Institute; and the Canada Institute. Hon. Bruce Stanton, Deputy Speaker of the House of Commons, addressed delegates at the closing of the regional conference.

Ahead of the CPA Canada Regional Conference, the Commonwealth Women Parliamentarians (CWP) Canada Region held a regional meeting and workshop sessions introduced by the CWP Canada Regional Chair, Hon. Laura Ross, MLA (Saskatchewan). During the CWP Canada Regional meetings, the CPA Chairperson, Hon. Emilia Monjowa Lifaka, MP together with Hon. Laura Ross, MLA launched the new CWP Canada Regional website at [www.cwpcanada.ca](http://www.cwpcanada.ca).

At the conclusion of the 56<sup>th</sup> CPA Canada Regional Conference and as Canada marked the centenary of women's suffrage in Canada's federal elections, four Commonwealth Women Parliamentarians (CWP) – the CPA Chairperson, Hon. Emilia Monjowa Lifaka, MP (Cameroon); CPA Vice-Chairperson, Hon. Alexandra Mendes, MP (Canada Federal); Hon. Yasmin Ratansi, MP, Chair of the CPA Canada Federal Branch; and CWP Canada Regional Chair, Hon. Laura Ross, MLA (Saskatchewan) – were photographed at the 'Women Are Persons! - Famous Five' monument at Parliament Hill recognising the campaign for gender equality.

### Commonwealth Parliamentarians from the CPA Pacific and Australia Regions at 49<sup>th</sup> Presiding Officers and Clerks Conference in New Zealand

Over 60 Commonwealth Parliamentarians from the Pacific and Australia Regions of the Commonwealth Parliamentary Association (CPA) have attended the 48<sup>th</sup> Presiding Officers and Clerks Conference (POCC) at the Parliament of New Zealand in Wellington from 8 to 11 July 2018. Key topics on the agenda for the delegates included how Parliaments can develop and change; the role of the Speaker; and security and stability. The delegates at the POCC also discussed family-friendly Parliaments and communicating Parliament to the people. Professor Hon. Margaret Wilson, DCNZM, a former Speaker of the New Zealand House of Representatives, gave the opening address in which she touched on important issues such as how Parliaments adapt to societal change; a renewed demand for ethics, transparency, and openness; and providing the public with an insight into decision-making.

Guest speakers at the conference included former New Zealand Prime Minister and UNDP Administrator, Rt Hon. Helen Clark and Dr Gill Greer, Chief Executive of the National Council of Women NZ. Conference papers revolved around many different themes with presentations delivered a wide range of speakers including Hon. Kate Dost, President of the Western Australia Legislative Council; Hon. Joy Burch, MLA, Speaker of the Legislative Assembly for the Australian Capital Territory; Hon. Poto Williams, MP, Assistant Speaker of the New Zealand Parliament; Hon. Bruce Atkinson, MLC, President of the Victorian Legislative Council; Rt Hon. Ajilon Nasius, Speaker of the Solomon Islands; David Kusilifi, Deputy Clerk of the Solomon Islands; Hon. Kezia Purick, MLA, Speaker



of the Northern Territory Legislative Assembly and Hon. Simon Pentanu, Speaker of the Bougainville House of Representatives.

The annual conference is for Presiding Officers (Speakers) and Clerks from Parliaments from the CPA Pacific and Australia Regions and is hosted by a different Parliament or Legislature each year with the New Zealand Parliament taking up the honour in 2018. The conference also saw the continuation of the successful twinning programmes for Parliaments in the two Regions with meetings taking place between twinning partners.

Rt Hon. Trevor Mallard, Speaker of the New Zealand House of Representatives said: "Legislatures around the two Regions differ dramatically in terms of size - but we all face similar challenges in how to ensure Parliaments are family friendly, accountable, open, and diverse in the 21<sup>st</sup> century. Parliaments cannot run without an efficient team of Clerks and Presiding Officers. This conference provides a valuable opportunity for representatives from around the Pacific to share ideas, impart knowledge, and grow global connections for stronger Parliaments."

David Wilson, Clerk of the House of Representatives of New Zealand, added: "The New Zealand Parliament takes great pride in hosting the 2018 conference. We're confident that delegates will leave the conference with an enhanced understanding of how to support the function of democracy in their Legislature."

There was a diverse range of Parliaments and Legislatures represented at the conference, with Presiding Officers and Clerks from Australia (both the Federal Parliament and State Legislatures), the Autonomous Region of Bougainville, the Cook Islands, Kiribati, Micronesia, Niue, Nauru, Papua New Guinea, Samoa, the Solomon Islands, Tonga, Tuvalu and Vanuatu.



Threats to national and regional security is the focus for Commonwealth Parliamentarians at the 49<sup>th</sup> CPA Africa Regional Conference in Botswana. Commonwealth Parliamentarians from across Africa have discussed the increasing threats to national and regional security at the 49<sup>th</sup> Commonwealth Parliamentary Association (CPA) Africa Region Conference held in Gaborone, Botswana from 13 to 22 August 2018. The CPA Africa Regional Conference was hosted by Hon. Gladys K. T. Kokorwe, MP, Speaker of the National Assembly of Botswana and President of the CPA Africa Region, who welcomed Commonwealth Parliamentarians from across the Africa continent. The CPA Africa President said that she wished to reach out to the CPA Africa Region and to strive to achieve the Africa Agenda 2063 especially through education and awareness campaigns.

The CPA Africa Regional Conference was officially opened by the Vice-President of the Republic of Botswana, Mr. Slumber Tsogwane who said: "An effective Parliament is an important element of a vibrant democracy and good governance, all of which are desired principles of the Commonwealth as enshrined in the Commonwealth Charter. It is the principle of the CPA that stronger parliaments mean stronger democracies, and greater capacity to deliver the benefits that people expect: such as employment opportunities, empowerment of women, food security, health care, education, rural development, a brighter future for children and protection of the environment."

The opening ceremony heard speeches delivered by the Chairperson of the CPA Africa Region, Hon. Lindiwe M. Maseko, MP (South Africa); and the Chairperson of the Commonwealth Women Parliamentarians (CWP) Africa Region, Hon. Angela Thoko Didiza, MP (South Africa). The Chairperson of the CPA International Executive Committee, Hon. Emilia Monjowa Lifaka, MP (Cameroon) gave an address at the opening ceremony of the 49<sup>th</sup> CPA Africa Regional Conference on behalf of the wider CPA membership when she updated the membership on the work of the CPA Headquarters and ongoing CPA programmes. The CPA International Vice-President, Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda also attended the CPA Africa Regional Conference and highlighted the Uganda Parliament's hosting of the forthcoming Commonwealth Parliamentary Conference in 2019.

The CPA Africa Regional Conference was held under the main theme of: 'The role of African Parliaments in fostering national and regional security'. Conference workshops were held on several themes and topics including:

- A parliamentary agenda for combating human trafficking and modern-day slavery in Africa and the promotion of human



rights (gender topic)

- Understanding the nexus between climate change and the incidence of farmers/herdsmen conflicts in Africa (social, health, education and environment topic)
- A legislative framework for the regulation of vigilante groups, private security and military companies in Africa (political topic)
- Food security and sustainable growth: the role of the agricultural revolution in triggering economic development in Africa (economic topic)

Conference delegates also heard the resolutions of the Fourth CPA Africa Region Youth Parliament, presented by youth delegates, which had been held in April 2018 in Uganda under the theme 'Securing a better future for Africa: Role of the youth'.

The CPA Africa Regional Conference included a number of events and meetings including:

- Meetings of the CPA Africa Regional Executive Committee
- Meetings of the Commonwealth Women Parliamentarians (CWP) Steering Committee chaired by the CWP Africa Regional Chair, Hon. Angela Thoko Didiza, MP (South Africa)
- The Society-of-the-Clerks-at-the-Table (SoCATT) Africa Regional Steering Committee meetings chaired by Adv. Eric Phindela, Chairperson of SoCATT Africa Region.

The CPA Africa Regional Conference was held at the Gaborone International Convention Centre (GICC) and was organised by the CPA Africa Regional Secretariat and CPA Botswana Branch.

At the conclusion of the 49<sup>th</sup> CPA Africa Regional Conference in Botswana, Rt Hon. Justin B. Muturi, MP, Speaker of the National





Assembly of the Republic of Kenya was elected as the new Chairperson of the CPA Africa Region in succession to Hon. Lindiwe M. Maseko, MP (South Africa). The new CPA Africa Chairperson was nominated by the Deputy Speaker of the Parliament of Zambia, Hon. Catherine Namugala, MP and was seconded by Hon. Kabiru Mijinyowa, MP, Speaker of Adamawa Region in Nigeria. The CPA Secretary-General Mr Akbar Khan sent his congratulations to Rt Hon. Justin B. Muturi, MP, Speaker of the National Assembly of Kenya on being elected as the new CPA Africa Region Chairperson and said: "Wishing you every success on behalf of the CPA and looking forward to working together to strengthen the CPA."

### Sustainability and gender equality on the agenda for Commonwealth Parliamentarians at 37<sup>th</sup> Commonwealth Parliamentary Association Pacific and Australia Regional Conference in the Cook Islands

Hon. Niki Rattle, Speaker of the Parliament of the Cook Islands and CPA Cook Islands Branch President has reiterated her desire to increase the number of women in the Cook Islands Parliament and across the CPA Pacific Region at the 37<sup>th</sup> Commonwealth Parliamentary Association (CPA) Pacific and Australia Regional Conference. The three-day regional conference was hosted by the CPA Cook Islands Branch in Rarotonga, Cook Islands from 22 to 24 October 2018. Speaker Niki Rattle said: "I am elated once again for the third time as the Speaker to warmly welcome delegates to Rarotonga for the 37<sup>th</sup> CPA Pacific and Australia Regional Conference. The Parliament of the Cook Islands is delighted to host this regional conference to discuss issues of mutual interests for the welfare of our people in our Regions. The theme of 'Towards a common future for growth and sustainability' at this regional conference gives us the mandate to have robust and meaningful deliberations for a better future for those we hold close to our hearts."

"This week, I believe the topics for our regional conference are really relevant in talking about gender equality and my focus while I'm Speaker of Parliament is to increase the number of women in the Parliament. Out of 24 Members, we have four women and there are many women in the Cook Islands who could actually be sitting in the House and sharing the opportunity of making decisions on the welfare of the people of this country." A meeting of the Commonwealth Women Parliamentarians (CWP) Pacific Region also took place during the regional conference.

Speaker Rattle also paid tribute to the CPA Branches from the wider Australia and Pacific Regions for their assistance to their counterparts in the Pacific islands. The regional conference was co-chaired by Speaker Rattle and Hon. Peter Watson, MLA, Speaker of the Legislative Assembly of Western Australia.

Hon. John Ajaka, MLC, President of the Legislative Council of New South Wales, Australia and CPA Executive Committee Member gave the keynote address to the regional conference and said: "The strategic direction established since the appointment of the current CPA Secretary-General is now evident with enhanced professional development opportunities for Members and regular communications from CPA Headquarters."

Around 60 Members of Parliament and parliamentary staff attended the regional conference from 17 CPA Branches across the two regions. The CPA Branches attending the 37<sup>th</sup> CPA Pacific and Australia Regional Conference included: Australia Federal; Australian Capital Territory; Bougainville; Cook Islands; Kiribati; Nauru; New Zealand; Niue; New South Wales; Papua New Guinea; Queensland; Samoa; Solomon Islands; South Australia; Tasmania; Tuvalu; and Western Australia.

The regional conference held a wide range of workshops over three days including: Parliamentary engagement with the SDGs especially SDG 16 on good governance; climate change; resilient health systems to combat diseases; the separation of powers and the case for financial autonomy; sustainable Parliaments and succession planning for parliamentary staff; engaging young people through youth Parliaments; gender equality in Pacific Parliaments; Parliament's scrutiny role and tackling corruption; as well as national security and cybersecurity.

Delegates at the regional conference heard from a number of different international and regional organisations including the United Nations Development Programme (UNDP) Pacific Region; the Pacific Islands Forum; Climate Change Cook Islands; Cook Islands Health Department; Cook Islands National Youth Council; Cook Islands National Audit Office; and the Cook Islands and Australian Federal Police.



## Working with Partner Organisations

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

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

CPA programmes are delivered in partnership with CPA Branches and international organisations including international parliamentary associations, such as the Inter-Parliamentary Union; other international bodies, such as the United Nations Development Programme (UNDP), UN Women, the World Bank Group, International Monetary Fund and Organisation for Economic Co-operation and Development (OECD) as well as Commonwealth Universities, including the University of Witwatersrand in South Africa and McGill University in Canada.

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

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

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

### New partnership with UNEP to focus on climate change affecting CPA Small Branches

In 2018, the CPA Headquarters Secretariat has very successfully worked with the United Nations Environment Programme (UNEP) on building the capacity of Small Island States to mitigate the impacts of climate change and assume leadership in climate change adaption.

The focus of this new partnership has been on the CPA Small Branches. To that end, Commonwealth Parliamentarians from eight CPA Small Branches representing five CPA Regions met in Kenya from 10 to 13 October 2018 and heard from experts in the field and discussed ways to introduce renewable energy, waste reduction with a specific focus on plastics, marine protection, the best scientific resources for action, electric transport, the involvement of non-state actors, fiscal policy, regional integration, and technological innovation. Parliamentarians also examined the specific challenges of smaller jurisdictions in overseeing the implementation of the 2015 Paris Agreement and in the development of appropriate national legislation dealing with the prevention and impact of climate change. Climate change is of great concern to the 53 Commonwealth countries, especially its 31 small and developing states which are often the least polluting but the first casualties of climate change.

Through this partnership, the CPA Small Branches network and UNEP will continue to examine the role of legislators in combatting climate change and support Parliamentarians in the Parliaments and Legislatures of the Commonwealth to further pursue these goals.



In 2018, the CPA Headquarters Secretariat also participated in the following international conferences and meetings:

### Commonwealth Speakers meet in Seychelles for 24<sup>th</sup> Conference of Speakers and Presiding Officers of the Commonwealth

Over 50 Speakers and Presiding Officers from across the Commonwealth have met in Seychelles for the 24<sup>th</sup> Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) which took place from 8 to 13 January 2018 and was officially opened by the President of the Republic of Seychelles, His Excellency Mr Danny Faure. The CSPOC Conference brought together the Speakers and Presiding Officers of 22 bicameral Parliaments and 30 unicameral Parliaments – a total of 74 members from 52 nations. The Speakers from the Parliaments and Legislatures of the Commonwealth participated in working sessions and plenaries, focusing on different topics of discussions on matters of Parliament; providing a forum for the sharing of parliamentary best practices and fruitful collaborations across the Parliaments of the Commonwealth.

Topics varied from discussions on the use of technology to support Members and house business, touching on subjects concerning methods to improve and benefit the Parliaments through the use of technology; the development of efficient social media channels and website portals to ensure that parliamentary information is accessible not only to the parliamentary Members and staff but also to the public to promote democracy and transparency. Other topics debated included the role of the Speaker in parliamentary diplomacy for both regional and international co-operation, emerging security issues for Parliamentarians as well as strengthening parliamentary research for the effective functioning of legislatures.

In his opening address, President Faure welcomed the delegates to Seychelles and expressed his pride that as a Small Island Developing State, Seychelles was hosting the conference. He highlighted the diversity and fundamental unity of all Commonwealth member states, saying: *"We are all committed to the values inscribed in the Commonwealth Charter – democracy, human rights, and the rule of law. We are all dedicated to the development of free and democratic societies, and the promotion of peace and prosperity to improve the lives of our people."*

The Speaker of the National Assembly of Seychelles, Hon. Patrick Pillay, welcomed the delegates and encouraged them to experience the Seychelles' unique local culture. Hon. Patrick Pillay



also highlighted the work of the National Assembly of Seychelles that has seen greater transparency, openness and accountability. As per the tradition of the CSPOC opening ceremony, the assembled Speakers and Presiding Officers, led by the Speaker of the National Assembly of Seychelles, Hon. Patrick Pillay and the Sergeant at Arms, participated in the official Speaker's Procession in their ceremonial robes. The Conference, being held in Seychelles for the first time, brings together the Speakers and Presiding Officers of the Parliaments and Legislatures of the Commonwealth. CSPOC operates on a two-year cycle, holding a conference of the full membership every two years. It focuses on the sharing of experiences, collaboration, and partnership across the Parliaments of the Commonwealth. CSPOC was created in 1969 and is a separate independent organisation, although many of its participants are also Members of the Commonwealth Parliamentary Association. The Chairperson of the Commonwealth Parliamentary Association Executive Committee, Hon. Emilia Monjowa Lifaka, MP, who is also the Deputy Speaker of the National Assembly of Cameroon also attended the Conference and observed the working sessions.

The Speakers and Presiding Officers, accompanied by their Clerks and Parliamentary officials, also visited the Parliamentary Museum and the Chamber of the National Assembly of Seychelles. The visit was an educational tour where the Delegates had an insight on the functioning of the Assembly. Delegates also attended a reception by the President at the State House and a reception with the British High Commissioner, H.E Caron Roshler.

The 25<sup>th</sup> CSPOC Conference will be held in Canada in 2020. For more information about CSPOC please visit [www.cspoc.org](http://www.cspoc.org).

### CPA participates in media debate at Globe Theatre

A debate on media censorship in the Commonwealth titled 'Liberty, Freedom and Enfranchisement: Press Censorship and the Commonwealth' was held at the Sam Wanamaker Playhouse, Shakespeare's Globe Theatre in association with The Royal Commonwealth Society and the London Press Club. The Commonwealth Parliamentary Association's Director of Operations, Jarvis Matiya spoke on the panel about freedom of speech in the Commonwealth alongside journalists, Yasmin Alibhai-Brown, William Horsley and actor Pia Zammitt and the discussion was chaired by Anne McElvoy.



### Commonwealth Parliamentary Association Chairperson speaks of the importance of parliamentary democracy as she addresses the 44<sup>th</sup> Parliamentary Assembly of La Francophonie

Hon. Emilia Monjowa Lifaka, MP, Chairperson of the Commonwealth Parliamentary Association (CPA) and Deputy Speaker of the National Assembly of Cameroon has addressed the delegates attending the 44<sup>th</sup> Parliamentary Assembly of La Francophonie (l'Assemblée Parlementaire de la Francophonie - APF) and spoken of the work of the CPA in promoting parliamentary democracy. The CPA Chairperson also spoke of the increased international cooperation between parliamentary assemblies in tackling global issues for the benefit of their citizens. The Commonwealth Parliamentary Association has a number of CPA Branches who are also members of the APF including Mauritius, Cameroon, Jersey, Canada Federal, Quebec, Manitoba, New Brunswick, Ontario, Nova Scotia, Rwanda and Seychelles with Alberta, British Columbia, Prince Edward Island and Saskatchewan as associate members of the APF.

The CPA Chairperson said: *"The CPA and the APF pursue similar goals which include the promotion of democracy, human rights and the rule of law as well as the capacity building of Parliamentarians in order to enable them to be more efficient in their role. There are excellent avenues for information and experience sharing as well as a platform for the learning of best practices. As Members of Parliament we are uniquely positioned to act as an interface between the people and state institutions, and to promote and adopt people-centered policies and legislation to ensure that no one is left behind"*

The Quebec National Assembly in Canada hosted the 44<sup>th</sup> Session of the Parliamentary Assembly of La Francophonie from 5 to 10 July 2018. The CPA Chairperson was welcomed to the session by the President of the Quebec National Assembly and the President of the APF, Hon. Jacques Chagnon, MLA. Hon. Jacques Chagnon attended the CPA International Executive Committee on behalf of the CPA Canada Region.

The CPA Chairperson also met the Secretary-General of the Parliamentary Assembly, M. Jacques Krabal, a Member of the French National Assembly, and the Secretary-General of La Francophonie, Ms Michèle Jean. The APF was created in 1967 in Luxembourg when a number of French-speaking Parliamentarians came together to create an association to represent and promote the French language. This organisation evolved into the Parliamentary Assembly of La Francophonie (APF) which today is made up of 83 members across five continents.



### New Commonwealth Media Principles launched ahead of CHOGM 2018

The Commonwealth Journalists Association (CJA) launched a new document titled 'Commonwealth Principles on the role of the Media in Good Governance' ahead of the Commonwealth Heads of Government Meeting (CHOGM) 2018 at a special event held at the Institute of Commonwealth Studies in April 2018.

The new Commonwealth Media Principles are a response to the growing challenges to media freedom and other threats to fair elections and open public debate and the principles were developed by the Commonwealth Journalists Association and the Institute of Commonwealth Studies together with senior figures from the Commonwealth's legal and parliamentary community including the Commonwealth Parliamentary Association and other concerned organisations. The new Commonwealth Media Principles provides a tool to help the Commonwealth family improve its record for media freedom and accountable government in line with the Commonwealth's strong commitment to the 2030 Sustainable Development Goals.

The launch event for the new Commonwealth Media Principles saw the Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan speaking in a debate on the implementation of the new principles alongside Lord Black of Brentwood (Chair of Trustees, Commonwealth Press Union Media Trust, and Executive Director of the Telegraph Group); Rita Payne (Emeritus President, Commonwealth Journalists Association); Peter Slinn, Vice-President of the Commonwealth Legal Education Association; Sanjoy Hazarika, Director, Commonwealth Human Rights Initiative; Kayode Soyinka, Editor-in-Chief, Africa Today Magazine; and Caoilfhionn Gallagher QC, Doughty Street Chambers.





### CPA Secretary-General speaks to aspiring International Leaders on the importance of a rules-based international order

The Commonwealth Parliamentary Association (CPA) Secretary-General, Mr Akbar Khan, spoke as a guest contributor in July 2018 to delegates attending the International Leaders Programme, hosted jointly by the United Kingdom's Foreign and Commonwealth Office (FCO) and Wilton Park, an Executive Agency of the FCO. Taking place at Millbank Tower in central London, the theme of this year's programme was 'The UK in 2018: An inward and outward look?'

The FCO International Leaders Programme brings together aspiring young leaders from across the world to engage in intercultural dialogue, participatory roundtable discussions on public and foreign policy and facilitated group activities. The purpose of the Programme is to develop the leadership potential of delegates and gain a firmer understanding of the values that inform public life in the UK, and draws upon the knowledge and experience of expert practitioners to guide and enrich the high-level discussions.

Having been invited as a guest contributor to speak alongside Sir Mark Lyall Grant, former UK permanent representative to the United Nations, the CPA Secretary-General spoke to delegates on the theme: 'Strengthening the rules-based international order'. The session explored the UK's role in contributing to a rules-based international system, how to promote good governance, human rights and state-building and what the main threats to a rules-based international order are currently.

Speaking from his unique perspective as the Secretary-General of the Commonwealth Parliamentary Association, Mr Khan said to delegates: "As a 106-year-old voluntary Association of over 180 plus legislatures, national and sub-national, across the Commonwealth, the CPA works towards upholding the values and principles of parliamentary democracy and the Commonwealth. A functioning Parliament is critical to embedding at the national level, respect and support for the rules based international order. Parliaments no longer operate purely in a domestic context but are increasingly grappling with international issues and can play an enormously important role in scrutinising and holding the Executive to account for implementation of its international obligations and in turn reinforce the rules based international order."

Delegates in attendance included young leaders from Australia, Belarus, Cambodia, Colombia, Cuba, Iraq, Mali, Mongolia, Mozambique, Paraguay, Spain, Syria, Ukraine and Vietnam.

### Embracing evaluation for Agenda 2030 is the focus for Parliamentarians at #EvalColombo2018 in Sri Lanka

Over 100 Members of Parliament from 70 Parliaments globally, with many Commonwealth Parliaments and Legislatures represented, as well as international agencies, evaluation experts and civil society organisations, attended the first Global Parliamentarians Forum for Evaluation (GPFE) #EvalColombo2018 global conference in Sri Lanka from 17 to 19 September 2018 on the theme of 'Responsible Parliaments – Embracing Evaluation for Agenda 2030'. Over the last ten years, interest has grown steadily amongst Parliamentarians about the role of evaluation as a source of evidence for decision-making on national policy making and development and in appraising progress towards the Sustainable Development Goals. Evaluation provides Parliamentarians with robust evidence on the performance of policies and programmes and allows them to demonstrate achievements, learn from challenges and be accountable and effective leaders.

At the opening of the GPFE forum, Hon. Maithripala Sirisena, the President of the Republic of Sri Lanka said that "As MPs, we have a great responsibility on our shoulders and a priority to the SDGs. For this data, information and statistics have to be used." Hon. Ranil Wickremesinghe, the Prime Minister of the Republic of Sri Lanka said that "evaluation is necessary. We will introduce an evaluation culture in Sri Lanka as policy without evaluation puts a huge taxation burden on the people and no return on investment."

The Speaker of the Parliament of Sri Lanka, Hon. Karu Jayasuriya, MP addressed the forum and the Commonwealth Parliamentary Association (CPA) was represented by many Commonwealth Parliamentarians attending the forum along with Ms Meenakshi Dhar from the CPA Headquarters Secretariat. Hon. Kabir Hashim, Minister of Public Enterprise Development in Sri Lanka and the Chair of the GPFE recalled the milestones of the Global Parliamentary Forum from 2008 where policy makers were engaged in evaluation and now there is representation from all over the globe. He said: "Our vision is that evaluation becomes so embedded in good governance that no policy maker or manager will dare hold an important meeting or reach an important decision without having reviewed relevant evaluation information."

The Global Parliamentarians Forum for Evaluation (GPFE) together with EvalPartners, the Sri Lanka Parliamentarians Forum for Evaluation, Prime Minister's Office of Sri Lanka, Parliament of Sri Lanka, and the Sri Lanka Evaluation Association, hosted #EvalColombo2018 to promote demand and use of evaluation by Parliamentarians through dialogue and exchange, and to generate innovative approaches to policy making using evaluation as a tool.



### Commonwealth Parliamentary Clerks discover shared parliamentary heritage and aspirations for the future

Although the Society of Clerks-at-the-Table (SOCATT) of Commonwealth Parliaments is a separate body from the Commonwealth Parliamentary Association (CPA), it normally holds its annual meeting at the same time and place as the annual Commonwealth Parliamentary Conference (CPC), not least because a number of those participating are also engaged in supporting their delegations at the CPC. But as will be well-known to the CPA membership no CPC was held in 2018 and so SOCATT therefore decided to meet independently of the CPC for the first time in their history.

The Legislative Assembly of Ontario hosted the 54<sup>th</sup> General Meeting of SOCATT from 4-6 September 2018 in Toronto, Canada including a meeting in the historic Chamber of the Ontario Legislature at Queen's Park. Sixty-eight delegates attended the event, from forty-six national and sub-national Commonwealth legislatures, for a busy programme.

Todd Decker, Clerk of the House in Ontario, introduced the conference with an outline of recent events following by presentations by Clerks and parliamentary staff including: Social media in Parliaments (Pakistan); sexual harassment in Parliaments' workplaces (Scotland); eligibility of Members for their seats in relation to nationality (Australia Federal); the parliamentary timetable and the numbers of sittings (Uttar Pradesh, India); timetabling non-government business (Victoria, Australia); voting methods in the chamber and proxy voting (United Kingdom); the Speaker's Research Initiative (Lok Sabha, India); a common framework covering the national and provincial legislatures in South Africa (Eastern Cape);

The 54<sup>th</sup> General Meeting of SOCATT took place from 4-6 September 2018 in Toronto, Canada hosted by the Legislative Assembly of Ontario. For further information about SOCATT please visit [www.societyofclerks.org](http://www.societyofclerks.org) or email [socatt@parliament.uk](mailto:socatt@parliament.uk).

### Role of Commonwealth Parliamentarians and Parliaments in implementing the human rights agenda emphasised at launch of new report

The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan has spoken of the key role of Commonwealth Parliamentarians and Parliaments in implementing the human rights agenda at the launch of a new report titled 'The Global Human Rights Implementation Agenda: The role of National Parliaments' alongside the Commonwealth Secretary-General, Rt Hon. Baroness Patricia Scotland, QC. The report is published by the Commonwealth Secretariat's Human Rights Unit in partnership with the Commonwealth Parliamentary Association (CPA) and the Universal Rights Group.

The CPA Secretary-General, Mr Akbar Khan said: "This publication, which recognises the longstanding collaboration of the Commonwealth



Parliamentary Association and the Commonwealth Secretariat in the important area of building the capacity of national Parliaments in the implementation of human rights, is extremely timely as next month marks the 70<sup>th</sup> anniversary of the adoption of the Universal Declaration of Human Rights in 1948. It is therefore very appropriate for us to take a moment to reflect on this significant milestone in the context of the role of our Commonwealth Parliaments as the natural guardians of the universal human rights of Commonwealth citizens. It is very much the role of Parliamentarians and of Parliaments to step up as the key enablers of human rights and to act as a check and balance on the policies of the Executive. The important role of Parliament sitting as it does at the centre of a nation's domestic and international affairs should not be overlooked or under-estimated."

The Commonwealth Secretary-General, Rt Hon. Patricia Scotland, QC said: "Commonwealth Parliamentarians have a central part to play in the promotion and protection of human rights. The Commonwealth Secretariat has been actively involved in strengthening the role of Parliaments and Parliamentarians in the work of the Human Rights Council. Over recent years, in collaboration with a number of partners - including some who are here today - we here at the Commonwealth Secretariat have been working to build the capacity of Commonwealth Parliamentarians in the area of human rights. This publication documents our distinctive Commonwealth contributions to global efforts which strengthen such engagement, and towards deepening respect and protection of human rights, and the human dignity of all people without distinction."

The Commonwealth Parliamentary Association has engaged in the global discourse on a strengthened role for Parliaments and Parliamentarians in the field of human rights for a number of





years. Between 2013 and 2016, the CPA, in partnership with the Commonwealth Secretariat, convened regional capacity building seminars for Parliamentarians, aimed at strengthening their understanding of their role in the promotion and protection of human rights at the national, regional and international levels. These seminars led to the adoption of three regional declarations: The *Mahé Declaration* (Africa), the *Kotte Declaration* (Asia) and the *Pipitea Declaration* (Pacific). The declarations commit Parliamentarians from the African, Asian and Pacific Regions to active engagement with international and regional human rights mechanisms.

Further outcomes and indicators of impact include the establishment of regional Commonwealth Parliamentary human rights groups; the rise of Parliamentary champions who have championed specific human rights causes such as child, early and forced marriage, equality and non-discrimination, and closer links between national human rights commissions and Parliaments; and the establishment of parliamentary human rights caucuses in Kenya and Australia.

This new publication will map and analyse contemporary debates, decisions and initiatives focused on Parliamentary engagement with the global human rights mechanisms, and documents the contribution of the Commonwealth to global efforts to strengthen that engagement, thereby improving respect for human rights and human dignity of people.

#### Commonwealth Parliamentary Association Chairperson at CIS Interparliamentary Assembly: Parliamentarians have a duty to hold governments to account on international humanitarian law

The Chairperson of the Commonwealth Parliamentary Association (CPA), Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the National Assembly of Cameroon addressed the 48<sup>th</sup> Plenary Session of the Interparliamentary Assembly of Member Nations of the Commonwealth of Independent States (IPA CIS) was founded in 1992. The overarching mission is to create a common legal framework for the CIS and international cooperation.

#### CPA Small Branches Chairperson at Parliamentary Conference on the WTO as it addresses major issues facing world trade in Geneva

The 2018 Parliamentary Conference on the World Trade Organisation (WTO), jointly organized by the Inter-Parliamentary Union and the European Parliament, attracted more than 300 Members of Parliament representing more than 100 countries to the two-day meeting held at the WTO on 6-7 December 2018. The participants discussed a wide range of issues, such as the reform of the WTO and the impact of technology on trade, and issued an outcome document at the end of the meeting highlighting the pivotal role of the WTO in strengthening multilateralism.

The 48<sup>th</sup> Plenary Session of the Interparliamentary Assembly was opened by the Chairperson of the IPA CIS Council, Valentina Matviyenko, Chairperson of the Federation Council of the Federal Assembly of the Russian Federation and was followed by a report from the President of the International Committee of the Red Cross, Peter Maurer. This was followed by an international conference on the '150th Anniversary of the St Petersburg Declaration: Background to the Adoption and Relevance for Modern Armed Conflicts'. The CPA Chairperson said to the conference: "We, as Parliamentarians, have a duty to hold our



governments to account. There can be no greater decision for a government than to use force and to commit its men and women to the conflict zone. In order to fully understand the issues relating to the laws of war, Parliamentarians need to stay up to date on legislation and developments related to international humanitarian law. We also need to ensure that our countries are party to international treaties which govern and regulate the use of force and weapons, and provide for the humanitarian treatment of combatants once captured."

The CPA Chairperson stressed that Parliamentarians should pay more attention to the law-making process, current trends and international humanitarian law in their work. The CPA Headquarters Secretariat is working to upskill its membership in the field of international humanitarian law and is currently producing a new *Handbook on International Humanitarian Law for Commonwealth Parliamentarians* together with the British Red Cross, with the support of the International Committee of the Red Cross and the University of New South Wales.

The CPA regularly engages with parliamentary assemblies and international organisations to develop new partnerships and cooperation in parliamentary development and the CPA Chairperson's address to the Assembly reinforces these relationships. The Interparliamentary Assembly of Member Nations of the Commonwealth of Independent States (IPA CIS) was founded in 1992. The overarching mission is to create a common legal framework for the CIS and international cooperation.

issue in relation to non-discriminatory, multilateral trading systems and the impact of trade processes on smaller jurisdictions.

The Small Branches Chairperson had also participated in the 42<sup>nd</sup> Session of the Steering Committee of the Parliamentary Conference on the World Trade Organisation (WTO) on behalf of the CPA, which took place in Geneva, on 5 October 2018. The Parliamentary Conference on the WTO (PCWTO) is organised jointly by the Inter-Parliamentary Union (IPU) and the European Parliament, and its Steering Committee met ahead of the 2018 annual session of the PCWTO.

The Co-Chair of the Steering Committee of the Parliamentary Conference on the World Trade Organisation (WTO) is Hon. Mensah-Williams, Chairperson of the National Council of Namibia who also attended the conference. According to the rules of procedure for the Parliamentary Conference on the WTO, the Commonwealth Parliamentary Association (CPA) is one of the international organisations represented on the Steering Committee and at the main conference.

#### *'We need to build a People's Commonwealth for the 21<sup>st</sup> century' says CPA Secretary-General at Middlesex University Lecture*

The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan has spoken of the enduring nature of the Commonwealth which comprises a unique network of peoples, civil society and parliaments as he delivered a Distinguished Lecture to a specially invited audience at Middlesex University in north London in December 2018. The CPA Secretary-General explored how the Commonwealth's networks, including the 17,000 Commonwealth Parliamentarians in over 180 Parliaments and Legislatures of the Commonwealth Parliamentary Association, mark the Commonwealth out as a uniquely constituted global player. The Commonwealth is the world's oldest political association and is unlike any other international organisation, which enables it to justifiably claim to be a 'People's Commonwealth' which is democratic and diverse in nature.

The CPA Secretary-General, Mr Akbar Khan said: "The strength of the Commonwealth into the 21<sup>st</sup> century lies in our shared history and the remarkable genius of the Commonwealth to remain enduring based on its inherent flexibility and agility to changing global circumstances. What is distinctive and unique about the Commonwealth is its people-centred approach. People are not only the beneficiaries of democracy and development but importantly directly contribute to these outcomes as key actors and enablers."

"The strength of the Commonwealth lies not only in the membership of governments but significantly in its Commonwealth grouping of peoples, businesses and civil society networks which together constitute the Commonwealth as a unique international family and a uniquely positioned global actor. This breadth of perspectives allows for new and necessary conversations to take place around issues such as global inequality, social and economic rights, the importance of peace-building and climate change."

The lecture was introduced and hosted by the Vice-Chancellor of Middlesex University, Professor Tim Blackman who said: "We are delighted that Mr Akbar Khan came to talk to students and staff at Middlesex University. We are living in very

uncertain times and the CPA's work to support inclusive and diverse parliamentary democracies across the Commonwealth has never been more important. Middlesex is a University that prides itself on its diversity and internationalism. While our students study and live here they meet and collaborate with students and staff from over 140 countries and develop a truly global outlook. These skills will be invaluable to the 'People's Commonwealth' that Mr Khan speaks of in his inspirational lecture."

Middlesex University's Distinguished Lecture series challenges, stimulates and focuses on many of the big picture issues facing our society. These lectures look at the past, present and future of key areas in business, public policy, technology and learning and not only deepen our knowledge and understanding but seek to inspire and engage us as free thinkers and contributors.

#### *Commonwealth Parliamentary Association commemorates 70<sup>th</sup> anniversary of Universal Declaration of Human Rights*

The Commonwealth Parliamentary Association (CPA) joins citizens across the world to commemorate the 70<sup>th</sup> anniversary of the Universal Declaration of Human Rights, the 'magna carta' for all mankind, adopted by the UN General Assembly on this day in 1948. Parliaments are the cornerstones of national protection systems and play a critical role in ensuring a State's compliance with their international human rights obligations and, critically, share a responsibility with other branches of State to protect, respect and fulfil human rights.

The CPA has engaged in the global discourse on a strengthened role for Parliaments and Parliamentarians in the field of human rights for a number of years. Between 2013 and 2016, the CPA, in partnership with the Commonwealth Secretariat, convened regional capacity building seminars for Parliamentarians, aimed at strengthening their understanding of their role in the promotion and protection of human rights at the national, regional and international levels. These seminars led to the adoption of three regional declarations: The *Mahé Declaration* (Africa), the *Kotte Declaration* (Asia) and the *Pipitea Declaration* (Pacific). The declarations commit Parliamentarians from the African, Asian and Pacific Regions to active engagement with international and regional human rights mechanisms. A joint report entitled '*The Global Human Rights Implementation Agenda: the role of national parliaments*' was recently published by the Commonwealth Secretariat's Human Rights Unit in partnership with the CPA and the Universal Rights Group. This publication recognised the longstanding collaboration of the CPA and the Commonwealth Secretariat in the area of building the capacity of national Parliaments in the implementation of human rights.

The CPA has marked the 70<sup>th</sup> anniversary of the adoption of the Universal Declaration of Human Rights (UDHR) with a special issue of *The Parliamentarian*, the Journal of Commonwealth Parliaments which focused on 'human rights in the modern era' and featured articles on a wide range of human rights issues by leading Commonwealth Parliamentarians and global experts. The digital edition of the publication is available online via [www.cpahq.org/cpahq/parliamentariancurrentissue](http://www.cpahq.org/cpahq/parliamentariancurrentissue).

The CPA also welcomed the opportunity to collaborate with the Commonwealth Youth Orchestra and Choir (CYO) in using the CYO's Commonwealth Music Competition 2018 as a means of using the arts as inspiration to deliver on the goals of the UDHR. To achieve this, one part of the competition was to write a song that reflects the values of the UDHR. This demonstrated Commonwealth organisations working collaboratively to promote human rights in the Commonwealth.

## Visits to the CPA Headquarters Secretariat

The CPA Headquarters Secretariat continues to welcome visitors from all CPA Branches and from representatives of partner and international organisations. These visits provide a platform for visitors to learn about the CPA and the various programmes available to its Member Branches as well as an opportunity for collaborations with other organisations.



### CPA Co-ordinating Committee meet with Lord Speaker of the UK Parliament

Members of the Commonwealth Parliamentary Association (CPA) Co-ordinating Committee and the CPA Secretary-General, Mr Akbar Khan met with Rt Hon. The Lord Speaker, Lord Fowler, Joint CPA UK President at the House of Lords at the UK Parliament to discuss Commonwealth parliamentary strengthening ahead of the CPA Executive Committee meetings in London. The CPA Co-ordinating Committee who attended the meeting were: CPA Vice-Chairperson, Hon. Alexandra Mendes, MP (Canada Federal); CPA Small Branches Chairperson, Hon. Angelo Farrugia MP, Speaker of the House of Representatives, Malta; Commonwealth Women Parliamentarians (CWP) Chairperson, Hon. Dr Dato' Noraini Ahmed, MP (Malaysia); and the CPA Treasurer, Mrs Vicki Dunne, MLA, Deputy Speaker of the Legislative Assembly of the Australian Capital Territory.



## Appendix 1: Financial Statements 2018



The Financial Statements show how the Commonwealth Parliamentary Association (CPA) revenues were generated and expended during 2018.

## Financial Review

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

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

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

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

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

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

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

**CPA Branches:** The CPA is composed of Branches that have been admitted as Members to the Association. Each Branch is autonomous, raises its own finances and pays an annual

subscription to the Association's International Headquarters. The Commonwealth Parliamentary Association Headquarters Secretariat is the International Headquarters for the Association. It has close links with the 171 members Branches (2017: 180 Branches) on a day-to-day working level. Income raised by the Association's Headquarters Secretariat is used to pay for the CPA's programmes of work and for the meetings and conferences of its members. The annual subscription is determined at meetings of the General Assembly.

**Risk Management:** The Trustees are responsible for risk management. Risks identified by the Senior Management Team (SMT) are reviewed, assessed and appropriate action incorporated as part of operational delivery. During 2018, the main risks and uncertainties facing the Association were:

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

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

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

**Pay-Setting Policy for Key Management Personnel:** The Trustees have an established pay-setting policy for the charity's key management personnel and other staff. It is based on

an approved pay band. Progression from one spine point to another within a given band is on the basis of satisfactory performance. The Trustees adopted the pay band on the recommendation of independent pay review consultants.

### FINANCIAL REVIEW

The total revenue for the financial year under review was £2,680,040 (2017: £2,565,509). Of this, the Association's core funding streams were from Branch Membership fees (91%) and financial investments (7%) with the balance coming from other sources such as subscriptions for the Parliamentarian and Partnership income.

The decision not to hold a Plenary Conference in 2018 has had a significant impact on results. The Trustees had planned to draw down on reserves to fund a fuller range of Programme activities. In the end the savings realized as a result of the decision not to hold the conference meant that a surplus of £330,585 (2017: deficit of £495,237) is now being reported.

Total revenue increased by £114,131 when compared to the year ended 31 December 2017. Membership income increased by £45,155, whilst income from Investments increased by £48,794. CPA also received £23,878 in income from the Westminster Foundation for Democracy to fund Commonwealth Partnership for Democracy programmes.

Total operating costs during the reporting period were £2,349,455 (2017: £3,061,236), made up of the costs of raising funds, totalling £48,711 (2%), and direct charitable activities totalling £2,300,744 (98%). In 2017, these were £47,270 (2%) and £3,013,966 (98%) respectively. The decrease in total operating costs as previously reported largely reflected the decision not to hold a CPA plenary conference in 2018. Expenditure on Programme activity was also lower than in 2017.

At the end of the Financial Year the Association's unrestricted reserves amounted to £2,003,078 (2017: £1,754,444). During 2018 the Trustees reviewed their existing Reserves policy. In addition to the General Reserves, both the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £6,999,553 (2017: £7,290,636). Income from each Trust Fund is used for the benefit of the members in support of the wider objectives of the Association.

**Financial Strategy:** The Trustees agreed on the CPA financial strategy in South Africa in August 2013. The issues addressed in the policy include the reserves, income generation, and financial and administrative control policies for the Association. Trustees will keep the strategy under review and in particular ensure that it meets the wider strategic objectives of the CPA.

**Reserves Policy:** Until the end of the financial year 2017, the Trustees established and maintained a Contingency Reserve of £1,000,000. This comprised two separate funds: the Unforeseen Liabilities Fund and the Free Reserves Fund. The Unforeseen Liabilities Fund was set at £500,000 and was created to deal with unplanned 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 that can arise due to circumstances beyond the control of the Association. The Free Reserves Fund was established to cover three months of the Association's net annual operating costs (*i.e. annual operating costs less annual conference costs*) and was also set at £500,000. The balance was held as a General Fund available to fund the charitable objectives of the CPA.

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

As at December 2018, the Association held unrestricted reserves of £2,003,078. The Trustees note that this is significantly in excess of the required amount in the reserves policy. This figure will be kept under review and the Trustees will consider the scope for releasing funds from these reserves to meet the strategic priorities of the CPA. As a result of CPA's plans agreed by the Trustees for 2019 it is anticipated that unrestricted reserves should begin to fall back to within the range implied by the Reserves policy.

**Investment Policy:** The CPA has investments in two trust funds under the guidance and supervision of the funds' Trustees. Under the trust deeds the funds' Trustees are mandated as the Secretary General, the Association's Treasurer and another member of the CPA who is not a member of the Executive Committee. These Trustees are listed on page 6. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arrange study group meetings, seminars and conferences, and provide facilities for the exchange of visits between members of branches of the CPA.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious-to-moderate risk investment strategy aimed at maximising income and capital growth. Within this strategy, the Trustees have set a target of exceeding the average market performance for a similar fund, based on the market value of the portfolio. The Trustees have a formal Investment Policy Statement that:

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

*Close Brothers Asset Management* have been appointed to manage the trust funds. The Trustees met twice in 2018 to review the funds' performance.

**Investment Performance:** The value of the Association's listed investments fell by £406,681 (6%) from £6,948,046 at 31 December 2017 to £6,541,185 as at the end of the reporting period. The Charity holds no unlisted funds.

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

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

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

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

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

The CPA Executive Committee approved this report on 14 April 2019. Signed on behalf of the Executive Committee:

- Hon. Emilia Monjowa Lifaka, MP, Chairperson of the Executive Committee
- Mr Akbar Khan, Secretary-General

#### Independent Auditor's Report to the Trustees of Commonwealth Parliamentary Association

**Opinion:** We have audited the financial statements of Commonwealth Parliamentary Association for the year ended 31 December 2018 which comprise the Statement of Financial Activities (SOFA), the Balance Sheet, the Statement of Cash Flows and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 December 2018 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the *Charities Act 2011*.

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

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

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

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

not express any form of assurance conclusion thereon.

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

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

We have nothing to report in respect of the following matters in relation to which the *Charities Act 2011* requires us to report to you if, in our opinion:

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

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

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

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

A further description of our responsibilities for

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

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

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

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

**Commonwealth Parliamentary Association  
Statement of Financial Activities  
for the year ending 31 December 2018**

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £	Note	2018 £	2018 £	2017 £	2017 £
<b>Income from:</b>									
Investments	2	5,858	195,926	201,784	152,990				
<i>Charitable activities</i>									
Branch membership fees		2,447,055	-	2,447,055	2,401,900	Fixed asset			
Subscriptions for <i>The Parliamentarian</i>		4,167	-	4,167	4,759	Tangible assets	15	397	1,297
Partnership income	3	-	23,878	23,878		Investments	16	6,541,185	6,948,046
Other income		3,156	-	3,156	6,260	<i>Totals</i>		<u>6,541,582</u>	<u>6,949,343</u>
<b>Total income</b>		<u>2,460,236</u>	<u>219,804</u>	<u>2,680,040</u>	<u>2,565,909</u>	<b>Current assets</b>			
<b>Expenditure on:</b>									
<i>Raising funds</i>						Debtors	17	574,179	271,774
Investment Management Costs		-	48,711	48,711	47,270	Short term deposit	18	2,356,801	2,351,173
<i>Charitable activities</i>						Cash at bank and in hand		154,170	488,424
Publications & Communications		581,898	-	581,898	542,793	<i>Totals</i>		<u>3,085,150</u>	<u>3,111,371</u>
Conferences		-	-	-	657,103	<b>Creditors: amounts falling due within one year</b>	19	(624,101)	(1,015,634)
Seminars, Projects & Commonwealth Development		1,347,334	89,142	1,436,476	1,543,015	<b>Net current assets</b>		<u>2,461,049</u>	<u>2,095,737</u>
Technical Assistance Programmes		282,370	-	282,370	271,055	<b>Net assets</b>		<u>9,002,631</u>	<u>9,045,080</u>
<b>Total expenditure</b>	6	<u>2,211,602</u>	<u>137,853</u>	<u>2,349,455</u>	<u>3,061,236</u>	<b>Funds</b>			
Net income/(expenditure) before (losses)/gains on investments		248,634	81,951	330,585	(495,237)	<b>Unrestricted</b>			
Net (losses)/gains on investments	16	-	(373,034)	(373,034)	541,201	General fund	21	2,003,078	754,444
<b>Net movement in funds</b>		248,634	(291,083)	(42,449)	45,874	Contingency reserve	21	-	1,000,000
Reconciliation of funds						<b>Restricted</b>			
Balance brought forward on 1 January 2018	21	<u>1,754,444</u>	<u>7,290,636</u>	<u>9,045,080</u>	<u>8,999,206</u>	Conference assistance fund	21	4,548,272	3,063,989
Balance carried forward on 31 December 2018	21	<u>2,003,078</u>	<u>6,999,553</u>	<u>9,002,631</u>	<u>9,045,080</u>	Working capital fund	21	2,451,281	4,226,647
<i>Totals</i>									

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

**Commonwealth Parliamentary Association  
Balance sheet as at 31 December 2018**

The Financial Statements were approved, and authorised for distribution, by the CPA Executive Committee on 14 April 2019 and signed on its behalf by:

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

Mr Akbar Khan  
CPA Secretary-General

## Commonwealth Parliamentary Association Cash flow statement for the year ending 31 December 2018

	2018 £	2017 £
Cash flows from operating activities		<u>(564,237)</u>
Cash flows from investing activities		<u>(366,770)</u>
Interest and dividends	201,784	152,990
Purchase of property, plant and equipment		(998)
Purchase of investments	(861,635)	(6,499,611)
Proceeds from the sale of investments	1,078,579	6,484,955
Movement in investment cash account	(183,117)	78,639
Net cash provided by/(used in) investing activities	<u>235,611</u>	<u>215,975</u>
Change in cash and cash equivalents in the reporting period	(328,626)	(150,795)
Cash and cash equivalents at the beginning of the reporting period	<u>2,839,597</u>	<u>2,990,392</u>
Cash and cash equivalents at the end of the reporting period	<u>2,510,971</u>	<u>2,839,597</u>

### Notes to the cash flow statement

#### Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities

	2018 £	2017 £
Net movement in funds	(42,449)	45,874
Depreciation charges	900	4,774
(Increase)/Decrease in debtors	(302,405)	185,163
(Decrease)/Increase in creditors	(391,533)	91,610
Interest and Dividends	(201,784)	(152,990)
Losses/(gains) on investments	373,034	(541,201)
Net cash provided by operating activities	<u>(564,237)</u>	<u>(366,770)</u>

#### Analysis of Cash and Cash Equivalents

	2018 £	2017 £
Cash at bank and in hand	154,170	488,424
Short term deposits	2,356,801	2,351,173
Totals	<u>2,510,971</u>	<u>2,839,597</u>

## Notes to the financial statements for the year ending 31 December 2018

### 1. Summary of Accounting Policies

#### (a) Basis of accounting

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

#### (b) Income recognition

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

#### (c) Expenditure recognition

Liabilities are recognised as expenditure when there is a legal or constructive commitment, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. Disclosures of CPA expenditure in relation to its Strategic Priorities have been reported on the following lines:

- **Parliamentary Benchmarking and Development** – reported under Technical Assistance Programmes, Projects & Commonwealth Development.
- **Public Outreach** – reported under Conferences, Seminars.
- **Communications and Publishing** – reported under Publications & Communications.

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

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

#### (e) Pension costs

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

#### (f) Employee benefits

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

#### (g) Fund accounting

*Unrestricted funds* are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity. *Restricted funds* are funds which are to be used in accordance with specific restrictions imposed by the charity's funding partners. Note 21 sets out the aim and use of each restricted fund.

#### (h) Operating leases

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

#### (i) Subventions to Branches

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

#### (j) Foreign exchange

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

#### (k) Fixed asset investments

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

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

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

#### (m) Realised gains and losses

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

## Notes to the financial statements for the year ending 31 December 2018 (continued)

### (n) Stocks

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

### (o) Debtors

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

### (p) Creditors and provisions

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

### (q) Cash and cash equivalents

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

### 2. Investment Income

	Unrestricted funds 2018	Restricted funds 2018	Total 2018		Unrestricted funds 2017	Restricted funds 2017	Total 2017
	£	£	£		£	£	£
Dividends – equities	-	163,430	163,430		-	125,195	125,195
Interest – fixed interest securities	-	32,290	32,290		-	25,482	25,482
Interest on cash and money market deposits	5,858	206	6,064		2,225	58	2,313
	<u>5,858</u>	<u>195,926</u>	<u>201,784</u>		<u>2,255</u>	<u>150,735</u>	<u>152,990</u>

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

### 3. Partnership Income

	Total 2018	Total 2017
	£	£
Westminster Foundation for Democracy – Commonwealth Partnership for Democracy (CP4D) Project	23,878	-
	<u>23,878</u>	-

### (r) Going concern

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. With respect to the next reporting period, the most significant areas of uncertainty that affect the charity's assets are the level of investment return and the performance of the investment markets (*see the investment policy and the risk management sections of the Trustees' annual report for more information*). The review of the charity's financial position, reserves levels and future plans gives the Trustees confidence that guarantee the charity remains a going concern during the next reporting period, notwithstanding these uncertainties.

### (s) Judgements and estimates

Judgements made by the Trustees, in the application of these accounting policies that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next reporting period are deemed to be in relation to the valuation of investments and the provision for doubtful debts.

The CPA Headquarters Secretariat is currently hosted by the UK Parliament on the Parliamentary Estate. The Trustees do not believe that the value of this benefit, although a Gift in Kind, can be measured with sufficient accuracy.

### 4. Staff Costs

Salaries and wages  
Redundancy costs  
Social security costs  
Pension costs

#### Totals

The benefits-in-kind payments of £27,588 (2017: £17,193) cover qualifying employees' relocation, home leave, health & travel insurance and death-in-service expenses to the Association. These payments are covered by a PAYE Settlement Agreement with HM Customs and Excise. A restructuring programme was undertaken in 2017 with a redundancy cost of £86,924. This sum was fully paid in the first quarter 2018.

*The average number of staff employed during the year was*

Management  
Charitable activities

#### Totals

### Key management personnel

Secretary-General  
Director of Operations  
Finance Director  
Director of Finance and Administration  
Director of Programmes

#### Totals

The key management personnel comprised members of the Senior Management Team (SMT). In 2018, the SMT was made up of the Secretary-General, Director of Operations and Finance Director. During the 2017 financial year, the SMT comprised of the Secretary-General, Director of Finance and Administration and Director of Programmes.

The total employee benefits including employer's pension contributions and employer's national insurance, of the key management personnel of the charity were £255,295 (2017: £333,763).

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

£60,000 - £70,000  
£80,000 - £90,000  
£90,000 - £100,000  
£100,000 - £110,000  
£110,000 - £120,000

#### Totals

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Headquarters Secretariat paid £22,388 (2017: £43,597) for these employees.

A total of £223,686 was reimbursed to 34 Parliaments of Members of the CPA Executive Committee for their travel to Executive Committee meetings (2017: £67,559 to 22 Parliaments of Members of the CPA Executive Committee).

Note	Total 2018 £	Total 2017 £
5	773,275	850,470
6a	-	86,924
5	71,755	93,414
5	64,457	136,652
6a	<u>909,487</u>	<u>1,167,460</u>
2018 No.	2017 No.	2017 No.
3	3	3
14	13	13
17	16	16
2018 £	2017 £	2017 £
146,143	126,550	126,550
76,072	-	-
33,080	-	-
-	-	107,900
-	-	99,313
<u>255,295</u>	<u>333,763</u>	
Total 2018 No.	Total 2017 No.	Total 2017 No.
1	-	-
-	1	1
-	-	1
-	-	1
1	-	-
<u>2</u>	<u>3</u>	

Notes to the financial statements for the year ending 31 December 2018 (*continued*)

**5. Pension scheme**

The CPA Headquarters Secretariat's Personal Pension Scheme ("Scheme") for employees is with Scottish Widows, which commenced on 1<sup>st</sup> August 2010 (previously with *Clerical Medical*). The Scheme is funded by contributions from Scheme members and the CPA Headquarters Secretariat. The Scheme is operated on a Personal Pension Scheme basis and is not a defined benefits final salaries arrangement. Contributions are invested with *Scottish Widows* under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15% of annual salary. The CPA Headquarters Secretariat pays 16%.

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

	Total 2018 £	Total 2017 £
Total Premiums paid	77,043	166,068
Less: Contributions from employees	(11,300)	(29,416)

**Employer Contributions**

6. Total Expenditure	Note	Direct	Support	Total	Direct	Support	Total
		costs 2018 £	costs 2018 £	2018 £	costs 2017 £	costs 2017 £	2017 £
<i>Cost of generating funds</i>							
Investment management costs		48,711	-	48,711	47,270	-	47,270
<i>Cost of charitable activities</i>							
Publications & Communications	8	155,325	426,573	581,898	184,612	358,181	542,793
Conferences	9	-	-	-	291,146	365,957	657,103
Seminars, Projects & Commonwealth Development	10	703,443	733,033	1,436,476	1,044,615	498,400	1,543,015
Technical Assistance Programmes	11	194,286	88,084	282,370	9,126	261,929	271,055
<b>Totals</b>		<b>1,101,765</b>	<b>1,247,690</b>	<b>2,349,455</b>	<b>1,576,769</b>	<b>1,484,467</b>	<b>3,061,236</b>
		(Note 6a)			(Note 6a)		

6a. Allocation of Support Costs (2018)	Staff costs (Note 4)	HR costs £	IT support costs £	Legal £	Facilities £	Depreciation £	Governance £	Total 2018 £
<i>Cost of charitable activities</i>								
Publications & Communications	239,862	8,489	5,324	791	28,126	106	143,875	426,573
Conferences	-	-	-	-	-	-	-	-
Seminars, Projects & Commonwealth Development	305,815	21,679	29,193	4,335	154,219	582	217,210	733,033
Technical Assistance Programmes	37,408	7,018	2,662	395	14,063	53	26,485	88,084
<b>Governance costs</b>	<b>326,402</b>	<b>9,935</b>	<b>7,942</b>	<b>1,180</b>	<b>41,952</b>	<b>159</b>	<b>(387,570)</b>	<b>-</b>
<b>Totals</b>	<b>909,487</b>	<b>47,121</b>	<b>45,121</b>	<b>6,701</b>	<b>238,360</b>	<b>900</b>	<b>1,247,690</b>	<b>44,973</b>

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

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:

	2018 £	2017 £
External Auditors' remuneration	14,286	18,588
Internal Auditors' remuneration	-	33,020
Mid-year Executive meeting	173,520	105,220
Legal & professional fees	38,109	112,979
Consultants' fees	78,987	76,497
Apportionment of support costs	387,570	276,363
<b>Totals</b>	<b>692,472</b>	<b>622,667</b>

	2018 £	2017 £
<b>8. Direct Publications &amp; Communications Costs</b>		
<i>The Parliamentarian</i>		
Printing	42,013	63,840
Distribution	52,936	72,170
Fees to contributors	2,775	1,664
<b>Subtotals</b>	<b>97,724</b>	<b>137,674</b>
Annual Report	3,000	2,835
CPA website	8,692	3,135
Books, periodicals and information	936	654
<b>Governance costs</b>	<b>44,973</b>	<b>40,864</b>
<b>Totals</b>	<b>155,325</b>	<b>184,612</b>

Notes to the financial statements for the year ending 31 December 2018 (*continued*)

	2018	2017		2018	2017
	£	£		£	£
<b>9. Direct Conference Costs</b>			<b>13. Post-Election Seminars</b>		
Annual conference including subvention	-	420,812	Falkland Islands	-	12,651
Less: Prior year accrued airfares no longer required	-	(194,079)	Cayman Islands	-	17,988
Governance costs	-	64,413	Kenya	16,396	-
<b>Totals</b>	<u>-</u>	<u>291,146</u>	St Helena	(842)	-
			Nevis	8,115	-
			Grenada	18,783	-
			Bermuda	16,314	-
			<b>Totals</b>	<u>58,766</u>	<u>30,639</u>
<b>10. Direct Seminars, Projects and Commonwealth Development Costs</b>	<b>Note</b>	<b>2018</b>	<b>2017</b>	<b>14. Commonwealth and Parliamentary Development Activities</b>	<b>2018</b>
Canadian Parliamentary Seminar	12	37,698	721	Commonwealth Day	9,828
Overseas visits		-	58,799	Support for attendance at workshops	12,579
CPA Youth Parliament		-	20,568	-	285
Post-Election Seminars	13	58,766	30,639	Development of Public Accounts Committees (financial oversight):	
Commonwealth & Parliamentary Development activities	14	403,304	694,938	Canada	-
Governance costs		203,675	238,950	Clearing House for Exchange Visits	8,423
<b>Totals</b>		<u>703,443</u>	<u>1,044,615</u>	Commonwealth Women Parliamentarians (CWP) Annual Meetings & CWP Work Programme	2,500
				CWP Regional Strengthening & CWP Conference	-
				Commonwealth Initiative for Freedom of Religion and Belief (CIFoRB)	78,545
				Commonwealth Heads of Government Meeting (CHOGM)	2,500
				CPA Roadshows for Schools and Universities	12,514
				Commonwealth Parliamentary Lecture Series	2,977
				Regional Hot Topics	-
				Governance and Institutional Workshops	-
				CPA Fundamentals	199,775
				CPA Masterclasses	336,393
				Disability Conference	3,789
				CPA Regional Conferences	7,756
				Commonwealth Partnership for Democracy (CP4D)	4,124
				International Humanitarian Law Handbook for Commonwealth Parliamentarians	24,497
				CPA Small Branches Committees Workshop	28,403
					57,615
					23,878
					6,400
					28,071
					8,619
				<b>Totals</b>	<u>403,304</u>
					<u>694,938</u>
<b>11. Direct Technical Assistance Programmes</b>		<b>2018</b>	<b>2017</b>	<b>15. Tangible Assets</b>	<b>2018</b>
St Helena		24,432	-	Tangible fixed assets comprise of computer and office equipment.	2017
Bermuda		22,603	-		£
Mauritius		5,000	-	<b>Cost</b>	<b>2018</b>
Samoa		35,996	2,370	At 1 January	36,393
Fiji		-	2,001	Additions	17,420
Zambia		30,000	2,677	Eliminated on disposal	199,775
Pakistan		20,000	-		3,789
Governance costs		56,255	2,078	<b>At 31 December</b>	78,545
<b>Totals</b>		<u>194,286</u>	<u>9,126</u>		<u>192,495</u>
				<b>Depreciation</b>	<b>2017</b>
				At 1 January	2,665
				Charge for the year	5,870
				Eliminated on disposal	-
					12,514
				<b>At 31 December</b>	11,609
					2,977
				<b>Net book value at 31 December</b>	2,665
					5,870
					-
					17,420
					199,775
					3,789
					7,756
					4,124
					24,497
					28,403
					57,615
					23,878
					6,400
					28,071
					8,619
					694,938
					192,495
					11,609
					2,665
					5,870
					-
					17,420
					199,775
					3,789
					7,756
					4,124
					24,497
					28,403
					57,615
					23,878
					6,400
					28,071
					8,619
					694,938
					192,495
					11,609
					2,665
					5,870
					-
					17,420
					199,775
					3,789
					7,756
					4,124
					24,497
					28,403
					57,615
					23,878
					6,400
					28,071
					8,619
					694,938
					192,495
					11,609
					2,665
					5,870
					-
					17,420
					199,775
					3,789
					7,756
					4,124
					24,497
					28,403
					57,615
					23,878
					6,400
					28,071
					8,619
					694,938
					192,495
					11,609
					2,665
					5,870
					-
					17,420
					199,775
					3,789
					7,756
					4,124
					24,497
					28,403
					57,615
					23,878
					6,400
					28,071
					8,619
					694,938
					192,495
					11,609
					2,665
					5,870
					-
					17,420
					199,775
					3,789

Notes to the financial statements for the year ending 31 December 2018 (*continued*)

16. Investments	2018 £	2017 £	18. Short term deposit investment	2018 £	2017 £
Market value at 1 January	6,948,046	6,470,828	Coutts 90 Day Notice Accounts	2,356,801	2,351,173
Additions	861,635	6,499,611	Totals	<u>2,356,801</u>	<u>2,351,173</u>
Disposal Proceeds	(1,078,579)	(6,484,955)			
Investment cash account movement	183,117	(78,639)			
Realised gains	59,984	23,239			
Unrealised (losses)/gains	(433,018)	517,962			
<i>Market value at 31 December</i>	<u>6,541,185</u>	<u>6,948,046</u>			
<i>Historic cost value at 31 December</i>	<u>6,582,434</u>	<u>6,559,929</u>			
The total unrealised gains at 31 December 2018 constitute movements on the revaluation and are as follows:					
	2018 £	2017 £			
<i>Unrealised (losses)/gains included above:</i>					
On investments	(41,249)	388,117	Trade creditors	261,082	282,807
Total unrealised (losses)/gains at 31 December	<u>(41,249)</u>	<u>388,117</u>	General accruals	285,472	212,511
Reconciliation of movements in unrealised (losses)/gains:			Conference fares accruals	-	343,052
Unrealised gains at 1 January	388,117	615,937	Tax and social security	14,582	30,004
Add/(Less): in respect to disposal in the year	3,652	(745,780)	Deferred income	62,965	147,260
(Less)/Add: net (losses)/gains arising on revaluation in the year	(433,018)	517,960	Totals	<u>624,101</u>	<u>1,015,634</u>
Total unrealised (losses)/gains at 31 December	<u>(41,249)</u>	<u>388,117</u>			
Analysis of investment assets	Fixed interest securities £	Equities £	Cash £	Total £	
2018	1,412,036	4,800,969	328,180	<u>6,541,185</u>	
2017	1,427,084	5,375,899	145,063	<u>6,948,046</u>	
The underlying assets contained within the various funds invested in by the charity are recognised on a listed stock exchange.					
17. Debtors	2018 £	2017 £		At 1 Jan 2018 £	Released to income £
Branch fees	1,172,860	747,789		At 1 Jan 2017 £	Deferred in the year £
Less: Provision for doubtful debts	(684,226)	(511,936)		Released to income £	At 31 Dec 2017 £
Net branch fees	488,634	235,853		Deferred in the year £	
Staff advances	2,460	-			
Other debtors and prepayments	83,085	35,921			
<b>Totals</b>	<b>574,179</b>	<b>271,774</b>	This primarily represents 2019 memberships received in 2018. They are treated as deferred income, and will be released as income in 2019 in line with the membership period.		

Notes to the financial statements for the year ending 31 December 2018 (continued)

21. Movement in funds	At 1 Jan 2018	Income	Expenditure	Gains (Losses)/ Transfers	At 31 Dec 2018
	£	£	£	£	£
<b>Unrestricted funds</b>					
General reserve	754,444	2,460,236	(2,211,602)	1,000,000	2,003,078
Contingency reserve	1,000,000	-	-	(1,000,000)	-
<b>Total unrestricted funds</b>	<b>1,754,444</b>	<b>2,460,236</b>	<b>(2,211,602)</b>	<b>-</b>	<b>2,003,078</b>
<b>Restricted Funds</b>					
Westminster Foundation for Democracy	-	23,878	(23,878)	-	-
Conference Assistance Fund (CAF)	3,063,989	86,975	(24,959)	1,422,267	4,548,272
Working Capital Fund (WCF)	4,226,647	108,951	(89,016)	(1,795,301)	2,451,281
<b>Total restricted funds</b>	<b>7,290,636</b>	<b>219,804</b>	<b>(137,853)</b>	<b>(373,034)</b>	<b>6,999,553</b>
<b>Total funds</b>	<b>9,045,080</b>	<b>2,680,040</b>	<b>(2,349,455)</b>	<b>(373,034)</b>	<b>9,002,631</b>
At 1 Jan 2017	£	Income	Expenditure	Gains (Losses)/ Transfers	At 31 Dec 2017
	£	£	£	£	£
<b>Unrestricted funds</b>					
General reserve	1,183,109	2,415,174	(2,873,141)	29,302	754,444
Contingency reserve	1,000,000	-	-	-	1,000,000
<b>Total unrestricted funds</b>	<b>2,183,109</b>	<b>2,415,174</b>	<b>(2,873,141)</b>	<b>29,302</b>	<b>754,444</b>
<b>Restricted Funds</b>					
Conference Assistance Fund (CAF)	2,916,123	61,378	(121,483)	207,971	3,063,989
Working Capital Fund (WCF)	3,899,974	89,357	(66,612)	303,928	4,226,647
<b>Total restricted funds</b>	<b>6,816,097</b>	<b>150,735</b>	<b>(188,095)</b>	<b>511,899</b>	<b>7,290,636</b>
<b>Total funds</b>	<b>8,999,206</b>	<b>2,565,909</b>	<b>(3,061,236)</b>	<b>541,201</b>	<b>9,045,080</b>

**Unrestricted funds**

- The general reserve represents the accumulated surplus which is available for spending on CPA's objectives.
- The contingency reserve of £1m, which has been created to meet any unforeseen liabilities, is made up of two separate funds. The 1993 CPA General Assembly in Cyprus decided that a fund should be created to deal with unforeseen liabilities: a sudden increase in the cost of airfares to the annual conference, a need to find a new venue for a conference or other liabilities which arise due to circumstances which are beyond the control of the Association. The CPA Executive Committee decided in Singapore in May 1999 that the fund should be built up to a maximum level of £500,000 and that when this has been achieved, the interest earned on it should be applied to meet the CPA Headquarters Secretariat operating expenses. In addition to the unforeseen liabilities fund, the Trustees decided in April 2008 in Malaysia to create and maintain a free reserves policy of £500,000 to cover three months of the Association's other annual operating costs (excluding annual conference airfares). This fund is to be used to maintain the range of services for the Association's Members should there be a sudden and unexpected loss in its revenue.

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

**Restricted funds**

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

22. Analysis of net assets between funds	Unrestricted Funds 2018	Restricted Funds 2018	Total Funds 2018	Unrestricted Funds 2017	Restricted Funds 2017	Total Funds 2017
	£	£	£	£	£	£
Tangible fixed assets	397	-	397	1,297	-	1,297
Fixed asset investment	-	6,541,185	6,541,185	-	6,948,046	6,948,046
Current assets	2,568,330	516,820	3,085,150	2,735,571	375,800	3,111,371
Current liabilities	(565,649)	(58,452)	(624,101)	(982,424)	(33,210)	(1,015,634)
<b>Totals</b>	<b>2,003,078</b>	<b>6,999,553</b>	<b>9,002,631</b>	<b>1,754,444</b>	<b>7,290,636</b>	<b>9,045,080</b>
<b>23. Comparative Statement of Financial Activities</b>						
Year ending 31 December 2017				Note	Unrestricted funds	Restricted funds
					£	£
Income from:						
Investments	2	2,225	150,735		152,990	
Charitable activities						
Branch membership fees		2,401,900	-		2,401,900	
Subscriptions for <i>The Parliamentarian</i>		4,759	-		4,759	
Partnership income		-	-		-	
Other income		6,260	-		6,260	
<b>Total income</b>		<b>2,415,174</b>	<b>150,735</b>		<b>2,565,909</b>	
Expenditure on:						
Raising funds						
Investment Management Costs		47,270	-		47,270	
Charitable activities						
Publications & Communications		542,793	-		542,793	
Conferences		657,103	-		657,103	
Seminars, Projects &						
Commonwealth Development		1,354,920	188,095		1,543,015	
Technical Assistance Programmes		271,055	-		271,055	
<b>Total expenditure</b>	6	<b>2,873,141</b>	<b>188,095</b>		<b>3,061,236</b>	
Net (expenditure) before gains on investments		(457,967)	(37,360)		(495,237)	
Transfer between funds	21	29,302	(29,302)			
Net gains on investments	16	-	541,201		541,201	
<b>Net movement in funds</b>		<b>(428,665)</b>	<b>474,539</b>		<b>45,874</b>	
Reconciliation of funds						
Balance brought forward on 1 January 2017	22	2,183,109	6,816,097		8,999,206	
Balance carried forward on 31 December 2017	22	1,754,444	7,290,636		9,045,080	

## Appendix 2: Patrons, Officers, Executive Committee Members and Associated Organisations

### Patron and Vice-Patron

Patron	H.M. Queen Elizabeth II, Head of the Commonwealth
Vice-Patron	His Excellency Yoweri K. Museveni, President of the Republic of Uganda, 2018 - 2019



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

The names of the Members serving on the CPA Executive Committee during the year (as at 31 December 2018) were as follows:

#### Officers:

President Designate	Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of the Republic of Uganda, 2018 - to date
Vice-President	<i>Vacant, 2018 - to date.</i>
Chairperson	Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the Parliament of Cameroon, 2017 - to date
Vice-Chairperson	Hon. Alexandra Mendès, MP, Parliament of Canada, 2017 - to date* <i>Also Regional Representative for the CPA Canada Region, 2015 - to date*</i>
Treasurer	Mrs Vicki Dunne, MLA, Deputy Speaker of the Legislative Assembly of the Australian Capital Territory, 2016 - to date
CWP Chairperson	Commonwealth Women Parliamentarians (CWP) Chairperson: Hon. Dr Dato' Noraini Ahmad, MP, Parliament of Malaysia, 2016 - to date
CPA Small Branches Chairperson	Hon. Angelo Farrugia, MP, Speaker of the House of Representatives, Malta, 2016 - to date

### Executive Committee Members (Regional Representatives)

Africa Region	Hon. Senator Eno Emma Veryelle, MP, Cameroon, 2015 - to date* <i>Vacant, 2015 - to date*</i>
	Hon. Bernard Songa Sibalatani, MP, Vice Chairperson of the National Council, Namibia, 2016 - to date
	Hon. Lazarous C. Chungu, MP, Zambia, 2016 - to date
	Hon. Dr Makali Mulu, MP, Kenya, 2017 - to date
	Rt Hon. Sephiri Enoch Motanyane, MP, Speaker of the National Assembly of Lesotho, 2017 - to date

#### Asia Region

Hon. Imran Ahmad, MP, Parliament of Bangladesh, 2015 - to date\*

Hon. Dr Fehmida Mirza, MP, Pakistan, 2016 - to date

Hon. Dr Lal Chand Ukrani, MPA, Sindh, 2017 - to date

#### Australia Region

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

Hon. John Ajaka, MLC, President of the Legislative Council, New South Wales, 2016 - to date

Hon. Bruce Atkinson, MLC, President of the Legislative Council, Victoria, 2017 - to date

#### British Islands and Mediterranean Region

Dr Roberta Blackman-Woods, MP, Parliament of the United Kingdom, 2015 - to date\*

Hon. Stuart McMillan MSP, Scotland (*Member standing in for Northern Ireland*, 2016 - to date)

Hon. Leona Roberts MLA, Falkland Islands, 2017 - to date

#### Canada Region

Hon. Alexandra Mendès, MP, Parliament of Canada, 2015 - to date\*

*Also Vice-Chairperson of the CPA Executive Committee*

Hon. Jackson Lafferty, MLA, Speaker of Legislative Assembly, North West Territories, 2016 - to date

Hon. Kevin Murphy, MLA, Speaker of the House of Assembly, Nova Scotia, 2017 - to date

#### Caribbean, Americas and the Atlantic Region

Hon. Anthony Michael Perkins, MP, Speaker of the National Assembly, St Kitts and Nevis, 2015 - to date\*

Hon. Terry Harrigan, MP, Speaker of the House of Assembly, Anguilla, 2016 - to date

Hon. Bridgid Annisette-George, MP, Speaker of the House of Representatives Trinidad & Tobago, 2017 - to date

#### India Region

Shri Feroze Varun Gandhi MP, Lok Sabha, India Union, 2015 - to date\*

Shri Premchand Aggarwal, MLA, Speaker of the Assembly of Uttarakhand (*Member standing in for Jammu and Kashmir*), 2016 - to date

Shri Hitendra Goswami, MLA, Speaker of the Legislative Assembly of Assam, 2017 - to date

Mr Nafoitoa Talaimanu Keti, MP, Deputy Speaker of the Legislative Assembly, Samoa, 2015 - to date\*

Hon. Clayton Mitchell, MP, New Zealand, 2016 - to date

Hon. Simon Pentau, MP, Speaker of the House of Representatives, Bougainville, 2017 - to date

#### South-East Asia Region

Hon. Datuk Seri Dr Ronald Kiandee, MP, Deputy Speaker of the House of Representatives, Malaysia, 2015 - to date\*

Hon. Datuk Wira Haji Othman Muhamad, MP, Speaker, State Legislative Assembly of Malacca, 2016 - to date

Hon. Mr Zainal Sapari, MP, Singapore, 2017 - to date

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

## Former Members of the Executive Committee (Regional Representatives) during 2018

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

**CPA Africa Region** Rt Hon. Umar Buba Jibril, MP, Deputy House Leader, National Assembly of Nigeria, 2015 – 2018

**CPA Caribbean, Americas and the Atlantic Region**  
Hon. Leroy C. Rogers, MLA, Speaker of the House of Assembly, Anguilla, 2016 - 2018

**CPA India Region** Shri Kavinder Gupta, MLA, Former Speaker of the Legislative Assembly, Jammu and Kashmir, 2016 - 2018

## Trustees of CPA Trust Funds *As at 31 December 2018*

Mrs Vicki Dunne, MLA  
Australian Capital Territory  
CPA Treasurer

Mr Robin Swann MLA  
Northern Ireland

Mr Akbar Khan  
CPA Secretary-General

## CPA Senior Management Team *As at 31 December 2018*

Mr Akbar Khan  
CPA Secretary-General

Mr Jarvis Matiya  
Director of Operations

Mr Ian Grattidge  
Finance Director (part-time)

## Professional Advisers

- External Auditors Buzzacott LLP, 130 Wood Street, London, EC2V 6DL, United Kingdom E: [enquiries@buzzacott.co.uk](mailto:enquiries@buzzacott.co.uk)
- Internal Auditors Crowe Clark Whitehill LLP, St. Bride's House, 10 Salisbury Square, London EC4Y 8EH, United Kingdom
- Bank National Westminster Bank plc, 2<sup>nd</sup> Floor Argyll House, 246 Regent Street, London, W1B 3PB, United Kingdom
- Investment Managers Close Brothers Asset Management, 10 Exchange Square, Primrose Street, London, EC2AR 2BY, United Kingdom
- Legal Advisers Bates Wells & Braithwaite London LLP, 10 Queen Street Place, London, EC4R 1BE, United Kingdom

## Commonwealth Women Parliamentarians (CWP) Steering Committee

*As at 31 December 2018*

**President**  
*Vacant*

**Chairperson**  
Hon. Dr Dato' Noraini Ahmad, MP  
Malaysia, 2016 – to date

**Africa Region**  
Hon. Angela Thoko Didiza, MP  
South Africa, 2016 – to date

**Asia Region**  
*Vacant*

**Australia Region**  
Ms Michelle O'Byrne, MP  
Tasmania, 2016 – to date  
*Also: CWP Vice-Chairperson, 2018 – to date*

**British Islands and  
Mediterranean Region**  
Ms Joyce Watson, AM  
Wales, 2015 – to date

**Canada Region**  
Ms Laura Ross, MLA  
Saskatchewan, 2017 – to date

**Caribbean, Americas  
and Atlantic Region**  
Hon. Jeannine Giraudy McIntyre, MP  
President of the Senate, St Lucia  
2018 – to date

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

**Pacific Region**  
Ms Anahila Kanongata'a-Suisuiki, MP  
New Zealand, 2017 – to date

**South-East Asia Region**  
*Vacant*

## Partner Organisations



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



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

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

## Appendix 3: Commonwealth Parliamentary Association (CPA) Branches

At 31 December 2018, the Commonwealth Parliamentary Association had over 180 CPA Branches. The CPA Branches were distributed across the CPA's nine regions as follows:



### AFRICA

- Botswana
- Cameroon
- Ghana
- Kenya
- Lesotho
- Malawi
- Mauritius
- Mozambique
- Namibia
- Nigeria - also CPA Branches in: Abia | Akwa-Ibom | Adamawa | Anambra | Bauchi | Bayelsa | Benue | Borno | Cross River | Delta | Ebonyi | Edo | Ekiti | Enugu | Gombe | Imo | Jigawa | Kaduna | Kano | Katsina | Kebbi | Kogi | Kwara | Lagos | Nasarawa | Niger | Ogun | Ondo | Osun | Oyo | Plateau | River State | Sokoto | Taraba | Yobe | Zamfara

- Rwanda
- Seychelles
- Sierra Leone
- South Africa - CPA Branches in: Eastern Cape | Free State | Gauteng | KwaZulu-Natal | Limpopo | Mpumalanga | North-West | Northern Cape | Western Cape
- Swaziland
- Tanzania - also CPA Branch in: Zanzibar
- Uganda
- Zambia

### ASIA

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

### CANADA

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

### AUSTRALIA

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

### BRITISH ISLANDS AND MEDITERRANEAN

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

### CARIBBEAN, AMERICAS AND ATLANTIC

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

### INDIA

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

### PACIFIC

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

### SOUTH-EAST ASIA

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

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

Editor: editor@cpahq.org

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

Published July 2019.

Commonwealth Parliamentary Association  
CPA Headquarters Secretariat  
Richmond House  
Houses of Parliament  
London SW1A 0AA  
United Kingdom  
Telephone: +44 (0)20 7799 1460  
Email: hq.sec@cpahq.org  
Website: www.cpa.org

# COMMONWEALTH PARLIAMENTARY ASSOCIATION ANNUAL REPORT AND PERFORMANCE REVIEW 2018



Members of the CPA Executive Committee in November 2018 at their meeting in London, UK.

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

Commonwealth Parliamentary Association  
CPA Headquarters Secretariat  
Richmond House  
Houses of Parliament  
London SW1A 0AA  
United Kingdom

Telephone: +44 (0)20 7799 1460  
Email: [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org)

Website: [www.cpahq.org](http://www.cpahq.org)  
Twitter @CPA\_Secretariat  
Facebook.com/CPAHQ

