



THE CPA PARLIAMENTARY ACADEMY

A Centre of Excellence for Commonwealth Parliamentarians

ADVANCED PROFESSIONAL DEVELOPMENT & SKILLS-BUILDING RESIDENCY PROGRAMME

VALETTA, MALTA

23 FEBRUARY - 1 MARCH 2025

OFFICIAL INVITATION



PARLAMENT TA' MALTA



ADVANCED PROFESSIONAL DEVELOPMENT AND SKILLS-BUILDING RESIDENCY PROGRAMME

VALETTA, MALTA
23 FEBRUARY - 1 MARCH 2025

I am pleased to announce that the CPA Headquarters Secretariat will be hosting the fourth round of the CPA Parliamentary Academy residency programmes. This year, we are thrilled to partner with the Parliament of Malta to deliver the **Advanced Professional Development and Skills-Building Residency Course**, scheduled to take place in **Valletta, Malta, from 23 February to 1 March 2025** (inclusive of arrival and departure dates).

We invite CPA Branches to nominate up to two **Members of Parliament** for this immersive programme.

Since its establishment in 2021, the [CPA Parliamentary Academy](#) has offered online courses and external training designed for parliamentarians and parliamentary staff across the Commonwealth. These residency courses are integral to our mission, providing an advanced, face-to-face platform for knowledge-sharing, interactive learning, and professional development beyond the online experience.

To ensure your Branch's representation, please follow the application procedure outlined in the invitation and submit nominations by **FRIDAY, 6 DECEMBER 2024**.

The 2025 Advanced Professional Development and Skills-Building Residency Course will be a five-day programme tailored specifically for parliamentarians. The course aims to enhance participants' people and soft skills across critical areas such as leadership, strategic thinking, communications, and team management. The skills developed through this programme are designed to be universally applicable within parliaments and beyond. Additionally, we anticipate offering an Advanced Parliamentary Professional Development course in late 2025, for which a separate invitation will be issued in due course.

Building on the success of the 2024 programmes, which welcomed over 70 parliamentarians and parliamentary staff from more than 20 national and subnational jurisdictions, participants have consistently reported enhanced skills and knowledge applicable to their roles. Several alumni have since taken on elevated responsibilities within their parliaments, highlighting the programme's potential impact. We look forward to continuing this tradition of growth and development with the 2025 cohort.

For further inquiries, please reach out to Matthew Salik, Head of Programmes, at academy@cpahq.org.

Yours sincerely,



Stephen Twigg
Secretary-General, Commonwealth Parliamentary Association

1. APPLICATION PROCESS

PLACES PER CPA BRANCH/LEGISLATURE

Each CPA Branch may nominate up to **TWO** Members for consideration. Approximately **30 spaces** are available for the programme.

Please note: Only nominations from Members who have completed the *CPA Parliamentary Professional Development Certificate* (comprising four courses) on the [CPA Parliamentary Academy](#) will be accepted. This requirement is essential to ensure participants have the foundational knowledge necessary for the residency programme.

NOMINATION PROCESS

Should Members enquire directly with the CPA Secretariat for places, they will be instructed to formally apply through their respective Branch Secretary. To apply for a place on the Residency Programme, please complete the [NOMINATION FORM](#) and submit it to the CPA Headquarters Secretariat no later than **FRIDAY, 6 DECEMBER**. Due to high demand for limited places, any applications received after this deadline may be held as reserve.

Members enquiring directly with the CPA Secretariat will be directed to apply formally through their Branch Secretary.

Upon receipt and review of the Nomination Form, Branch Secretaries will be notified of accepted nominations. Accepted Branches will then receive instructions to complete the Event Registration Form, which includes submission of travel itineraries and biographical details. For any assistance with the online registration process, please contact the CPA Secretariat.

NOMINATION CRITERIA

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

- a. **Completion of the CPA Parliamentary Professional Development Certificate:** Nominees must be Members of Parliament who have completed all four courses within this certification (Induction for New Parliamentarians; Legislative Process; Scrutiny, Accountability and Oversight; Representation, Advocacy and Education) on the [CPA Parliamentary Academy](#).
- b. **Subscription Status:** Only nominations from CPA Branches with paid-up subscriptions will be accepted.*
- c. **Diversity and Representation:** CPA policy encourages broad participation in its events. Branches are encouraged to nominate women and young Members of Parliament. For delegations of two, nominees should ideally not represent the same political party, grouping, coalition, or caucus, and should be gender-balanced.
- d. **Parliamentary Term:** Preference will be given to Members in their first term of parliament, though longer-serving nominees will be considered on a case-by-case basis.
- e. **Full Participation:** Participants are expected to arrive at the start of the programme and to remain actively engaged until its conclusion. They should be prepared for the programme's intensive nature and willing to participate in all agenda elements.
- f. **Monitoring and Evaluation Participation:** Nominees must be open to engaging in all Monitoring and Evaluation activities, including follow-up.
- g. **Language Proficiency:** Nominees must be fluent in English.

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

2. ABOUT THE RESIDENCY PROGRAMME

WHAT WILL PARTICIPANTS GAIN?

At the conclusion of the programme, participants will develop essential skills and insights in:

- Leadership and Strategic Thinking;
- Confident Communication;
- Analytical and Management Skills;
- Application of Skills within Parliament and Beyond.

This programme offers a unique opportunity for participants to focus on their personal career aspirations, particularly in defining and pursuing their medium to long-term goals.

Beyond these skills, participants will establish a network of like-minded peers from across the Commonwealth, providing lasting support and guidance. Attending the programme also allows for valuable international inter-parliamentary engagement and insight into the political landscape of Malta and the broader Commonwealth.

See overleaf for a summary programme.

STUDY DAY AND ACCLIMATISATION

To support participants in settling in, **Monday, 24 February 2025**, has been designated as an acclimatisation day. Participants are encouraged to use this day for any personal arrangements, such as private tours, meetings, or other activities, in preparation for the programme's start.



3. PROVISIONAL PROGRAMME

Day 0 - Sunday 23 February 2025	Official Arrival Day			Day 6 - Saturday 1 March 2025	Official Departure Day																			
Day 1 - Monday 24 February 2025	Study Day and Acclimatisation			Day 2 - Tuesday 25 February 2025	Housekeeping & Intros	Inspirational Presentation	Personal Goal Setting	Day 3 - Wednesday 26 February 2025	World Cafe	Day 4 - Thursday 27 February 2025	Speechwriting and Speechmaking	Project and People Management	Personal Management	Day 5 - Friday 28 February 2025	Exercise Briefing	Group Practical Leadership and Planning Exercises	Day 6 - Saturday 1 March 2025	Official Departure Day						
Day 2 - Tuesday 25 February 2025	Housekeeping & Intros	Inspirational Presentation	Personal Goal Setting	Leadership Principles and Theories	Strategic Thinking and Planning	Day 3 - Wednesday 26 February 2025	World Cafe	Day 4 - Thursday 27 February 2025	Speechwriting and Speechmaking	Project and People Management	Personal Management	Day 5 - Friday 28 February 2025	Exercise Briefing	Group Practical Leadership and Planning Exercises	Day 6 - Saturday 1 March 2025	Official Departure Day								
Day 1 - Monday 24 February 2025	Study Day and Acclimatisation			Day 2 - Tuesday 25 February 2025	Housekeeping & Intros	Inspirational Presentation	Personal Goal Setting	Leadership Principles and Theories	Strategic Thinking and Planning	Day 3 - Wednesday 26 February 2025	World Cafe	Day 4 - Thursday 27 February 2025	Speechwriting and Speechmaking	Project and People Management	Personal Management	Day 5 - Friday 28 February 2025	Exercise Briefing	Group Practical Leadership and Planning Exercises	Day 6 - Saturday 1 March 2025	Official Departure Day				
Day 0 - Sunday 23 February 2025	Official Arrival Day			Day 1 - Monday 24 February 2025	Study Day and Acclimatisation			Day 2 - Tuesday 25 February 2025	Housekeeping & Intros	Inspirational Presentation	Personal Goal Setting	Leadership Principles and Theories	Strategic Thinking and Planning	Day 3 - Wednesday 26 February 2025	World Cafe	Day 4 - Thursday 27 February 2025	Speechwriting and Speechmaking	Project and People Management	Personal Management	Day 5 - Friday 28 February 2025	Exercise Briefing	Group Practical Leadership and Planning Exercises	Day 6 - Saturday 1 March 2025	Official Departure Day
Day 2 - Tuesday 25 February 2025	Housekeeping & Intros	Inspirational Presentation	Personal Goal Setting	Leadership Principles and Theories	Strategic Thinking and Planning	Day 3 - Wednesday 26 February 2025	World Cafe	Day 4 - Thursday 27 February 2025	Speechwriting and Speechmaking	Project and People Management	Personal Management	Day 5 - Friday 28 February 2025	Exercise Briefing	Group Practical Leadership and Planning Exercises	Day 6 - Saturday 1 March 2025	Official Departure Day								
Day 3 - Wednesday 26 February 2025	World Cafe			Day 4 - Thursday 27 February 2025	Speechwriting and Speechmaking	Project and People Management	Personal Management	Day 5 - Friday 28 February 2025	Exercise Briefing	Group Practical Leadership and Planning Exercises	Day 6 - Saturday 1 March 2025	Official Departure Day												
Day 4 - Thursday 27 February 2025	Speechwriting and Speechmaking			Day 5 - Friday 28 February 2025	Exercise Briefing	Group Practical Leadership and Planning Exercises	Day 6 - Saturday 1 March 2025	Official Departure Day																
Day 5 - Friday 28 February 2025	Exercise Briefing			Day 6 - Saturday 1 March 2025	Official Departure Day																			
Day 6 - Saturday 1 March 2025	Official Departure Day																							

4. PARTICIPATION COSTS

FUNDING

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

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

The CPA Headquarters Secretariat will cover **accommodation (standard room only) during the programme dates (23 February – 1 March 2025)** and programme-related materials for participants. Information on the designated hotel will be provided to participants once their places are confirmed.

Please note: Due to space constraints, accompanying officials are not permitted to attend.

Additionally, the CPA Headquarters Secretariat does not provide per diems or other allowances. Branches are strongly encouraged to provide financial support to their participants for the programme's duration.

FUNDING ASSISTANCE

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

5. ADMINISTRATION AND LOGISTICS

VISAS

To enter Malta, all delegates must have a valid passport with at least six months of validity from the date of entry. Delegates may also require a visa or eVisa. Please consult the Government of Malta's official website to determine specific entry requirements.

Participants are strongly encouraged to be fully vaccinated before traveling to ensure compliance with travel regulations and to support the safety and well-being of all participants and facilitators.

WITHDRAWALS / CANCELLATIONS

Branches are kindly asked to inform the CPA Headquarters Secretariat immediately if a participant cancels, or if for any reason they will not arrive in Malaysia as scheduled. Please be informed that the rules set out in the CPA Travel Policy will apply to this programme. The guidelines set out what are justifiable and what are not justifiable reasons for withdrawing from a CPA Programme at short notice. Mitigating circumstances refer only to the following situations:

- a) Experiences unforeseen/unexpected visa issues (having applied for visas in good time and having followed the application requirements).
- b) Suffers significant illness, accident, injury or death.
- c) Experiences sudden death or illness of immediate family member.
- d) Victim of a serious crime.
- e) Seriously impacted by an unexpected natural disaster.

Travellers will be expected to provide proof of the above in good time, in writing, with accompanying evidence to the CPA Headquarters Secretariat. The decision as to its validity will be determined by the CPA Secretary General and all decisions are final. Any last-minute withdrawal from the programme by a participant for unjustifiable reasons will result in the participant's Branch being held accountable for reimbursing costs associated with hotel accommodation.

6. ABOUT THE CPA

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

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

THE CPA NETWORKS

CPA Small Branches

Established in 1981, the network represents Commonwealth jurisdictions with populations under 1 million and operates within the framework of the CPA. The CPA Small Branches network seeks to “empower small parliaments to overcome national and global challenges through cooperation, advocacy and the strengthening of parliamentary democracy and good governance”. Find out more here: <https://www.cpahq.org/our-networks/cpa-small-branches/>

Commonwealth Women Parliamentarians

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

Commonwealth Parliamentarians with Disabilities

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



7. ABOUT THE PARLIAMENT OF MALTA

The Parliament of Malta is the supreme legislative body of the Republic of Malta, a Southern European island country in the Mediterranean. Malta is known for its rich history, stunning architecture, and strategic location between Europe and North Africa. The country has a population of approximately 514,000 people and spans an area of 316 square kilometers (122 square miles), making it one of the smallest and most densely populated nations in the world.

Malta's parliamentary system is unicameral, with the House of Representatives serving as the legislative branch. Members of Parliament (MPs) are elected via proportional representation from thirteen districts. The Head of State is the President of Malta, while the Head of Government is the Prime Minister, who leads the cabinet.

The Maltese Parliament, with a tradition of parliamentary democracy, has existed in various forms for centuries, with its modern iteration established upon Malta's independence in 1964. Since then, the Parliament has continued to evolve, serving as the center of Maltese political life. Malta has been a member of the Commonwealth since its independence in 1964, and the CPA Malta Branch plays an active role within the CPA community.

To learn more, visit their website here: <https://parlament.mt>

VISION, MISSION AND VALUES

The Parliament of Malta operates with a commitment to democratic representation and accountability, serving as the primary legislative institution of the Republic of Malta. Its mission centers on facilitating democratic participation, ensuring financial oversight through the review of public sector financial statements, and maintaining a secure environment for parliamentary activities.

Key objectives include:

- **Supporting Democratic Processes:** The Parliament provides a platform for elected representatives to actively engage in legislative duties on behalf of Maltese citizens.
- **Financial Management:** Through the examination of financial records, the Parliament promotes transparency and sound financial governance.
- **Facilitating Public Engagement:** The Parliament ensures accessibility to parliamentary sessions and materials for citizens, contributing to transparency in governance.

KEY STAKEHOLDERS

- Speaker - Hon Dr Angelo Farrugia MP
- Clerk of the House - Ms Eleanor Scerri



Commonwealth Parliamentary Association (CPA)
CPA HEADQUARTERS SECRETARIAT
RICHMOND HOUSE, HOUSES OF PARLIAMENT
LONDON, SW1A 0AA, UNITED KINGDOM

Tel: +44 (0)20 7799 1460 | Email: hq.sec@cpahq.org
Web: www.cpahq.org | Tw: [@CPA_Secretariat](https://twitter.com/CPA_Secretariat) | Facebook.com/CPAHQ
